

**Staff Advisory Committee Meeting
Feedback Tracker 2008-09**

February 11, 2009				
Issue	Issue Date	Resource	Response	Response Date
OLD BUSINESS				
Provide opportunity for group with similar interests (e.g., Office Assistants) to discuss best practices and get targeted training on computer programs common to the group.	9/29/2008	Steve, Carol, Committee members	Discussion required to determine who will coordinate this project and how best to approach it. 11/12/08 - Heather and Terri will coordinate an initial brainstorming meeting to determine level of interest, support needed, etc. and report back to the Committee. 1/13/09 Heather and Terri reported that they have had two meetings that have been very beneficial. Attendees appreciated the opportunity to meet with their colleagues that they don't see that often because of the widespread campus. In the first meeting the group developed a network for computer support. Steve Stemkoski attended the second meeting to discuss the update of the Academic Office Assistant job description. Steve is collecting the responses and will summarize the results and update the description as necessary. 2/11/09 The group is meeting to discuss the use of Blackboard since AOA's have been given access. Steve mentioned that he needs a few more questionnaires returned from the group in order to complete the analysis of the AOA position.	OPEN Update 11/12/08 Update 2/11/09

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Grievance Advisory Committee	2/13/2008	S. Stemkoski C. Bennett	There is currently no active Grievance Advisory Committee (GAC) in place and there has been no need for the committee to date. The HR department has been successful in resolving problems through consultation with the complainant and department. If the need does arise, a committee will be established. 3/12/08 The question of activating the GAC will be referred to Stuart Hirschfield and the strategic planning sub-committee that he is chairing (Shared Governance and Administration). 5/14/08 Linda Brennan mentioned that she was unaware of the Ethics Point program that Hamilton has and its use for other than financial issues. Karen reviewed Ethics Point and encouraged everyone to go on line and try it out. Linda still felt that there should be an ombudsman to whom staff can go with concerns. 9/24/08 Carol reviewed the Ethics Point on-line service. It can be accessed at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=17799. According to The Red Book (pg. 18) Steve Yao, Associate Dean of Faculty for Diversity Initiatives "serves as ombudsperson for faculty, staff and students." 10/8/08 Due to the length of this discussion, please see the minutes of this meeting for details. 11/12/08 To confirm the feelings of the entire committee have been represented, a vote was taken whether to make the GAC a standing committee or not. It was unanimous to make it a standing committee. Steve S. will ask Karen to work with Joan to set up the committee. Members names will be published as with other campus committees. Carol explained that employees should follow the process outlined in Steve S's earlier e-mail about the grievance resolution process. The committee will review facts presented during that process, ask questions of parties involved, as necessary, and render its decision. (Continued on next page)	

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Grievance Advisory Committee (contd)	2/13/2008	S. Stemkoski C. Bennett	12/10/08 Steve S. spoke with Karen Leach about the committee's decision. She will discuss with Joan about staffing the Grievance Advisory Committee. 1/13/09 Joe Urgo, as Acting President, will staff the Grievance Committee. He sent an e-mail on January 20 explaining the committee. Anyone with an interest in serving on the committee or nominating someone to serve should contact Meredith Bonham at mbonham@hamilton.edu. 2/11/09 The Committee has been staffed and will be meeting with Karen and Steve next week to discuss the purpose of the Committee and the members' responsibilities. Committee members announced by Joe Urgo via e-mail on 2/19/09.	Update 1/21/09 Closed 2/11/09
Results of the last Regional salary survey	4/2/2008	S. Stemkoski C. Bennett	During the meeting on 5/14/08, it was communicated that the last time a salary survey was conducted for benchmark positions was 04-05. It was also noted that the survey will be conducted again over the summer months. Should rate adjustments be necessary, they will be communicated and reviewed with the Budget process/Budget committee for the next budget year. The following were the schools/organizations that participated in 04-05: Colgate University, Herkimer County Comm. College, Lutheran Home of CNY, Mohawk Valley Comm. College, Munson-Williams-Proctor Arts Inst., St. Lawrence U., SUNY Institute of Technology, SUNY Morrisville, Union College, Utica College, Utica National Insurance, Utica Public Library, Vassar College. 9/29/08 The survey has been sent out to approximately 25 participants. Results are due October 3. Data will be compiled and analyzed and appropriate recommendations will be made to the budget committee for the 2009-2010 budget year. 10/8/08 We have received 7 responses to the survey. The deadline has been extended to allow the remaining participants to respond. HR will be contacting by phone and e-mail to encourage a timely response. We expect to have finalized data by the end of the month in order to make recommendations to the Budget Committee. 11/12/08 Data has been collected and is under review with Karen Leach.	5/14/2008 Update 9/29/2008 Update 10/8/08 Update 11/12/08 Update 12/10/08

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Results of last regional salary survey (contd.)	4/2/2008	S. Stemkoski C. Bennett	12/10/08 The results were compiled and analyzed and were reviewed at length with Karen Leach. Overall, Hamilton compares very favorably with the results. There are a couple of areas that we are reviewing further that appear to be below the survey average. A member brought up the web pages that Colgate has devoted to staff compensaion. Steve and Carol agreed to review. Steve will discuss with Karen about providing results to the group without compromising the confidentiality of participants. 1/13/09 A summary of the results was distributed to the group. Carol and Steve answered questions about the data. They are happy to speak with anyone who has any questions about their own salary information and how it compares to the survey. 2/11/09 Steve responded to two e-mail questions that came in about further analysis of the data. The survey that Colgate has done through an outside vendor was discussed and information was distributed by one of the members. Steve explained that we met with our HR Colleagues at Colgate a few weeks ago and discussed compensation as well as many other topics of mutual interest. We will continue our communication with them in the future. A member asked about using other surveys (e.g., a federal wage survey). Carol indicated that we participate in a NYS Dept. of Labor (DOL) survey every 2-3 years. The results of that survey can be found on the DOL website.	1/13/2009
Results of last regional salary survey (contd.)	4/2/2008	S. Stemkoski C. Bennett	2/11/09 (contd) Steve and Carol researched one position brought to our attention and we added that position to the recommendation for adjustments sent to the senior officers. A member asked if Hamilton could partner with Colgate when they do their survey with an outside vendor. It is something that can be considered, depending on resources available, when we are ready to conduct another survey in 2-3 years. Steve also reviewed our work with many surveys for the library positions (ALA, DOL, CUPA, peer institutions) that were used in making our recommendation on those positions. A member asked if faculty would still get increases this year even if staff did not. Carol and Steve indicated that no decisions have been made at this time. Senior officers are still reviewing all options. The member asked Steve Yao if he had any information. He indicated that a salary pool was being considered and options for distribtion were being discussed although no decisions have been made. A comment was made that staff felt it was more important to preserve jobs than receive increases.	Closed 2/11/09

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Get to know other employees through "Employee Spotlight"	9/29/2008	Steve, Jan and Anne	It was suggested that we implement an employee spotlight where we provide a brief bio on a selected employee. This would be a voluntary program where employees elect to be included and provide the information to be posted. A suggestion was made to provide a small thank you for their participation (e.g., lunch ticket, gas coupon, small monetary compensation). Carol described the new HR channel that will be available after a little more format tweaking by the IT department. This channel will be available from the My Hamilton page and may lend itself to this type of posting. Further discussion required. 11/12/08 Anne and Jan will work with Steve to develop the HR Channel on the MyHamilton page. This will contain similar information provided in Around the Hill and more, as the channel is developed. 12/10/08 Steve met briefly with Anne and Jan after to the meeting to set a date to discuss options for the HR channel. 1/13/09 Steve met with Jan and Anne to discuss ideas for the HR Channel. This web-based feature will replace and perhaps expand People Around the Hill. We hope to add new hires w/pictures, more staff -related information, etc. Our next step is to talk with Mike Sprague and the web team to see how to make these ideas work best. 2/11/09 Steve, Anne and Jan met with Mike Sprague to discuss content. Mike is working on possible layouts and the group will reconvene when the layouts are ready.	OPEN Last update 2/11/09
Share non-College information of interest to community	9/29/2008	Steve, Jan and Anne	A suggestion was made to provide a method of sharing non-college related information such as favorite recipes, community events, etc. The Communities channel on the My Hamilton page may be a possibility for this. Further discussion required. 11/12/08 Will be included in discussion about HR channel above. 12/10/08 See above.	OPEN Last update 12/10/08

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Improve communication across campus	10/8/2008	Committee members	In spite of the many methods of communication on campus and because of logistics issues, it is felt that something needs to be done to improve communication and make processes more transparent. Karen suggested that any work done in this area should be coordinated with the President's Planning Committee as communication is one of their topics for this year. Members were asked to bring their ideas to the next meeting for discussion. 11/12/08 The meeting was opened to suggestions for improving communications on campus. It was felt that supervisors need training in communicating with employees and providing an open forum for employees to discuss problems without fear of repercussions. There should be more clarity in how salary increases are determined and how an individual employee's increase compares to the range of increases given for the entire group. Steve indicated he would review with Karen Leach documenting the range of increases on the salary letter. A suggestion was also made to provide training for supervisors in the performance assessment process. 1/13/09 After further discussion the committee felt new supervisors (including new department chairs) should receive training on their supervisory roles to better enable them to communicate with their employees about salary increases, performance assessments, etc. 2/11/09 Discussion about current performance assessment cycle. Each division officer responsible for distributing forms down through organization. DOF office sent notice to all staff as well as supervisors.	OPEN Last update 2/11/09
What is status of Handbook re-write?	12/10/2008	S. Stemkoski C. Bennett	The process of combining three handbooks into one is proving to be a daunting task. The initial rough draft is being reviewed and edited by Steve and Carol. We hope to complete the project by the end of this academic year.	12/10/2008 Ongoing
Minimal contact between higher administration (i.e., president and senior officers) and staff.	12/10/2008	Steve Stemkoski	Members felt it would be a morale booster to have the president and/or senior officers stop by and say hello once in a while. A brief discussion took place about the president's open hour. Some members felt they were not allowed to attend without permission. Most felt it was an open invitation. Steve S. described his experience at an open hour. Conversations were more 1-on-1 with the president rather than a group discussion. Steve said he would talk with the senior officers. 1/13/09 Steve spoke with Karen who is going to bring it up at a senior officers meeting. 2/11/09 Still under discussion.	OPEN Update 2/11/09

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Can we offer workshops, seminars?	1/13/2009		1/13/09 A member mentioned that support staff at another local college attend workshops/seminars of a variety of topics such as sexual harrassment. Can Hamilton provide similar opportunities. The member will get specifis on how the program is offered for further discussion at the February meeting. The ability to offer such a program will depend upon available resources. 2/11/09 Heather shared ideas used at Utica College using two different vendors. Several topics are offered 4-6 times during the year. The UC contact indicated the sessions were well attended. She will send Carol the contact information. It was suggested that staff be surveyed to determine where their interest lies so a targeted workshop can be offered. We will continue to review this idea as resources are made available.	OPEN Update 2/11/09
NEW BUSINESS				
Backus House lunch closed	2/11/2009	Steve Yao	A member asked about the closing of Backus for lunch. Steve Yao indicated it was losing too much money. Steve Y. also mentioned that faculty lunches are no longer subsidized.	2/11/2009
Staff Sick Leave Bank	2/11/2009	S. Stemkoski C. Bennett	A question was raised about having to use part of your vacation (after exhausting your sick time) in order to withdraw from the Staff Sick Leave Bank. Some members felt they should, some did not. A meeting was held with members of the Library to discuss the history of the Sick Leave Bank and the use of vacation. <u>Members are asked to poll their groups to determine how they feel about the use of vacation to be eligible for the Sick Leave Bank so it can be discussed at the March meeting.</u>	2/11/2009