

**Hartwick College Staff Council Meeting**  
**October 4, 2011—9 am**  
**Eaton Lounge**  
**Draft of Minutes**

Present: Cindy Hubbard, Anna Meyer, Melissa Marietta, Harry Matthews, Dan Morse, Jane Bachman  
 Also attending: Shirley Georgia

- A. Call to Order at 9:03**
- B. Minutes for September meeting approved electronically**
- C. Treasurer’s Report:**

**Staff Council Budget 2011-12**

Summary Year to Date

<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	\$ -	\$ 60.00
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>\$ 65.47</b>	<b>\$ 1,484.53</b>
*there is approximately \$20 for last year’s plaques still outstanding. ** Garage Sale Funds: 2010-11 year end bal: \$41.25			

**D. Old Business**

- Update on communications to staff members  
 Some members had the opportunity to communicate to their selected staff list and others had not. No one received a response from anyone on their list. Staff Council will continue to address the concern of lack of communication as noted in the survey.
- Update on submitting anonymous agenda items (Gabrielle Lovejoy)  
 Gabrielle Lovejoy was not present to update staff council on submitting anonymous agenda items.

**E. New Business**

- Kira Delanoy departure; election of new secretary  
Kira Delanoy will be leaving Hartwick and Staff Council. She currently serves as secretary. Discussion of the election of a new secretary ensued. Initially, there was a Chair, Vice Chair and Treasurer/Secretary. However, this is prohibited by staff council by-laws. The vote for a new secretary was tabled for the next meeting.
- Participation in Wellness program 11/8/11  
Staff Council has had a presence at the Wellness Fair in the past. Staff Council members will again staff the Wellness Fair all day on November 8. Melissa Marietta will circulate a schedule for members to sign up for their time slots (1-2 hours).  
Discussion of the LifePoints program ensued. Users have experienced difficulty signing up. Only 20 Hartwick employees have enrolled to date despite the wide variety of gift cards available for enrolling. A LifePoints table will be set up for the Tailgate Lunch to help users sign up. The temporary password is Thank You. Perhaps a simple 1-2-3 checklist would help users with the process. LifePoint flyers will be posted on campus and included with today's minutes.
- Creation of ad hoc committee re staff mentoring program  
An ad hoc committee has been formed to investigate whether Hartwick should have a Staff Mentoring Program and what that would look like. Cindy Hubbard, Harry Matthews and Shirley Georgia are on the committee and will seek additional members from the staff community.
- HC policies & work-life balance issues
  - i. Maternity
  - ii. Definition of sick time/bank?
  - iii. PT salaried employees
  - iv. Comp time
  - v. Accrual issues for staff at ceiling for vacation time  
Discussion of Hartwick College policies and Work/Life balance issues ensued. Concerns were raised regarding the ability of staff/council members to speak freely without fear of retribution. Recent reorganizations of departments have made staff feel vulnerable and unstable in their employment with Hartwick. With regard to maternity and sick/leave time policies, Staff Council would like to look at what peer institutions are doing with regard to these policies. Are policies dictated by Labor laws, insurance policies, etc.? Shirley Georgia will do some research on practices at other institutions and also, what may exist in labor laws, insurance wording.
- Agenda for meeting with the president  
HCSC appreciation for the work done over the summer, and communication regarding it  
Appreciation for the varying time frames for the Conversations with the President  
Ombudsman role  
Workshop Proposal  
Recent reorganization & communication with campus  
Confirm that concerns brought to the President are on behalf of the entire HCSC and not individuals

Staff Table in the Commons will be advertised again; this year we will meet on the second Thursday of the month, 12:30-1:30.

**F. Committee Reports**

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

Shirley Georgia reminded Planning & Events members that they need to meet regarding the Tailgate Party.

- 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: November 1, 2011**

**H. Adjournment at 10:05 am**

Respectfully submitted,

Cindy Hubbard