

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

November 10, 2010			<b>Next Meeting: December 8, 2010 at 11:00 a.m. Conference Room, Philip Spencer House</b>	
<b>Issue</b>	<b>Issue Date</b>	<b>Resource</b>	<b>Response</b>	<b>Response Date</b>
<b>OLD BUSINESS</b>				
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. <b>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.</b>	12/10/2008 Ongoing

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Can we offer workshops, seminars?	1/13/2009	H. Johnsen, S. Stemkoski	<p>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. 9/23/09 No change - still under consideration as resources become available. <b>11/10/10 The committee discussed training opportunities both on- and off-campus. Employees are reminded of the Training and Development page (<a href="http://onthehill.hamilton.edu/human-resources/training-and-development">http://onthehill.hamilton.edu/human-resources/training-and-development</a>) that lists available seminars in the central NY area. Contact Lindsay in Human Resources if you are interested in participating. It was also suggested that a standard for technical skills be developed when hiring new employees. Carol and Maureen Scoones have briefly discussed that in the past. No definitive plans at this time. A suggestion was made to offer Hamilton College a location to have an outside vendor offer a program on-campus available to neighboring schools.</b></p>	OPEN Update 2/11/09 On-going
Death in family leave	5/12/2010	C. Bennett	<p>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.</p>	Open

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Hamilton Management Roundtable	5/12/2010	C. Bennett	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.	10/11/2010
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. <b>11/10/10 With the addition of two more students, the SEO staff hopes to continue to build upon their communication with supervisors in the use of the SEO and improve accuracy of information received from the hiring supervisors in order to provide more accurate information related to jobs that are open and those that have been filled.</b>	11/10/2010
<b>NEW BUSINESS</b>				

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Applicant tracking	11/10/2010	C. Bennett	While discussing the Student Employment Office, the question of tracking applicants and providing resumes of applicants to hiring supervisors in an efficient, less manual manner, was discussed. While Kronos has the capability of tracking applicants, to enable the full use of the module, we need to implement self-service. Unfortunately, self-service does not work with Firefox, only IE. Since we have a significant number of employees who use Fire fox, it is not feasible at this time to use the applicant tracking portion of Kronos. We continue to review this and encourage Kronos to allow using Firefox. Carol reviewed the bi-weekly payroll meetings that take place between the business office and HR to continue to improve the use of Kronos by improving the flow of information from campus as it relates to new hires, changes, etc. We are working on an electronic multi-purpose form to accommodate the collection of this data.	
Vacation use reminder	11/10/2010	C. Bennett	It was suggested to remind staff and maintenance employees to use their vacation prior to the holiday break. Carol will send an e-mail shortly.	