



Classified Employee Counsel

Meeting Minutes

Date: August 5, 2020

Time: 2:00 pm

Location: Via zoom

**Attendees**

Jessica Gelinias – Chair

Barbara Lane – Secretary

Michelle Gurley – Co-Chair

Burlie Hi Eagele

Vivian Cumberlander

**Absent**

Connie Geary

Connor Reeves

Jimmy Turner

Robyn Hicks

## President Cabinets Meeting

- Dr. Pimental, JSCC new President officially started on July 1, 2020
- President's Cabinet meetings will start meeting weekly.
- Will be a working team and involved with updating policies and informed about budget decisions
- All committees are expected to meet, be active and post minutes

## Priorities

- Budget is priority. Enrollment down approximately 24%. College also didn't meet benchmarks with performance funding which resulted in college having to pay money back.
- Covid-19 procedures and communication are priority.
- The SACS COC 5th year report is approaching. Committee has been formed.
- Slogan needs to tell why JSCC is a better option than other higher education choices. We need to concentrate our marketing on this idea. Suggestions should be sent to [jgelinas@jsc.edu](mailto:jgelinas@jsc.edu).

## Budget 2020-2021

- Increasing Enrollment for fall20 is important. If enrollment doesn't improve then budget decisions will reflect.
- Suggested that if every employee and faculty recruited one student, this would help the college budget wise tremendously. As well as with budget decisions.
- Budget must be balanced in October.
- There is a hiring freeze in place now.
- Completely reducing operating and travel will not make up the budget shortfalls.
- Cabinet will be involved and informed with budget.

## Compensation Plan

- A need for revision was recognized for the new compensation plan approved in June by TBR.
- Revisions to compensation plan to be discussed by Cabinet. Additional committees will be added for review of policies and procedure development. More information will come for discussion.

## HR procedures

- Work Experience Certification Form - JSCC has a process to calculate work experience. Cabinet will be asked to review a process that clearly shows the calculations and tracks the approvals.
- Employee Degree Status - Cabinet will also be asked to review policy for employee degree obtainment.
- Employment Classifications - JSCC needs to consider adopting a policy that clearly defines employee types.

## Student Services

- GE and advising is currently taking place via phone and email

## Pandemic Response Team

- Meets weekly
- Drive through pinning for Respiratory Care and Physical Therapy – will not be exiting the car
- JSCC is creating a Phased Reopening Plan/Policy
- Gate is open to students. How to process students is being discussed so none are turned away. Keeping safety of students and employees first.
- Employees and students need to complete COVID 19 screening prior to coming to any JSCC campus or center.
- Students are scheduling appointments in advance (online or calling Centers) with dept they need to see
- TBR requested a student pledge on website for students to agree to.
- Screening Poster posted at all entrance doors on main campus and centers.

- Masks are mandatory on campus and all centers. Mask wearing Policy still in the works. Kiosks will be requested through CARE funds and will be placed at entrances for COVID-19 screening prior to entering the building.
- Guidelines for Notification of Communicable Diseases updated and discussed at next Presidents Cabinet meeting.
- Isolation-Quarantine Release adopted as a clear depiction of guidelines JSCC will be using.

### New Business and Additional Concerns

- Recently an area that should have been closed due to COVID-19 exposure was not posted closed and a student and employees went in area.
- Discussed order of reporting and who to report to in order that areas are posted and cleaned before entry. Staff and faculty report to Amy West in Human Resources. Students report to Linda Nickels in the Student Center.
- COVID-19 reporting is confidential, only a small group of people get information. VP's and Preston get notified. .
- Our college wide COVID numbers are reported to TBR every week, this report includes students and employees.
- Discussed staff and students who report dishonestly on the question/answer questionnaire. Are there any consequences?

Meeting adjourned at 2:40 pm

