

**Management Council**

Thursday, August 4th, 2022
10:00-11:00 am
Zoom

**Minutes**

**Attendees:** **Erik Sorensen, Paul Chown, Ericka Barber, Kristy Seher, Colin Trujillo, Tiffany Schmitcke, Montel Vander Horck, Leigh Dooley, Michael Perkins, Rory Johnson, Pru Ratliff, Cedric Aaron, Molly Blakemore, Misty Knight, Morgan Solem**

Discuss remote telework agreement:

* Rory provided an update regarding the tentative telework agreement. President Flamer sent an email regarding this topic. The TA has to go to the chapter for ratification. Rory reached out to Tami and Tom with CSEA, and they are hoping to get it on the September agenda. Managers may be getting questions from their employees around that time regarding this. This will be a management-driven process, if you don't feel it is appropriate do not feel compelled to make an agreement.
* Kristy had a question regarding if a manager has an employee that has release time to go to school, currently if they are taking a remote class and their time needs to be taken on campus, can they telework that? Rory mentioned that wasn't specifically discussed but it is up to the manager and employee to come to an agreement on what works best for the individual department. Kristy wants to ensure it is uniformly applied. Rory mentioned we have to enforce them fairly, not necessarily uniformly.
* Kristy inquired regarding staff and VPN access relating to the tentative agreement. Rory explained that there has to be a conversation with IT and President Flamer regarding what our process is moving forward. If an employee cannot do their job from home without a VPN, then the administration has to decide what to do about that. VPNs may not be available for everyone. If you need a VPN to work from home and district policy prohibits you from obtaining a VPN, then you cannot work from home.
* Rory explained that the expectation is that the employee who is working from home is available and responsive within the hours stated on the form.
* Colin asked if he could give a blanket no to his employees regarding this. Rory stated that Colin could do that.
* Erik talked about the peer pressure managers will get when some departments will let their employees work remotely and there may be other departments where it is not feasible.
* Tiffany mentioned that we have to keep in mind what is best for the department that we are working in.
* Morgan inquired with Rory regarding the COLA for budget forecasting purposes. Will managers will be getting the same negotiated rate as CSEA members?
* Rory was able to offer that CSEA is guaranteed a 50% pass-through, we also agreed in that contract to discuss with CSEA if there will be more than 50%. That discussion will be happening this coming Monday. After Monday we will be able to start talking more about the COLA. The only group of employees that has any contractual guarantee to any of that money is our staff.

Schedule for next meeting:

* Erik mentioned the next meeting is during the first week of school and there is some concern that people might be too busy that week. Do we want to cancel the next meeting or do it a week later as we did with this one?
* Tiffany gave input that she thinks we could go a month because a lot of departments will be busier longer than just the first week of classes.
* Erik mentioned the next meeting will be scheduled for September.

Departmental Reports

* Ericka communicated a request from her purchasing specialist to have staff complete the in-district travel request and auto-use forms if they will be doing district business.
* Erik mentioned there will be a power outage tomorrow.
* Kristy asked if that means Webmail will be down. Paul mentioned the Ellucian servers will be updated, Datatel and Webadvisor will be unavailable while the updates will be happening even though there will be generator power to them. Webmail is cloud-based now and we should be okay with that. Erika mentioned it is estimated to be from 7am - 2pm to finish some last pieces of the UIR project.
* Kristy wanted to give a shout out to Tom. Payroll didn't know about the Ellucian update and he reach out and suggested to transmit payroll early to avoid the outage. Thank you to Tom for making sure everyone gets paid.
* Erik mentioned that back in May an email was sent out regarding the Adobe Sign VPN Request Forms. Let IT know who the manager is so they know who to route the forms to. If you still need access put in a helpdesk ticket. The Wi-Fi project is moving along, and the access points have been received. Microsoft trainings can continue to be done if people are finding them useful.
* Erik has been asked by the president to give a report at a board meeting on the history of the Management Council. If you know anything about the history, reach out to Erik.
* Erik would like to discuss in the future what people would like to get out of Management Council.
* Kristy mentioned that it definitely is a benefit because it is the only place we can talk about things that are affecting us in the implementation of policies that relate to managing our staff.
* Kristy asked if Erik is having the conversations with Dr. Flamer yet. Kristy mentioned when Ron, Jordan Hamill, and Kristy were on the management council they had a standing appointment with the presidents prior to the board meeting. Erik is going to work with Dr. Flamer on that.