

Staff JLMC Meeting Minutes

February 15, 2023

Attendance

Union Staff: Althea Solis, Matt Kennedy, Kress MacLaren

Management: Suzanne Greva, John Jenkins, Sarah Lowe, Maira Lazdins

Topic	Action Items	Obstacles	Other Notes
Approve meeting minutes from December 14, 2022	<input type="checkbox"/>		All approved, pending any notes from Brian Harte
Establishing JLMC Meeting Ground Rules	Maira offered to create a revised "Ground Rules" document that can be approved at the next meeting		Both agreed ground rules are important, but the list provided at the FMCS Training needs to be amended. Management suggested: <ul style="list-style-type: none">• Titles left at the door• Decisions by consensus• Treating each other with respect• Using JLMC to discuss topics before moving to a more formal process• Having clarity around what can and cannot be included in JLMC meetings Staff suggested: <ul style="list-style-type: none">• Include the flexibility to caucus during meetings.
What are goals and objectives for the JLMC for the year?			Management noted a goal to collaborate and come together to make sure we're working towards CCA being

			<p>a good place to work. The JLMC offers management an opportunity to provide context, knowledge and information about decisions that the college is making.</p> <p>Staff notes that the JLMC allows each side to clarify their interpretation of the contract. Staff is hopeful that the JLMC also addresses the needs of staff in terms of compensation, work environment etc</p>
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<p>From Staff: Staff Survey update</p>	<p><input type="checkbox"/> Goal to have the report available for the next JLMC meeting</p>		<p>Some preliminary notes:</p> <ul style="list-style-type: none"> • Workplace quality concerns with respect to climate control in Hubbell Building and classrooms. Sarah noted that the system has not been maintained well and is outdated. The Facilities Department is actively working on this problem. Electrical might not be up to par for space heaters at Hubbell. Facilities are addressing the issue, but it's complex and requires funding. Employees can submit a Facilities Ticket to get space heaters (if their space allows). Sarah said it's very much a priority. There's a new coordinator in Facilities who will be handling tickets so staff are encouraged to submit tickets. • Staff has noted that it has been difficult to keep up with all the movement of offices and suggested that maps be shared more broadly. • Staff has also noted the issues with WiFi.
<p>From Staff: Position Vacancies</p>			<p>Eliminated, consolidated and reorganized positions are a concern. Staff noted that</p>

			<p>there are many departments where the staff has been decreased and there is confusion around new ownership of responsibilities. It was noted that this topic came up often in the Staff Survey. Staff also noted that there's no clarity on who is responsible for what. Perhaps it can be something that is integrated into the new onboarding portal for staff.</p> <p>Management noted that workloads need to be adjusted properly. During Covid, people were asked to do a lot, and there needs to be a scaling back. The discussion needs to be addressed at the VP level to resolve the issue.</p> <p>Both sides agreed that addressing this real issue could be a good goal for the JLMC.</p>
<p>From Staff: Parking, Rest Areas for Staff, and Lockers</p>	<p>☐</p>		<p>Staff noted the need for parking and a designated rest area for staff.</p> <p>Management noted that there are no plans for parking. This policy is based on city planning which discourages driving. CCA offers a dedicated shuttle as an accommodation.</p> <p>Management noted that there is a kitchen at 80 Carolina. In the Main Building, the kitchen by Academic Affairs has been cleared of storage, painted,</p>

			<p>and deep cleaned. They've installed new lighting and purchased utensils and supplies. Information about this new space will be included in the newsletter.</p> <p>Regarding lockers, Management noted that lockers have been discussed. Currently, the front desk has signs that staff can put on their desk to reserve their space for the day. Staff noted the importance of being able to lock up personal valuables and college-issued computers. The lockers are unreliable and the same key works on multiple locks.</p>
<p>From Management: Review/discuss expectations for compensation information - Article 21</p>	<ul style="list-style-type: none"> ❑ According to the CBA, Management is supposed to have the report to Staff by April. Both sides agreed to push the date back to June. 		<p>Management noted that the new structure will happen in a year and half. Management sees it as an information gathering phase of the process. CCA currently uses PayScale as a resource for pay structure and compensation. Management wants to know what information Union is looking for. What information can HR provide?</p> <p>Maira explained that Payscale is a software tool that helps determine pay/salary, and it's also a service because we can tap their experts on issues and questions. Most importantly, it provides good salary data. It will be important for</p>

			<p>bargaining needs. Maira offered to share more about PayScale which Staff agreed would be helpful.</p> <p>Staff noted that they will continue to go back to what people wanted during bargaining:</p> <ul style="list-style-type: none"> ● A pay structure within positions – there are different levels like program manager, senior program manager, etc – see that as a starting point. ● People want to be classified amongst experience and tenure. How can people move up? ● What does a payscale look like? ● Bringing salaries up to 50k a year and considering cost of living. ● Staff also remains focused on the 9 ½ month positions
	<input type="checkbox"/>		
Additional items:	Next meeting planned for April 19 (hybrid)		

Submitted by: Kress MacLaren