

# Staff Council



**MEETING MINUTES** Friday, June 19, 2020 1:00 - 3:00 p.m. Via Zoom

Members Present (✓):

✓	Andrews, Linda	✓	Head, Kimberly	✓	Nixon, Jana
✓	Andrews, Shayla	X	Heitz, Tiffany	✓	Northup, Genevieve
✓	Barron, Monica	✓	Heliste, Pam	✓	Peeples, Jinger
✓	Campbell, Andrew	✓	Helm, Colin	✓	Richardson, Casey
✓	Carpenter, Deidra	X	Hines, John	✓	Rossato, Kelly
✓	Chavez, Ana	✓	Holmes, Melody	X	Stewart, Gregory
✓	Duckworth, Andy	✓	Howard, Elizabeth		
✓	Dunn, Debbie	X	Khedairy, Nadia		
X	Faircloth, Ross	✓	Long, Renee		
✓	Gray, Arianna	✓	Morman, Lisa		
✓	Guerra, Rosa				Guests:
		✓	Present		
		X	Not present	✓	Langford, Jackie – Past SC
		€	Excused	X	West, Aaron – Faculty Council liaison

<b>Call to Order:</b>	Meeting called to order by Liz Howard at 1:04pm
<b>Approval of Minutes:</b>	Motion to approve minutes from 5/08/20 meeting: Colin 2 <sup>nd</sup> : Andrew
<b>Updates Announcements:</b>	<p><b>Liz:</b> Liz got approval to have our July and August meetings in-person and on campus.</p> <ul style="list-style-type: none"> <li>➤ We don't have a room booked for July yet. Will send out email once reserved.</li> <li>➤ Our August meeting will be on campus in McKinney in Abernathy Hall. Scheduled for 1pm (lunch-ish). Come hungry.</li> </ul> <p>For those who cannot make the in-person meeting, Zoom will be okay to use.</p> <ul style="list-style-type: none"> <li>• Andrew set up the @Collin_staff Twitter account. The first tweet was the SEOTY winner. Thought that would be a good way to announce things we are doing.</li> <li>• <b>Liz:</b> Thank you Andrew for setting that up. If anyone has a Twitter account, please follow us; retweet, etc.</li> </ul>
<b>Treasurer's Report:</b>	<p>Current Balance: \$ 3,383.28</p> <ul style="list-style-type: none"> <li>➤ Renee needs any receipts for Rose Award submitted to her – even if you put on P Card.</li> </ul>

<b>Other Reports:</b>	<p><b>President’s Report:</b> Nothing in addition to the above updates</p> <p><b>Vice President’s Report (Andrew):</b> Rose Award ceremony was FANTASTIC! No one passed out (in the heat). Colin was the Collin Cougar – he was the real MVP of the day! Should consider a “hazardous pay” stipend for the person who wears the mascot costume.</p> <p><b>Recorder (Ari):</b> Nothing at this time</p> <p><b><u>Service Committees:</u></b></p> <p><b>Rose Award:</b> (Debbie) The drive-through Rose Award parade was wonderful. Thanks to all who participated and had a hand in it. 22 nominees attended (6 were missing). The nominees expressed that they were so happy with the recognition and prizes. It was a wonderful event! Thank you everybody.</p> <ul style="list-style-type: none"> <li>• <b>Collin &amp; Liz:</b> Good job Debbie!</li> <li>• <b>Liz:</b> Many nominees shared that they had a great time and really appreciated it.</li> </ul> <p><b>SEOTY:</b> None</p> <p><b>Silent Auction:</b> (Shayla) Spoke to Andrea (Foundation) 2 weeks ago. She hasn’t forgotten – she’s been trying to get the date of All College Day so that she can figure out the logistics of the Silent Auction.</p> <ul style="list-style-type: none"> <li>• <b>Liz:</b> Leadership said we may have All College Day in August. They’re having lots of meetings about it – will keep us updated.</li> </ul> <p><b>Meals on Wheels:</b> (Rosa) Need volunteers for July 10 to be at the trucks. Who is going to be responsible for getting the trucks/food to the MOW’s people? The MOW people are only at their location until 2pm, so we have to get the trucks to them by that time.</p> <ul style="list-style-type: none"> <li>• <b>Liz:</b> Will send out an email for volunteers. Need volunteers with cars. We need 2 people at each campus. People should just be dropping off the boxes, so shouldn’t have to interact with people or touch anything.</li> <li>• <b>Kim:</b> I’ll volunteer for the Courtyard campus.</li> </ul> <p><b><u>Research Committees:</u></b></p> <p><b>Full-Time Staff Retention:</b> (Nadia not in attendance)</p> <p><b>Professional Development:</b> Kimberly did not have anything.</p> <p><b>District-wide communication:</b> Colin did not have anything.</p> <p><b><u>Ad-Hoc Committees:</u></b></p> <p><b>Unsung Hero:</b> Deidra did not have anything.</p> <p><b>By-Laws:</b> (Colin) Nothing at this time. Linda &amp; I have to meet and talk about it.</p> <ul style="list-style-type: none"> <li>• <b>Liz:</b> Reminder; we have to have something by the next meeting so that we can start fresh with the new year when Andrew takes over.</li> <li>• <b>Colin &amp; Linda:</b> Ok</li> </ul> <p><b>Telecommuting:</b> (Kimberly) Last meeting, we voted to send out the staff survey and the committee word-smithed the survey to get it ready to send out to all staff. Then we received the response from the Administration (Kimberly read it aloud. See attached)</p> <ul style="list-style-type: none"> <li>• <b>Kim:</b> That was a really unfortunate decision that we’re not even allowed to survey the staff. The committee felt it was pointless to go forward and even</li> </ul>
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	<p>draft a proposal for a telecommuting policy when the administration clearly isn't in favor of that.</p> <ul style="list-style-type: none"> <li>• <b>Liz:</b> It's not that they're not in favor of it..it's just right now; they're hiring a lot of new faculty and staff and everything has to be connected. There were a lot of discussions at leadership and every ELT had something to say/got to say what they thought. It wasn't just one person dictating their position. What we'll do is put it on our website (in our "things to do" area) and notate that we'll come back to it in 3 years.</li> <li>• <b>Collin:</b> I'd like to go on the record as saying I think this is really short-sighted by the college and I'm disappointed. They're seriously dropping the ball on what is going to happen next and I'm disappointed in them and I want that on record.</li> <li>• <b>Andrew:</b> Liz, is it fair to say that it's not complete end of discussion though; right? They've just asked that we table it?</li> <li>• <b>Liz:</b> Yes, that is correct. The discussion can still go on; any research could still go on. Even when Andrew takes over next year, there could be an ad-hoc committee for telecommuting still, and still research. You just couldn't bring anything to leadership until 3 years.</li> <li>• <b>Andrew:</b> They would have to make the decision for us to bring it to them. Meaning, if they brought it up before 3 years we could; but otherwise we have to wait the 3 years.</li> <li>• <b>Liz:</b> That is correct.</li> <li>• <b>Casey:</b> Is it related to the fact that we get new trustees in 3 years? I'm just curious; why 3 years?</li> <li>• <b>Colin:</b> That's when all the capital is spent and all the buildings will be built out; in 3 years. I honestly think it's that they feel they cannot afford to lose the money by investing in this infrastructure by going forward with a work-from-home policy while simultaneously building up these multi-million dollar buildings to encourage people to come in face-to-face.</li> <li>• <b>Liz:</b> Yes, but at the same time, it is everything, It's Human Resources, it's hiring new employees: everything needs to be connected. And you're right Colin; they're not going to build multi-million dollar campuses for everyone to stay at home and work. At this time, we don't have a policy that people can. So everything has to be connected.</li> <li>• <b>Colin:</b> Right, and I understand that. But at the same time, to not even want to consider the possibility. We haven't even gotten out of the first wave of this thing, and our numbers are going to spike. We're probably going to have to be shut down again. And the fact that the college is not wanting to consider the possibility of this as a scenario....is so short-sighted. You're going to have people NOT want to come to work here in the future for the college when the first thing people will ask is, "What was your policy during the Covid outbreak? What did you do?" And when it comes to find out that we didn't want to implement a work-from-home policy for several years because it just wasn't financially viable for us, they're going to say, "Uh. I'm going to go to Tarrant County College or someplace else. It's ridiculously short-sighted to not even consider this as a possibility. But that's just my opinion.</li> <li>• <b>Kim:</b> I agree with you Colin. My other thought is that I know every single classroom capacity has just been cut in half. And we still have to serve all the students who come. So we don't have enough classroom space to serve everyone. But we can get that space if we take people who are capable of</li> </ul>
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working from home and put them on a rotation and we can take a set of 10 offices down to 3 or 4 and recover that space and turn it into additional classrooms space. I think there's a lot of cost-saving measures here for the college, not to mention benefits for employees like saving money on commute, and safety, and just overall work-life balance and satisfaction. There's a lot of benefits I think to a really well written telecommute policy, but they're not even open to the conversation at this point so there's nothing we can do.

- **Colin:** I know for the majority of my job I need to physically be here on campus so this policy will not really affect me because I have to actually be here to do the majority of what I need to do. So this isn't something I'm fighting for my own benefit. This is something I'm fighting for everyone else. It's so frustrating.
- **Andrew:** Well you're advocating for the staff.
- **Gen:** Well for me it's the 3 years. That just seems like a really long time to table something like this. Do you think there's any way that that could change?
- **Liz:** No, we were told once, when Kim spoke with Kim. Then we were told again. So we were told no twice. And basically told not to ask again.
- **Casey:** I think that's what we're most disappointed in; the tabling for 3 years.
- **Pam:** Absolutely. Absolutely. 3 years is ridiculous. That's a very long time not to consider something that a lot of us have been forced to do and it's working well.
- **Liz:** So we need to watch it. When all the campuses are done, we can bring it up.
- **Linda:** So I've been working on campus the last couple of weeks and then when I get home, I'm going online and working even more. Librarians do that...sort of.
- **Kim:** Does anyone remember, we took a proposal for merit pay (I took it so I should remember, but I don't). We took the proposal to leadership and it was "tabled". I just don't remember how long ago that was. Does anyone remember?
- **Colin:** I think it was about 2 years ago.
- **Kim:** Does this seem like a pattern?
- **Colin:** You mean for them to kick the can down the road and let someone else deal with the problem?
- **Liz:** Well it will be Andrew's job to bring it back.
- **Casey:** I mean no disrespect to anyone on this council, but it feels like we're not getting anywhere. We're doing our normal things, but anything new or anything presented to executive leadership just seems to....
- **Liz:** I understand. I feel your frustration too. We just have to remember that all of us, not just the staff council, but even within your job, whenever you bring a proposal to your supervisor, not everything is going to be taken. They have the right to say no to us. Even when I bring something to my supervisor; I may bring 5 proposals, and then he make take 1 or 0, it's not because we're not doing our job. So don't get discouraged. It's just that this may not be the time. Or maybe it has been considered before but there are other items that are high on their to-do list. So please don't get discouraged. We will do our best diligence to put it on the website and then maybe Andrew will bring it back next year.
- **Casey:** Can we have on our website, where we know the status of these proposals? We can see if something was approved or denied?
- **Liz:** They're there. We have the name of the proposal and then the outcome of the proposal. I will make sure it's out there. Andrew and I are transitioning, so

	<p>he is going some things and I'm doing some things. But I will make sure it's out there.</p> <p><b>Bilingual Stipend:</b> (Andrew) The committee has written (another) proposal. We ran it by Gen in HR and thankfully Floyd Nickerson was able to give some of his input as well. (Andrew shared his screen with the proposal). I'm not going to read it, but the bullet points are:</p> <ul style="list-style-type: none"> <li>➤ For all salaried and hourly exempt and non-exempt staff who meet the qualifications will receive a stipend of \$175 a month for each month worked and for those who are working on a less than full-time basis will receive the stipend on a pro-rated basis</li> <li>➤ The supervisor is in charge of identifying the employee(s) and confirming that their written and oral skills are all up to the task</li> <li>➤ The translation and other similar tasks would have to be outside of the norm for their job description. If someone's job description at the time they're hired says "translation is a part of your job", then that employee wouldn't be eligible for the stipend.</li> <li>➤ The two biggest question marks are the amount per month vs. a lump sum payment.</li> <li>➤ It was commented that \$175 might be too much and suggested that we move that down a bit.</li> <li>➤ Another question is if we should specify in the proposal the methods by which a supervisor would determine that the employee's language skills are up to snuff.</li> </ul> <p>We don't need to have a long debate today about those particular things, but I did want to open it up and get some opinions and first reactions from everyone if you all think it seems reasonable or what are your thoughts?</p> <ul style="list-style-type: none"> <li>• <b>Colin:</b> I have a question about the salary? Is it possible to create some type of formula to where it's basically the person's hourly rate times the amount of time they spent using the bilingual skills? So say the person spent 10 hours engaged in bilingual activities so your hourly rate times 10 hours. Something like that?</li> <li>• <b>Andrew:</b> That was a method some institutions did. They had a formula where they calculated the amount that way. What I saw the most was the monthly amount. We kind of went off of that. But that's what we're asking; for other ideas. The monthly vs. the yearly was the biggest question in our committee. There are definitely advantages for doing it monthly; perhaps it has a better chance of getting accepted because it's not all being paid out at once. Vs the yearly, which is more advantageous for the employee and just have that be a part of their pay. I'll send the proposal to everybody on Staff Council to take a look at it and make notes on it and we can have another discussion on this in next month's meeting.</li> <li>• <b>Liz:</b> Sounds good Andrew. You can put it in Teams with your notes and the research about what other colleges are doing.</li> <li>• <b>Andrew:</b> I will do that.</li> </ul>
<p><b>New Business</b></p>	<p><b>Liz:</b> For the Rose Awards, I wanted to announce that there were 4 people from Staff Council who were nominated:</p> <ul style="list-style-type: none"> <li>➤ Jinger Peeples</li> <li>➤ Nadia Khedairy</li> <li>➤ Jana Nixon</li> <li>➤ Andrew Campbell</li> </ul>

	<p>Congratulations! We know that you cannot be recognized on the parade and the ceremony because you're on Staff Council and serving; but I wanted to make an announcement because your hard work needs to be recognized, not just here but everywhere. So thank you all for serving on Staff Council and thank you for all your hard work.</p>
<p><b>Roundtable:</b></p>	<p><b>Casey:</b> Does everyone like the help desk? Or hate the help desk?</p> <p><b>Voices:</b> We LOVE the helpdesk! Love! Love! Love!</p> <p><b>Liz:</b> Casey, I just have to say that if you can answer my emails, I'm going to love you guys every day!</p> <p><b>Casey:</b> We're just not getting a lot of love lately and it's good to hear.</p> <p><b>Voices:</b> We really appreciate you and everything you do. Love you!</p> <p><b>Casey:</b> We're really busy and just getting killed and there's a lot of people, a lot of people higher up saying there's a lot of people not satisfied with us.</p> <p><b>Shayla:</b> I have a question. Are you all aware that students can still use their old Cougar mail email?</p> <p><b>Casey:</b> Yes. They can still access that.</p> <p><b>Shayla:</b> So by some of them accessing the old email, the students are not going to their Collin.edu email, so they're missing important emails. Like some students got an email about being on waitlist and they didn't see it.</p> <p><b>Kelly:</b> Yes, that is generating a lot of phone calls to us.</p> <p><b>Casey:</b> Yes, we're looking at that. We're looking to cut that off for the fall. Just keep sending us stuff and we'll keep trying to fix it.</p> <p><b>Gen:</b> We're already using authentication for Work Day (software) and it's pretty user friendly so hopefully this migration will go smoothly.</p>
<p><b>Adjourn:</b></p>	<p>Colin made the motion that we adjourn the meeting at 1:39pm Ari seconded.</p> <p><b>Next meeting:</b> Location TBD. Friday, July 17, 2020 @ 1:00 – 3:00pm</p>

## **Bilingual Stipend**

This stipend is available to full-time, non-teaching employees. The procedure also applies to all languages deemed necessary by the Department Leader, other than English, including sign language.

Upon recommendation of an employee's supervisor, employees proficient in a language other than English may receive a bilingual stipend in the amount identified below. Salaried, hourly, exempt and non-exempt Collin staff who meet qualification requirements will receive a stipend in the amount of \$175.00 per month worked, to be articulated on the annual payroll authorization. Employees who are less than 1.0 FTE (full-time employment), will receive the incentive on a pro-rata basis. Upon separation of employment, partial months shall be paid on a pro-rata basis.

It is the responsibility of the Supervisor to document the employee's speaking, and reading and writing ability for the language other than English. A supervisor should consider the following criteria when evaluating the necessity for an employee to receive this stipend: the tasks or functions performed with the language, the context and content area in which the language can be used, and the accuracy of performance and oral delivery. Written testing may be required if a job-related need is identified. Once the supervisor determines that use of the language is job related and is a significant factor in the performance of the employee's job, a recommendation may be made for the employee to receive the bilingual stipend

If being bilingual is a requirement of employment and this requirement is included in the job description, the employee will not be eligible for the stipend. If a staff member's job description is changed from the original job posting and that change includes the removal of a bilingual requirement, that staff member will then become eligible to receive a bilingual stipend. For a bilingual employee employed without a bilingual requirement and not receiving a stipend, it is the responsibility of the immediate supervisor to review the job duties and frequency of contacts requiring bilingual skills, identifying the benefits expected to be gained by the department in using such skills, and any other relevant factors.

Bilingual stipends are assigned to an employee for the current position only. The stipend will end with transfer to another position.

## **Email from Leadership Re: Sending out the Telecommute Survey to Staff**

Read by Kimberly Head at SCC Meeting in June

After a lot of feedback from administrators (not just Dr. Matkin), they have asked not to send this survey at this moment. Here is why, If we send the survey now, (even though it is just for research purposes) It implies the college is moving towards a telecommunication plan. Administration feels that if we send the survey now, it will send the wrong message. The administration is needing to complete the virtual college, and open up all new campuses before they even consider a telecommuting policy. Administration also feels strongly about being a face to face service, and because of COVID, there was no other option than to serve students virtually, not because there is a need of telecommuting services. However, administration is working with HR to accommodate those who can work at home because of illness or other accommodations, I believe this has already been implemented. Administration did ask to table it, possibly in 3 years.