

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

March 18, 2009				
<b>Issue</b>	<b>Issue Date</b>	<b>Resource</b>	<b>Response</b>	<b>Response Date</b>
<b>OLD BUSINESS</b>				
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. <b>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.</b>	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	<p>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.</p> <p>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. <b>2/11/09 Discussion about current performance assessment cycle. Each division officer is responsible for distributing forms down through their organization. DOF office sent the notice to all staff as well as supervisors.</b></p>	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. <b>2/11/09 Still under discussion.</b>	OPEN Update 2/11/09

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Can we offer workshops, seminars?	1/13/2009	H. Johnsen, S. Stemkoski	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. <b>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.</b>	OPEN Update 2/11/09
<b>NEW BUSINESS</b>				
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> <b>3/18/09 There was a lengthy discussion about using vacation time prior to using the Staff Sick Leave Bank. In response to a question about how this issue came up Steve S. provided background and indicated we have two conflicting documents; one dated April 15, 2009 and one dated January, 2001. The January document contains language about using vacation before using the Bank. It is unknown why the change was made. A summary of responses to a staff poll was presented by one of the members. Some were in favor, some were not. Members discussed their personal views on using vacation. A suggestion was made to poll the entire staff. Since members were asked to take a poll for this meeting and very little response was received it was decided not to do another poll. Steve Y. proposed we go back to the April 15, 1999 version for one year to see how it works, then revisit it to see if changes need to be made. The Committee voted unanimously to accept this proposal. 3/24/09 Carol proposed using the Jan. '01 document to include the change in waiting period from 6 mos. to one yr., the 12-week max. and removing the vacation language. Also, to add the rolling back calculation of the 12-mo. period. 3/31/09 A majority of members OK'd the proposal to use the revised March 24, 2009 document going forward.</b>	2/11/2009 Update 3/18/09

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Can there be an automatic donation of unused vacation to the Staff Emergency Leave Bank at the end of the year?	3/18/2009	S. Stemkoski C. Bennett	We talked with senior management and it was decided to continue as we have in the past and request employees to complete a donation form if they want their unused vacation hours to go into the Emergency Leave Bank. If there is a problem with hours not being available in the Bank, we may have to reconsider our strategy.	3/31/2009