

**Hartwick College Staff Council Meeting Minutes  
January 10, 2012, 9 a.m., Eaton Lounge**

**In attendance:** Ben Wendrow, Chad Christensen, Deb Woodham, Dan Morse, Sara Pickett, Lori Beckemeyer, Anna Meyer, Jane Bachman, Melissa Marietta, Gabrielle Lovejoy

- A. Meeting was called to order at 9 a.m.
- B. Minutes for 12/6/11 meeting approved electronically
- C. Treasurer's Report:  
Nothing further to report.

Summary Year to Date:  
1-6-12

<i>Item</i>	<i>Budget</i>	<i>Expenses</i>	<i>Balance</i>
<b>Professional Development</b>			
Speakers	\$ 300.00	\$ -	\$ 300.00
<b>Planning &amp; Events:</b>			
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

<b>Employee Recognition Award:</b>	\$ 300.00	\$ -	\$ 300.00
<b>Supplies:</b>	\$ 50.00		\$ 50.00
<b>Retreat:</b>	\$ 100.00	\$ 65.47	\$ 34.53
<b>Total:</b>	<b>\$ 1,550.00</b>	<b>\$ 100.47</b>	<b>\$ 1,449.53</b>

\*there is approximately \$20 for last year's plaques still outstanding.

**D. Old Business**

- 12/15/11 meeting with Suzanne Janitz (attended by Jane Bachman, Melissa Marietta, and Anna Meyer) at which HCSC proposed that employees be able to use sick leave for family was summarized (**please see notes below**). This was followed by a brief discussion by HCSC of the Employee Assistance Program (EAP) as a resource for staff. Questions arose regarding a possible new policy relating to employees bringing children to work.

EAP: <http://www.hartwick.edu/Documents/HR/HREAPBrochure2011.pdf>

- Update on anonymous submissions to HCSC: Jane Bachman reported that there had been no new submissions. She will continue to send out the anonymous submission link with solicitations for Staff Council meeting agenda items.

#### E. New Business

- Professional Development plans.
  - The Professional Development Committee has commitments from all over campus for staff development sessions, enough to schedule one every 2 weeks through May. Cindy Hubbard has been taking the lead on these plans, but some tasks may need to be shared among HCSC members.
  - The next staff development session is 1/18 at 2 p.m. with Stephanie Brunetta: Webpage content & Design. James Jolly has agreed to co-sponsor catering for this event.

HCSC also discussed various possibilities for thank you gifts for speakers.

After the 1/18 session, next up will be Mike Haehnel & Deb Hiltz (a combined session offering the history of Datatel, who owns data, a broad overview of the college database paired with a short tutorial from Deb on Webadvisor for budget managers). Karl Seeley will be presenting a budget manager's session in Feb. focusing on use of excel in budget management

- Personnel Committee: next mission  
Personnel Committee will examine the best structure for HCSC representation. There may be some overlap with Assessment Committee work. Dan Morse sits on both committees, and can facilitate communication.
- Recognition awards this month  
Chad Christensen and Melissa Marietta are working on details re: recognition awards.
- Agenda for meeting with the president  
The last meeting with the President (12/16/11) was recapped (see minutes below) and possible agenda items for the next meeting with the President were discussed.

#### **Minutes for 12/16/11 Meeting with the President**

- Appreciation for across the board raises
- Ad hoc committee on assessment formed  
*MD was glad to hear that we're starting to assess staff contacts, etc. Assessment will be very important leading up the interim Middle States report in 2014.*
- Update on workshops  
*MD was happy to hear that the workshops went well. Melissa also filled her in on PDC plans for the rest of the year*

- Issue of employees AND VPs being overwhelmed; if directors/supervisors approach VPs and receive little support—what is the next step? What if employees love their job but can't deal with workload?  
*Per MD, if any employee has followed the chain of command (e.g. supervisor and VP) with any work issue and doesn't feel a resolution was reached, s/he should feel free to meet with either HR or MD (as next in line).  
We discussed the information on EAP we received in our meeting with HR yesterday, and let MD know that we plan to market this to staff. At times staff need an objective view on a work issue, in which case seeing a counselor through EAP could be ideal.*
- Furloughs—any thought to ending them?  
*Per MD, this is possible but not guaranteed. Whenever a position becomes open, that position is evaluated as to whether it should be filled. All personnel changes need to be justified by VPs, and any consideration for ending furloughs will need to go through the same process.*

F. Committee Reports

- Professional Development Committee  
Ad hoc committee on staff mentoring
- Planning and Events

This year's Door decorating Contest didn't have as many entries but they were all very nice. Good job to everyone that participated, whether that be advising, decorating or voting. Congratulations to Marilyn Nienart for taking 1<sup>st</sup> place.

We talked about a book club for January but it seems time has gotten away from us.

The planning & Events Committee will be meeting soon to plan this year's Mardi Gras Lunch.

Respectfully submitted,

Shirley Georgia

- Personnel Committee
- Nominations & Elections

Ad hoc committee on Assessment

**Assessment Committee Report December 2, 2011**

**In attendance: Jane Bachman, Melissa Marietta and Dan Morse**

**Absent: Chad Christensen, (Joe Ficano will join us in the future)**

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- The group reviewed the staff survey conducted last spring and devised basic steps regarding how to approach evaluating the data.
- Jane is going to tabulate a list of staff council mission statements from our peer schools.

- Melissa is going to take the comments from Questions 15 &16 and break them down by theme.
- Melissa will speak with staff council about crafting a tracking system for communication between staff council and the larger staff. HCSC needs to track how many emails or conversations we have as well as themes addressed during the communication.
- Melissa will speak with Lori Collins- Hall about coming to a January meeting and helping staff council revisit the mission, draft a vision and develop a strategic plan.

### **12/15/11 Meeting w/ Suzanne Janitz**

Also Present: Jane Bachman, Melissa Marietta, Anna Meyer

We met with Suzanne to present the research put together by the Personnel Committee on sick leave use: of the 9 peer institutions for which information could be found, 8 permitted staff to use some sick leave (usually 4 or 5 days) to be used for family (policy for the 9<sup>th</sup> was vague).

We asked that the college consider allowing some sick leave to be used for family; we believe that this would give consistency to how the policy is used in practice, and would improve staff morale. Suzanne said that she would forward the proposal to the VPs & President.

Suzanne did say that currently when a parent needs to take 5 or more days to care for a child (who has chicken pox, for example, and cannot return to school) it is possible to use sick leave for that.

We asked Suzanne to clarify the 9/19/11 email she sent to the campus regarding leave policies: she confirmed that it was meant as a clarification rather than as an amendment to the employee handbook. We discussed the advantages of clarifying the handbook as much as possible; it may be helpful to include, for example, the info noted above about being out with a child for 5 or more days.

We discussed concerns brought to the staff council re non-exempt employees who cannot earn overtime due to budget restraints and must take flextime—which can be difficult to do within the pay period, as required by law. Suzanne emphasized that by law all non-exempt employees must either be paid overtime or be offered flextime within the required timeframe. She suggests that any employee experiencing difficulty with this contact her.

We discussed exempt employees (particularly those who work part-time) and the expectations re their work week. Suzanne clarified that there is no upper limit for hours worked for any exempt employee—but if an employee's work cannot be completed in a reasonable number of hours, the employee should discuss this with his/her supervisor to come up with a solution.

We discussed options for employees who are having difficulty with others (e.g. supervisors). While all staff are encouraged to meet with Suzanne to aid in a resolution,

confidentiality cannot always be guaranteed: if an issue arises that legally must be addressed, Suzanne must do so (which may include contacting the supervisor).

Suzanne brought up the EAP or Employee Assistance Program, through which employees can obtain 'support, guidance and resources that can help you resolve personal issues & meet life's challenges' (per the flyer given to us). This program is available for staff who work 32 hours or more and have been employed here for at least one year, is largely free, and completely confidential. We will make a point of making staff aware of this benefit.

*Campus-Wide Committees*

- a. CEMP
- b. Campus Grounds/Environmental Issues
- c. Campus Theme Committee
- d. Budget Advisory Committee
- e. Scholarship Awards Committee
- f. Campus Efficiency & Savings Committee
- g. Campus Master Plan Committee

G. Next Meeting: February 7, 2012

H. Meeting was adjourned at 10:08 a.m.

Respectfully submitted,  
Dan Morse