

Staff JLMC Meeting Minutes
Wednesday, December 14, 2022

Attendance

Union Staff: Brian Harte, Althea Solis, Kress MacLaren
Management: Maira Lazdins, John Jenkins, Sarah Lowe

Topic	Action Items	Obstacles	Other Notes
<input type="checkbox"/> Approve November 9, 2022 minutes	<input type="checkbox"/> .		Minutes approved from Nov 9 meeting
From Staff: Clarification on compensation for 0.8 FTE jobs that have come up for our membership	<input type="checkbox"/> Look at language in Staff Handbook <input type="checkbox"/> Need to Clarify language for part-time employees		Issues around holiday pay for part time employees; some are not getting paid for 7.5 for the day. However, there are instances of holiday pay being paid on a day that a staff member doesn't work. We would need to change policy in order have part-time employees getting paid for 7.5 hours on days the employee usually works.

<p>From Management: Update on bulletin board location</p>	<ul style="list-style-type: none"> ❑ 		<p>Moved to a new location: hallway outside rooms 113 and 115.</p> <p>NOTE: currently no guidelines on where ppl can post items on campus; Leigh and Noki are working on this with student leadership council and deans. Roll out before the break.</p>
<p>From Management: Who are all the union representatives and how are they divided up?</p>	<ul style="list-style-type: none"> ❑ Brian will update the group as reps are confirmed. 		<p>Still developing, but currently it is Brian Harte, Kress MacLaren, Russell Larman.</p> <p>Piper Alldredge will most likely be joining.</p>
<p>From Management: Process for requesting union release time in Workday</p>	<ul style="list-style-type: none"> ❑ Maira will put Workday "step-by-step" guide on PORTAL after the union reviews this process with the team and confirms. 		<p>System in Wday to track union release time; currently, max hours are not a part of the CBA b/c there wasn't anything to gauge it by; possible item to include in next CBA negotiations.</p> <p>Step one: union employees will request release time to alert their manager.</p> <p>Step two: union employees will see "Union Shift Differential" on the timesheet to add the tag. Does not affect how pay is calculated.</p>

<p>From Management: Check in about Studio Manager pay adjustments</p>	<p><input type="checkbox"/> Pay adjustment for 8 studio managers: effective date: Nov 1, 2022.</p>		<p>Approx 8 studio manager are paid below the current threshold (\$32/hour) due to the conversion to non-exempt status -- will have pay increase effective 11/1/22</p>
<p>Additional items: FMCS training on January 12, 2023</p>			<p>Date is good for the group--exact time TBD, but most likely 9-11a or 10-12p.</p>
<p>Difficulty scheduling meetings this time of year. We can collectively decide on the meeting schedule.</p>			<p>Meetings for Spring: Feb and early April</p>

Submitted by: John Jenkins