

**Staff Advisory Committee Meeting
Feedback Tracker 2009-10**

October 20, 2010			Next Meeting: November 10, 2010 at 11:00 a.m. Conference Room, Philip Spencer House	
Issue	Issue Date	Resource	Response	Response Date
OLD BUSINESS				
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. 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. 10/20/10 Handbook has been reviewed by attorney; we have discussed one section with the attorney and are incorporating suggested changes. Further discussions with attorney will be scheduled.	12/10/2008 Ongoing
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 specifics 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. 9/23/09 No change - still under consideration as resources become available.	OPEN Update 2/11/09 On-going
Death in family leave	5/12/2010	C. Bennett	A question was asked about bereavement leave for someone with less than 90 days service. Because it is considered paid time off, a new employee would not be eligible until the end of their 90-day introductory period. The department did not agree and the committee discussed ways in which it might be addressed in the future (e.g., making an exception, paying the time after the 90 days, etc.). We understand the concern and will raise the question with senior staff as we work through the combined handbook process.	Open

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Hamilton Management Roundtable	5/12/2010	C. Bennett	<p>In addition to the management training, will there be training available for staff, per Heather's question earlier this year? The college looked at several options for training Hamilton managers and decided on an in-house model. Participants will be recommended by senior officers. As we develop managers, it is hopeful that their experiences will also result in staff development. It was suggested that we use in-house personnel for staff training instead of outside vendors to reduce cost. No definitive plans are in place for staff development at this time. As part of this discussion, the AOA group that Heather and Terri developed held several meetings and invited guest speakers, such as Deb Reichler who talked about Blackboard. One AOA found the listserv developed out of this group to be very helpful. It was suggested that the group be expanded to all secretarial staff.</p>	Open

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New Business				
Student Employment Office	10/20/2010	S. Stemkoski C. Bennett	Carol reported that the Student Employment Office (SEO) is up and running with two students running the office under Steve's guidance. As with any new program, there have been some pitfalls along the way that are currently being worked out. The SEO has formed a partnership with Career Services to list all open positions for students on HamNet. Students may also use the resume building guidance found on the Career Services website. Some of the problems still to be overcome: 1) Despite the e-mails and face-to-face meetings with departments around campus, some people do not know about the office; 2) getting all departments to use the SEO to list their student openings; 3) communication with SEO when a position has been filled so it can be removed from HamNet. One member asked about the ability to see all student openings posted instead of just those related to their own department (e.g., a listing on the SEO website of open positions). Until we can get information from departments about what is open and what is closed, it is not advisable to post an inaccurate list. Two more student workers are being hired for the SEO to assist in remedying some of the initial problems.	10/20/2010
Employee Spotlight Nominations	10/20/2010	C. Bennett	The following individuals were nominated for the Employee Spotlight: October: Cindy Reynolds or Regina Johnson November: Maryann Atkinson or Lora Schilder December: Jim Melvin or Jim Doolen Nominees for future spotlights are: (Admin) Maureen Scoones, Marty Sweeney, Perry Nizzi, (Staff) Gayle James, Forrest Warner & (M&O) Alex Fennell	10/20/2010
Mentoring new staff employees	10/20/2010	Committee	The committee discussed methods of acclimating/welcoming new staff members to Hamilton. It was decided that HR would notify SAC members when a new staff member was hired, along with contact information, and the members could contact the individual at their convenience.	10/20/2010
Staff pay grades	10/20/2010	C. Bennett	In response to a member's questions regarding staff pay grades: we still have five pay grades labeled J, K, L, M & N. Minimum hiring rates are \$8.00, \$8.50, \$9.00, \$10.00 and \$11.00 per hour, respectively. There are no maximums. Market pay rates are generally reviewed every two years. The last survey was done in 2008. It has not been determined if a survey will be done this year since there has not been a lot of activity amongs our peers regarding pay increases. In many cases, there have been pay freezes so rates have not	10/20/2010

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Benefit costs for 2011	10/20/2010	S. Stemkoski	Steve responded to a question about benefit cost increases reporting that a great deal of work was done to lower the initial projection for next year. Quotes were obtained from other carriers, plan design changes were considered and ultimately, we remained with the same carrier after a significant decrease from the initial projection was negotiated. Open enrollment will be the first two weeks of November and enrollment materials will be sent via campus mail within the next week.	10/20/2010
Notification when employee passes away	10/20/2010	C. Bennett	The committee has discussed this in the past and due to privacy issues (not everyone feels the same about sharing that information) and not getting timely information campus-wide, it was decided that it is not feasible. Carol mentioned that the College provides a floral arrangement or fruit basket through the Hamilton Cares program. Information on Hamilton Cares can be found on the HR page under Employee Information.	10/20/2010
Background checks for faculty	10/20/2010	S. Stemkoski, C. Bennet	This has been discussed with Joe Urgo in the past. At the time, very few of our peers were conducting background checks on faculty and it was not adopted at Hamilton. Since that time, many of our peers are conducting background checks and Steve will be discussing this topic with the new Dean when he/she is hired.	10/20/2010