| April 21, 2010 | | | Next Meeting: May 12, 2010 at 11:00 a.m. Conference Room, Philip Spencer House | |
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| Issue | Issue Date | Resource | Response | Response Date |
| OLD BUSINESS | | | | |
| Get to know other employees through "Employee Spotlight" | 9/29/2008 | Steve 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.4/15/09 Steve will check with Mike Sprague on status of layouts.9/23/09 Reviewed past discussions. HR channel is ready to go for ATH. Suggestion made to send employee spotlight via e-mail as starting point. Steve to talk to Mike Debraggio to see if that is feasible. Will report back. 11/11/09 Anne reviewed the questions that were submitted for interviewing a "Spotlight" candidate. The Committee discussed where the "Spotlight" page should reside, how it should look, how the information should be obtained, how the candidate should be chosen, etc. It was decided that, as a first step, Anne would create a draft document of que | |

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| Employee Spotlight (continued) | 9/29/2008 | Steve and Anne | Members discussed the questions to ask participants. They have been reviewed | |
| | | | by C&D and their recommendations are now being reviewed by members. It | |
| | | | was suggested to publish the Spotlight monthly. HR will provide Anne with a | |
| | | | list of employees sorted by Division and Department. Names will be randomly | |
| | | | selected for participation making sure to rotate selection across all divisions. | |
| | | | Members dicussed how the Spotlight should be announced and how we can | |
| | | | archive past issues. 1/13/10 There was discussion among members about the | |
| | | | recommendations for the questions to ask employees and that maybe the | |
| | | | "Spotlight" was losing it's original focus. A suggestion was made to invite | |
| | | | Stacey and/or Mike from C&D to the next meeting to discuss. There was | |
| | | | further discussion on the format of the "Spotlight" and where it will reside. A | |
| | | | suggestion for having an Around the Hill channel as a default on the "On The | |
| | | | Hill" home page was made and will be discussed with Mike Sprague. Besides, | |
| | | | it was suggested to include new hires, retirements, etc. Members agreed it | |
| | | | would be a good idea. 2/10/10 Stacey Himmelberger was invited to the meeting | |
| | | | to discuss the Employee Spotlight. Stacey reviewed our original questions and | |
| | | | made a few suggestions going forward. She suggested that we have some basic | |
| | | | questions to start with. Sometimes an answer to one question may prompt other | |
| | | | questions. She also suggested that the questions are phrased in a positive way. | |
| | | | A question she has used in the past for these types of spotlight articles is "What | |
| | | | is one thing people might not know about you?" Anne will write up the | |
| | | | questions and send them to members and Stacey for review so we can finalize. | |
| | | | Members discussed where the "spotlight" should reside. Suggestions included | |
| | | | a link from the HR wage page or HR channel on My Hamilton so consistency. | |
| | | | Another suggestion was to have an Around the Hill channel which would be a | |
| | | | default on the My Hamilton page. In addition to the employee spotlight, there | |
| | | | might be space for new hires, service anniversaries, etc. Members felt this was | |
| | | | a good idea. We will need to speak more with Mike Sprague to work out the | |
| | | | details. | |
| | | | Continued below. | |

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| Employee Spotlight (continued) | 9/29/2008 | Steve and Anne | 3/10/10 The members in attendance agreed upon the final interview questions; | OPEN |
| | | | a first participant was selected; future participants will be selected from a list | On-going |
| | | | pulled from the web directory; Anne will draft an announcement e-mail and | |
| | | | send it to the group for review; Terri will talk to Mike S. about creating a link | |
| | | | on the My Hamilton page; hopefully, the first spotlight will appear in April. | |
| | | | 4/14/10 First article reviewed - Abby Morton; reviewed draft of | |
| | | | announcement; decision to put in HR channel for now until Mike has time | |
| | | | in his schedule to create the Around the Hill Channel. The members | |
| | | | decided to run the spotlight throughout the year, including summer; hard | |
| | | | copy will be posted at Physical Plant. Suggestions for the May spotlight | |
| | | | were made and Ed Neidhart of the Physical Plant will be asked to | |
| | | | participate. Once the ATH channel is ready, other items of interest (new | |
| | | | hires, retirements, etc.) may be added. | |
| | 9/29/2008 | Steve and Anne | A suggestion was made to provide a method of sharing non-college related | OPEN |
| community | | | information such as favorite recipes, community events, etc. The Communities | Last update |
| | | | channel on the My Hamilton page may be a possibility for this. Further | 12/10/08 On-going |
| | | | discussion required. 11/12/08 Will be included in discussion about HR channel | On-going |
| | | | above. 12/10/08 See above. | |
| What is status of Handbook re-write? | 12/10/2008 | S. Stemkoski | The process of combining three handbooks into one is proving to be a daunting | 12/10/2008 |
| | | C. Bennett | task. The initial rough draft is being reviewed and edited by Steve and Carol. | Ongoing |
| | | | We hope to complete the project by the end of this academic year. 9/23/09 | |
| | | | Steve & Carol are still working on the rough draft. It is difficult to indicate | |
| | | | when it will be finished but hope it is finalized by the end of this academic | |
| | | | year. 11/11/09 Steve & Carol are having bi-weekly meetings to finish a rough | |
| | | | draft of the handbook. 12/9/09 Bi-weekly meetings continue. 4/14/10 The | |
| | | | rough draft is being reviewed by the HR staff for suggestions; then it will | |
| | | | go to Karen Leach for review. Eventually, it will be reviewed by our | |
| | | | attorneys for completeness, compliance, etc. | |

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| Can we offer workshops, seminars? | 1/13/2009 | H. Johnsen, S. | 1/13/09 A member mentioned that support staff at another local college attend | OPEN |
| | | Stemkoski | workshops/seminars of a variety of topics such as sexual harrassment. Can | Update 2/11/09 |
| | | | Hamilton provide similar opportunities. The member will get specifis on how | On-going |
| | | | 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. | |
| | | | 9/23/09 No change - still under consideration as resources become | |
| | | | available. | |
| How is Staff Sick Leave Bank doing? | 4/14/2010 | C. Bennett | We have had no problems with the operation of the bank in recent months; the | 4/14/2010 |
| | | | Bank currently has less than 700 hours. HR will send a solicitation in May. The | |
| | | | maximum amount of hours a staff member may accrue in sick time is 420. | |
| | | | Several people who have approached this point donate a week to the Bank so | |
| | | | the time is not lost. | |
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| NEW BUSINESS | | | | |
| Status of the Staff Assembly | 4/14/2010 | S. Stemkoski | Steve S. summarized the three meetings of the Staff Assembly Task Force. The members outlined the parameters of the Assembly and established a mission statement and goals and how the group should function. Elected members to the Assembly will create by-laws and preside over meetings. Options on how to announce to the campus were discussed: (1) have a TF member or members visit a meeting with each division or (2) have an open informational forum. Senior officers would like to do both. How to accomplish this will be discussed at the next TF meeting. Steve reviewed how the Staff Assembly idea came about. It was a result of the open meetings conducted when the strategic plan was being developed. It was determined that not all non faculty groups have a means of expressing concerns, asking questions, etc. The Staff Assembly is meant to be more inclusive, would build community and keep people informed. It was suggested to have more frequent meetings than the once per semester meetings currently taking place. In response to a question about what happens to SAC, Steve indicated that no decision has been made and there is still a lot of work to do before the Staff Assembly is ready to go so it makes sense to leave SAC in place until the new group is finalized and then determine where to go from there. Two members of the TF who are also members of SAC indicated that Hamilton has a lot more going in to this project in comparison to some other schools who have implemented a similar group, including a strong sense of community. | |