

Hartwick College Staff Council Meeting

November 1, 2011

Eaton Lounge

In attendance: Jane Bachman, Anna Meyer, Dan Morse, Melisa Marietta, Sara Pickett, Gabrielle Lovejoy, Harry Bradshaw Matthews, Lori-Ann Beckemeyer

Visitor: Shirley Georgia, Ann Carmen

- A. Call to Order 9:04AM
- B. Minutes for 10/4/11 meeting approved electronically
- C. Treasurer's Report

Staff Council Budget 2011-12

Summary Year to Date: October 27, 2011

<i>Item</i>	<i>Budget</i>	<i>Expenses</i>	<i>Balance</i>
Professional Development			
Speakers	\$ 300.00	\$ -	\$ 300.00
Planning & Events:			
Coffee Hours	\$ 225.00	\$ -	\$ 225.00
Mardi Gras	\$ 150.00	\$ -	\$ 150.00
Miscellaneous, Give aways	\$ 165.00	\$ -	\$ 165.00
October Luncheon	\$ 60.00	\$ 35.00	\$ 25.00
Ice Cream Social	\$ 200.00	\$ -	\$ 200.00
Employee Recognition Award:	\$ 300.00	\$ -	\$ 300.00
Supplies:	\$ 50.00		\$ 50.00
Retreat:	\$ 100.00	\$ 65.47	\$ 34.53
Total:	\$ 1,550.00	\$ 100.47	\$ 1,449.53
*there is approximately \$20 for last years plaques still outstanding.			

D. Old Business

- Vote for new secretary – As no Hartwick College Staff Council member wished to be nominated for secretary, a rotating secretary for this academic year will be put in place.
- Workshop dates – 11/15 (2-4pm) & 11/17 (3-5pm) for workshop #1. 12/8 (10-2pm) & 12/9 (2-4pm) for workshop #2.

Professional Development Workshops facilitated by Robin Diana will be available to all staff in November & December. Workshop 1 (in which staff will complete the Gregorc Style Delineator) will be offered November 15 from 2-4 and November 17 from 3-5. Workshop 2 ('Building Effective & Dynamic Teams', which builds on the first workshop) will be offered December 8 from 10-12 and December 9 from 2-4. All workshops will be held in Eaton Lounge and have a capacity of 40.

- Wellness fair – representation being finalized for Staff Council table. Staff Council will promote workshop dates at the fair. Chad Christensen is creating flyers to promote the wellness fair.

9:00-9:30 __ Sara Pickett

9:30-10:00 __ Jane Bachman

10:00-10:30 __ Jane Bachman

10:30-11:00 __ Cindy Hubbard

11:30-12:00 Anna Meyer
12:00-12:30 Melissa Marietta
12:30-1:00 Chad Christensen
1:00-1:30 Lori Beckmeyer
1:30-2:00 Deb Woodham
2:00-2:30 _____
2:30-3:00 _____
3:00- 3:30 _____
3:30-4:00 Ben Wendrow

- Anonymous submissions to HCSC – Tabled
- The link to the Staff Council web pages can now be found under offices and services.

F. New Business

- Sick leave policy
Concerns were raised by a staff member re restrictions of sick leave policy. Shirley Georgia has researched peer institutes and local jurisdictions. Status of personnel committee – Committee will oversee efforts on clarification of Hartwick College policy and potential future adjustments.
- Directive from president re assessment/mission statement
 - Proposal re ad hoc assessment committee – Proposal accepted and ad hoc committee will be created.
- Proposal re Staff Recognition Awards – A nomination and election feature will be added to blackboard to enhance the quality of Staff Recognition awards.
- Agenda for meeting with the president (minutes for Oct. meeting below)
Staff members in multiple departments are feeling overworked with their voices not being supported.

G. Committee Reports

- a. Professional Development Committee
 - Ad hoc committee on staff mentoring:

Staff Mentoring Program ad hoc Committee

Minutes

Tuesday, October 18, 2011

Clark 125

Present: Shirley Georgia, Harry Matthews, Cindy Hubbard

Cindy Hubbard shared the Staff Mentoring Program document that was handed out at the HCSC Staff Retreat with the other members. The document is a collection of thoughts and ideas taken from the web from other institutions that have a staff mentoring program.

A general discussion of how to approach the task of initiating a staff mentoring program was held. It would be useful to know what our HR department currently offers new employees during orientation. Shirley Georgia will contact HR and obtain that information. It might also be helpful to query our most recent hires for what their experience coming to Hartwick has been. Harry Matthews will draft a letter to be sent to new hires, introducing the ad hoc committee and asking for their reflections as a new Hartwick employee. A list of new hires will be shared at the upcoming Tailgate Party by HR and we can try to get that list from HR then.

Much discussion was held over what the program should include, not include in terms of the goals of the program. It was decided that the overall first year program target should be simple – to acclimate and engage new hires. Opportunity for refinement and expansion of the program should come later in the process. The committee feels there is a need for buy-in of the President before proceeding extensively with the program design. A vision statement for the President’s review needs to be drawn up and Cindy Hubbard will draft something for the committee to review, tying it in to the organizing principle of the college.

Another meeting date was not set, however, the group will follow up on their respective assignments and communicate via email.

b. Planning and Events

Planning & Events November report

Our annual Tailgate lunch was held Monday, October 24th. Approx. 100 attended. Thank you to the President for her continued support for this event. Thanks to Aramark for the gift as always. Congratulations to our door prize winner, Jane Bachman. The prize was a \$35.00 gift certificate to Stella Luna’s. Suzanne Janitz intruded new staff.

The committee wanted to give a prize from a local vendor that supports Hartwick. We also decided only one prize and save money for Staff Council future events.

We will be meeting soon to get the door decorating contest underway.

Respectfully submitted,

Shirley Georgia

- c. Personnel Committee
- d. Nominations & Elections

Campus-Wide Committees

- a. CEMP
- b. Campus Grounds/Environmental Issues
- c. Campus Theme Committee
- d. Budget Advisory Committee
- e. Scholarship Awards Committee
- f. Dollar Down Committee
- g. Campus Master Plan committee

The committee has begun planning to move to the next phase of the study which will involve focus groups providing feedback on selected topics. [Submitted by Judy Walsh]

MINUTES FOR 10/4/11 MEETING WITH THE PRESIDENT

1. HCSC thanks the president for the work done over the summer to improve the facility; the communications over the summer regarding improvements was much appreciated also.
MD asked us to thank Joe Mack personally for his communication over the summer. Per MD, unscheduled repairs on Johnstone’s heating were done over the summer, and there are still problems they’re working on.

HCSC appreciates the varying schedule for the Conversations with the President.

MD asked that HCSC confirm that all VP's are sending the message that all employees are encouraged to attend.

2. Workshop proposal; is funding available?

MD approved funding. She wondered about the rationale behind combining supervisors & supervisees if the intent is to encourage honest discussions. She suggests that attendance be voluntary; let her know once dates are set and she will encourage VPs to encourage staff to attend.

3. Ombudsman role: there seems to be a continuing need

Per MD, no institution that she has been associated with has had an ombudsman. Her understanding when she arrived was that Mike Haehnel's ombudsman services were rarely used. She mentioned professional counseling as a possible resource for problem-solving. It was suggested that some staff are reluctant to approach HR with problems/concerns; MD asked whether it would make a difference if HR reported directly to her. The question of access to EAP was raised; we will contact HR.

4. Recent reorganizations and communication with campus

MD emphasized that recently cut positions were not a result of financial issues. VPs who wanted to move their department in other directions had to be sure that their staff had the appropriate skills for new roles, as they needed to reallocate based on their priorities rather than add positions.

MD does not know of anyone who was let go for speaking out about concerns.

We indicated that some HCSC members were not aware of these changes, and that there is a feeling of vulnerability among some staff. We suggested that some communication regarding the positions would have been helpful. We acknowledged that such communication could be a delicate issue. MD feels verbal communication may be more appropriate; she will speak to VPs.

5. The HCSC would like to clarify that any issues brought to the President are on behalf of the Council, rather than from individuals.

Per MD, if staff feel that they are subject to reprisals for speaking out, she needs to know this.

6. HCSC report and Planning & Events schedule for approval

MD approves the schedule, including financial support for the Tailgate party and Mardi Gras party. She will not be able to attend the Tailgate party, but the Mardi Gras party is on her schedule.

At our next meeting, MD would like to discuss HCSC and assessment. She feels we have clarified our role; we should look at how we are serving the staff. MD would like HCSC to discuss a mission statement that ties into the unifying principles.

H. Next HCSC Meeting: December 6, 2011

I. Adjournment