**Yavapai College Staff Association  
Employee Benefits & Professional Development Committee  
Meeting Minutes**

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| **Date & Time** | Tuesday, June 19, 2018, 11:00 AM-12:00 PM | |
| **Location** | 30-109 | |
| **In attendance** | Jane Hersh, Christy Kalbach, Amanda Jung (HR Representative)  Via Zoom: Alexandra Helm, Karen Leja, Sureka Wrublik, Paula Tomitz | |
| **Not in attendance** | Robb Ferguson (no longer member) | |
| **Topic** | **Notes** | **ACTION** |
| HR Update | **Interim HR Director:** Amanda Jung is from the Employers Council and is currently serving as the Interim HR Director until YC hires a permanent HR Director. Amanda acknowledged that the topics the committee wanted to address with the HR department were all important. However, Amanda explained the HR department is currently focused on critical needs, such as streamlining its processes, rather than the more “nice to have” items such as professional development. Amanda anticipates as the HR staffing needs are fulfilled, there will be more time to work on those initiatives. She discussed current initiatives the HR department is working on including:  **HR Department Vacancies and New Hires:** A search for a HR Director is currently being held. A search is in the process to hire an HR administrative assistant as well. Rebecca Birch, HR Generalist, was recently hired.  **Current HR Initiatives**: The onboarding process is being redesigned by implementing a proactive approach to assisting new employees with acclimating effectively to YC. This will include a separate supervisor onboarding process to insure new supervisors will be provided supervisory and pertinent HR information for a successful transition.  **Leadership Development Program:** A leadership development program is being considered to include a training for general and executive leadership development.  **Family Medical Leave (FMLA):** Enhancements are anticipated to insure clarity of FMLA and medical leave rights and responsibilities and claims administration when an employee requests time off for medical reasons.  **Partnership Model:** The HR Department is moving toward the development of a partnership model in which a generalist will be assigned to each department who will routinely and proactively reach out to college leaders to insure HR needs are being met for their respective areas. |  |
| Other HR Topics | **Employee Survey:** The Benefits and Professional Development Committee has considered sending a survey to staff to ascertain their priorities about benefits and professional development. While Amanda agreed that an employee survey could be beneficial, she recommended that the committee hold off as the survey for Administrative Services including HR topics will be coming out in the fall.    **Performance Evaluations:** A redesign is being considered. As the staff performance evaluation process is coming to a close, consideration will be made later in the year.  **Fair Labor Standards Act (FLSA):** Due to federal regulations, the College was proactive in analyzing positions in accordance with the new regulations and moved some employees’ status from exempt to nonexempt. While the new regulations were not enacted, further congressional deliberations are anticipated to finalize the new regulations to become law in the near future. Once the law is finalized, no further changes or revisions to exempt/non-exempt are anticipated, however the HR department will re-evaluate based on new regulations and determine any steps needed at that time.  **LEAN:** A cross-functional work group examined certain HR processes to improve efficiency earlier this year. Amanda indicated that this topic will be revisited and discussed further at a later date.  **Job Analysis Process**: The purpose of this process is to benchmark job responsibilities and content to insure salaries are commensurate with similar jobs in the market. There was a discussion about whether this process could be streamlined if a position had not changed.  **Summer Hours**: Consideration for alternatives to address the impacts/concerns for non-exempt personnel for summer hours will be further explored. Several possibilities may exist and must be carefully researched to insure compliance with labor laws.  **Professional Development:** In the past, YC had a staff development fund managed by YCSA which provided up to $500 annually as a supplemental support staff training opportunities outside of the college, especially if a department did not have enough travel funding to pay. While there is some funding from outside sources available for staff development, such as the Richard and Loretta Wright Staff Development Scholarship, it is not enough to meet the broader needs of the College staff. Additional brainstorming to explore options is anticipated at future committee meetings. | Scholarship information will be submitted to the YCSA newsletter if timing permits. |
| Other Topics | **YCSA Employee Benefits/Professional Development Committee Membership:** Increased staff participation from a cross-section of departments including exempt and non-exempt staff is needed to have broader representation. While this is a volunteer organization with no mandate for participation, Amanda suggested working with her and Dr. Clint Ewell, the YCSA Advocate, to further expand awareness of this need. Further discussion is anticipated to identify best practices at other higher education institutions. |  |
| Next Meeting | Tuesday, July 17, 2018  11 AM – 12 PM  Location: 30-109/Zoom  Meetings are scheduled every 3rd Tuesday |  |

Respectfully submitted by: Christina Kalbach Date: June 20, 2018  
  
Approval: Pending Committee Review Date: