

**Hartwick College Staff Council Meeting  
September 13, 2011—9am  
Eaton Lounge**

**Present: Jane Bachman, Sara Pickett, Ben Wendrow, Chad Christensen, Dan Morse, Anna Meyer, Melissa Marietta, Harry Matthews, Deb Woodham**

**A. Call to Order at 9:05**

**B. Minutes for Staff Council Retreat for approval**

Minutes and 2011-12 budget were reviewed & approved. Council discussed and decided to leave the autumn Tailgate Party as such rather than change the event to a Halloween event. The rest of the 2011-12 Planning & Events Calendar was approved as follows and will be sent to the President's office for final approval:

- October 24 or 25: Tailgate Party
- November 28: Door decorating commences
- December: Door decorating judging; Choose book for January book discussion
- January: Read a book month: staff can read chosen book and meet to discuss.
- February 9: Mardi Gras Lunch
- March (wk of 26<sup>th</sup>): National Craft Month; craft exhibits/possibly demonstrations
- April: Possible Plant swap
- May 3: Ice cream social
- June: Summer coffee hours begin

**C. Treasurer's Report:**

Summary Year to Date	24-Aug-11		
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, Giveaways	\$ 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	\$ 65.47	\$ 34.53
Total:	\$ 1,550.00	\$ 65.47	\$ 1,484.53
*there is approximately \$20 still outstanding for last year's plaques.			

#### D. Old Business

Per Jane Bachman, HCSC members have access to the shared drive. Melissa Marietta will send mapping instructions.

- Review and finalize members of Staff Council committees  
 Standing Committees are as follows:  
     Nominations & Elections: Melissa Marietta, Chad Christensen  
     Professional Development: Ben Wendrow, Cindy Hubbard, Melissa Marietta  
     Planning & Events: Shirley Georgia, Jane Bachman, Gladys Freeland, Gina Colone, Tracy Anderson  
     Personnel: Anna Meyer, Sara Pickett, Deb Woodham, Dan Morse, Harry Matthews  
     Executive: Jane Bachman, Melissa Marietta, Deb Woodham, Kira DeLanoy
  
- Discuss Staff Council members reaching out to campus staff about 2010/11 successes and goals moving forward. Jane Bachman and Melissa Marietta will provide email template.  
 Jane Bachman has been provided with a spreadsheet of staff names that will be divided among HCSC members. Members will then make sure staff receive all Council communications and will also make themselves available to these staff to answer any questions or receive any issues for Council discussion. The goal is to make Staff Council more accessible and to promote communication. Melissa Marietta and Jane Bachman will work on an email template next week. It was also suggested that Staff Council could personally introduce themselves to staff as an effective way to promote communication.
  
- Update on ombudsman issue  
 Mike Haehnel's response to the ombudsman's issue was reviewed (he felt that it would be too much to add this responsibility to an already busy full time employee). Staff Council agreed that bringing this issue to the President for discussion was warranted. Council members felt there is a

need for this type of position on campus and support of the administration is essential in moving forward. Concerns were expressed as to the negative message sent to the campus when this position and the Affirmative Action Committee were eliminated.

- Continue discussion about forming a committee to plan campus workshops. Should a committee be created? Should it become part of Professional Development?

After some discussion, Staff Council agreed with the suggestion that the ad hoc Committee on staff workshops should join with the Professional Development Committee. Jane Bachman will present this to the ad hoc committee to see if they are in agreement.

The ad hoc committee has discussed a 3-part workshop, including presentations by Robin Diana as well as a colleague of Robin's who presents on work-life issues (and who will not charge for speaking, but will need travel/lodging expenses paid). Staff Council agreed this would be a timely topic for staff. Robin will put together a proposal that will be brought to the President for possible funding.

It was brought to the attention of Staff Council that the Faculty Gender Committee was expanding to include gender, race, and ethnicity. Faculty had a sensitivity workshop that dealt with these issues, but it was not offered to staff. Staff Council will consider contacting Diane Paige, lead person for Gender Committee, regarding bringing this type of information to staff.

#### **E. New Business**

- Standing Committee Chair elections were held with the following Chairs elected:

Nominations & Elections: Melissa Marietta

Professional Development: Cindy Hubbard

Planning & Events: Shirley Georgia

Personnel: Anna Meyer

Executive: Jane Bachman

- We will begin talking about several work/life balance related issues in our next meeting (October 4, 2011). Topics include: clarification of exempt/ non-exempt comp time policy, beginning a sick time pool, discussion of telecommuting, clarification of maternity leave issues, discussion of HR distributing photos with announcements of new employees.

Staff Council feels that clarification is needed on these policies. Dan Morse will compile a summary page of the policies in question from the Staff Handbook for review by Staff Council at our next meeting.

- Agenda for the meeting in October with the President was confirmed as follows:
  - Ombudsman role
  - Workshop proposal
  - Recent reorganizations & communication with campus community

**F. Committee Reports**—no reports at this time.

- a. Professional Development Committee
- b. Planning and Events
- 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 Planning Committee

**G. Next Meeting: October 4, 2011**

**H. Adjournment at 10am**

Respectfully submitted,

Deb Woodham