

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

			Next Meeting: January 13, 2010 at 11:00 a.m. Conference Room, Philip Spencer House	
December 9, 2009				
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 questions to be asked and send it to the Committee for review. Once finalized we will re-determine the next steps. 12/09/09 Continued on next page.	OPEN Update 2/11/09 Update 4/15/09 On-going

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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.	
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

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Improve communication across campus	10/8/2008	Committee members	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. 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. 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. 12/9/09 Meredith mentioned to senior officers to make time when possible to stop by and say hello to staff.	OPEN Last update 2/11/09 On-going 12/15/09
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. 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.	12/10/2008 Ongoing

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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. 2/11/09 Still under discussion. 12/9/09 See section on communication above.	OPEN Update 2/11/09 On-going 12/15/09
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
NEW BUSINESS				
Snow removal	12/9/2009	Carol, Physical Plant	A question was raised about snow removal during our first significant snowfall. Physical Plant has a plan in place to address all areas of the campus using a systematic approach with the resources they have available. Equipment problems, personnel shortages and the timing of the snowfall may affect their plans. Overall, the committee felt they were doing a good job. A traction control mat is being installed on the Martin's Way bridge for the winter. Employees are encouraged not to walk in the roadways and to wear appropriate footwear. Problem areas should also be reported to the Physical Plant so they can be addressed.	12/9/2009
Is the Staff Sick Leave Bank still working well?	12/9/2009	Carol	Yes. We have not had too much activity recently. A solicitation for donations was sent out in September; 86 hours were donated. The balance is currently less than 900 hours. Another solicitation will be sent in the spring.	12/9/2009