

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

November 11, 2009			<b>Next Meeting: December 9, 2009 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>				
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. <b>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 questions to be asked and send it to the Committee for review. Once finalized we will re-determine the next steps.</b>	OPEN Update 2/11/09 Update 4/15/09 On-going

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Share non-College information of interest to community	9/29/2008	Steve 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 On-going
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. 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.</p> <p><b>9/23/09 Communication is a goal for several divisions on campus this year. Cross-campus communication opportunity during Pumpkin Carving Contest on Oct. 30. The question of having senior officers "stop by" offices to say hello was raised again. This has been discussed with Meredith prior to Joan's sabbatical and will be re-visited now that she is back on campus.</b></p>	OPEN Last update 2/11/09 On-going

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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. <b>11/11/09 Steve &amp; Carol are having bi-weekly meetings to finish a rough draft of the handbook.</b>	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 On-going
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. <b>9/23/09 No change - still under consideration as resources become available.</b>	OPEN Update 2/11/09 On-going
<b>NEW BUSINESS</b>				

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Why were staff singled out in Karen's e-mail last month?	11/11/2009	Steve and Carol	<p>Excerpt from e-mail: <i>Wages and benefits comprise almost fifty percent of Hamilton's budget. We welcome suggestions for where staffing may be reduced or suggestions about moving some positions from full-time to part-time or 10- or 11-month positions in the short or long-term. Containment of the total number of employees over the past several years, along with containment of non-salary expenditures, has played a crucial role in balancing the budget. We hope to maintain this difficult balancing act.</i></p> <p>"Staffing" as it is used in Karen's e-mail refers to the process of determining the appropriate number of employees required to complete the tasks of the college as a whole. It does not refer to a specific group of employees.</p>	11/11/2009
Is there an unwritten policy that staff members who wish to change jobs on campus will generally not be favored over off-campus applicants because off-campus people may start at lower salaries?	11/11/2009	Steve and Carol	<p>No, there is no such policy. In many cases, outside candidates are looking for more money than what the College can offer. The goal of the recruiting process is to select the best possible fit for the position based on a number of factors. If everything is equal between an internal and external candidate, the internal candidate generally is selected for the position. A suggestion was made to try the internal candidate for 3 months to see how they worked out. Steve mentioned that it is a difficult process to manage and it is more effective to use the introductory period we now have in place to determine someone's fit for a position. It is also a problem for the department who gave up the employee for the trial period because it prevents them from filling their vacancy. Steve mentioned if an individual has a specific concern, they more than welcome to talk with him about it.</p>	11/11/2009
When is an employee eligible for benefits?	11/11/2009	Steve and Carol	<p>Most benefits are effective on the hire date (medical, dental, vision, life insurance and flex plan participation). Some of Hamilton-specific plans like the Sick Bank and Love Loans have an eligibility requirement (i.e., six months or one year, respectively).</p>	11/11/2009