

2011-12 Staff Council Retreat  
Chesebro Room – Dewar Hall  
Tuesday, August 16, 2011 9 a.m. – Noon  
Meeting Minutes

Present: Anna Meyer, Cindy Hubbard, Ben Wendrow, Dan Morse, Melissa Marietta, Jane Bachman, Gabrielle Lovejoy, Chad Christensen, Sara Pickett, Deb Woodham.

Chair Jane Bachman, opened the meeting with an introduction of the members of staff council.

**Review of final Treasurer’s report:**

This report does not reflect \$20.00 still outstanding for plaques; however, those expenses would be covered by the garage sale funds account. The annual budget of \$1550 had been completely expended.

<b>Staff Council Budget</b>	<b>2010-2011</b>		
<b>Summary Year to Date</b>	<b>06/30/11</b>		
<b>Item</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>
<b>Professional Development:</b>			
Speakers	\$150.00	\$300.00	-\$150.00
Wellness Fair	\$150.00		\$150.00
<b>Planning &amp; Events:</b>			
Coffee Hours	\$150.00	\$224.00	-\$74.00
Mardi Gras	\$150.00	\$150.00	\$0.00
Miscellaneous, Give-aways	\$100.00	\$50.00	\$50.00
October Luncheon	\$100.00	\$100.00	\$0.00
Ice Cream Social	\$250.00	\$220.14	\$29.86
<b>Recognition Award:</b>	\$250.00	\$260.00	-\$10.00
<b>Supplies:</b>	\$50.00	\$50.00	\$0.00
<b>Retreat:</b>	\$100.00	\$100.00	\$0.00
<b>Promotion:</b>	\$100.00	\$120.00	-\$20.00
<b>Total:</b>	<b>\$1,550.00</b>	<b>\$1,574.14</b>	<b>-\$24.14</b>
		+ \$24.14 from garage sale funds	<b>\$0.00</b>
<b>Garage Sale Funds:</b>	<b>\$106.10</b>	<b>\$64.85</b>	<b>\$ 41.25</b>

**Review of the Staff Council By-Laws:**

It was determined that several areas will need revision, specifically:

- Under Membership – additional changes in reporting lines will result in necessary changes in the by-laws and website, for example: IT now reports to Academic Affairs; marketing now reports to Enrollment Management. The question was raised whether to retain the current structure governing membership selection (mirroring reporting lines) or whether a different methodology should be used (alternate/equitable method) for member selection.
- Under election of officers, change ‘selection of the Vice-Chair, Secretary and Treasurer will be decided by majority vote’ to include Chair, as well.
- Under committee membership, add ‘Each committee will have a Chair.’

For clarification, definitions of at large, exempt, non-exempt, and divisional representation were reviewed. Exempt staff is unable to (exempt) from receiving overtime. Non-exempt staff CAN receive overtime pay. Divisional representatives are elected from within their respective division; at large means they are not divisional representatives.

Currently, representation is as follows:

**Divisional Representatives:**

Kira Delanoy – Institutional Advancement  
Sara Pickett – President’s Office & Institutional Research  
Deb Woodham – Finance  
Harry Matthews – Academic Affairs  
Ben Wendrow – Enrollment Management  
Anna Meyer – Student Affairs

**At Large Representatives:**

Dan Morse  
Jane Bachman  
Gabrielle Lovejoy  
Cindy Hubbard  
Melissa Marietta  
Chad Christensen

**Review of 2010-11 goals:**

- Staff survey was launched and data collected.
- Need to continue efforts to ensure that articles re Staff Recognition awards show up on website.
- Need to continue clarifying ways of effectively communicating to staff, and ensuring staff knows how to communicate with HCSC. Specific concerns included – clarify staff council email address ([staffcouncil@hartwick.edu](mailto:staffcouncil@hartwick.edu)) and including that link in monthly announcements before meetings; anonymity remains a concern; look into adding a link at the bottom of the main web page so access to website is easy; using something similar to Ask Charlotte. Mission statement is ambiguous: is our mission to aid in interpersonal issues of staff, or does Staff Council look at the ‘big picture’?; we need to clarify our role and communicate outcome to staff.
- Need to continue creating positive energy among staff and encourage staff attendance at events, specifically – Staff should feel free to attend events. Encourage submission of staff accomplishments to Communications.
- Need to continue increasing visibility of staff council efforts thru marketing and communications.

**Discussion of 2011-12 Goals:**

- Clarify role of staff council
- Improve communication:
  1. Look into establishing anonymous places for communication
  2. Include email address with agenda a week in advance to encourage submission of items to council with a follow up reminder
  3. Investigate link for staff council to front page of web or at least on the faculty/staff gateway; Add staff council photo(s) to webpage
  4. Divisional emails – ensure that entire staff is being reached. Establish notification tree and summary of minutes so entire population is getting info.
  5. Try to provide a more personal touch to staff: Jane Bachman will obtain list from HR of staff and will meet again to break list down; each Staff Council member will communicate with 20 staff. Executive committee to create a boiler plate of info to go to staff.
- Need to look at Divisional representation and whether as a council we wish to retain that structure – personnel committee to look at this issue.
  - Bylaws must be amended accordingly.
- Investigate the re-establishment of an ombudsperson. Jane will invite M. Haehnel to next meeting for discussion of his experience/reflections as the former ombudsperson; Ben Wendrow expressed an interest in this role also.
- Review of Survey Results: low morale continues to be an issue; look into non-curricular activities to boost morale and bring ideas to president.

- Other frequently mentioned issues: effectiveness of council/survey, staff training, silo concerns.
- Survey results were distributed to staff. Should this be annual or biannual for purposes of assessment?
- An Ad hoc committee was created to review and analyze results – Melissa Marietta, Chad Christensen, Ben Wendrow & Kira DeLanoy
- Determine whether staff council t-shirts are something to be continued – tabled until after 2011-12 budget discussions
- Mentoring Program for new staff – Council will pursue the possibility of a staff mentoring program at Hartwick. It was suggested that Ted Peters be asked for feedback regarding student involvement, internship opportunities. An ad hoc committee will be formed to investigate.
- Highlight Staff Council accomplishments (e.g. lounges on campus have new signage 'Staff/Faculty').
- Review staff recognition award process

**Discussion of 2011-12 Budget:**

It is assumed that the standing budget will remain for the upcoming year. Realignment of funds to be more consistent with expenditures was discussed. Deb Woodham will submit re-alignment in spreadsheet form for the group. Documentation of expenditures should be provided to Treasurer.

- It was decided that instead of purchasing Staff Council t-shirts for members, they would be purchased as part of a monthly giveaway as a morale-booster

Tentative 2011-12 Budget			
Item	Budget	Expenses	Balance
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	\$ -	\$ 60.00
Ice Cream Social	\$ 200.00	\$ -	\$ 200.00
Employee Recognition Award:	\$ 300.00	\$ -	\$ 300.00
Supplies:	\$ 50.00		\$ 50.00
Retreat:	\$ 100.00	\$	\$
Total:	\$ 1,550.00		\$ 1,550
*there is approximately \$20 for last year's plaques still outstanding.			

**Standing Committees:**

Nominations & elections: Melissa Marietta, Chad Christensen

Professional Development: Ben Wendrow, Cindy Hubbard, Melissa Marietta

Planning and Events: Shirley Georgia, Jane Bachman, Gladys Freeland, Gina Colone, Tracy Anderson

Personnel: Anna Meyer, Sara Pickett, Deb Woodham, Dan Morse

Executive: Jane Bachman, Melissa Marietta, Deb Woodham & Kira DeLanoy

Campus wide committee: CEMP – currently Ben Wendrow is serving on this committee.

Staff should feel free to join these committees. A paper trail of each committee needs to be reconstructed wherever possible and continued from this point forward. A shared drive for staff council is available. The Chair will make sure all have access.

**Staff Council Calendar:**

Chair will speak with the planning and events committee to firm up dates, etc. and get back to the group.

**2011-12 Planning & Events Calendar for approval**

August 31	Last coffee hour (sponsored by Aramark)
October 24-25	Tailgate party
November 28	Start of door decorating contest (will be announced before break)
December	Door decorating judging; decide book for Jan. book discussion?
January	Read a book month: choose 1 book for all to read and meet to discuss
February 9	Mardi Gras lunch
March (wk of 26 <sup>th</sup> )	National Craft month: craft exhibits/demonstrations?
April	Plant swap?
May 3	Ice cream social
June	Coffee hour

Next meeting of Staff council will be Sept 13<sup>th</sup>

11:50 Meeting was adjourned.

Submitted by Cindy Hubbard and Jane Bachman