

**Hartwick College Staff Council Meeting
December 6, 2011—9:00 a.m.
Eaton Lounge, Bresee Hall**

Minutes

Present:

Jane Bachman, Chair	Melissa Marietta
Lori Beckemeyer	Dan Morse
Cindy Hubbard	Harry Matthews
Gabrielle Lovejoy	Sara Pickett

Absent:

Anna Meyer	Deb Woodham
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Meeting began at 9:00 a.m.

Minutes of the November 1, 2011 meeting have been approved electronically

Treasurer's Report: Jane noted that Deb Woodham is still unable to join us.

OLD BUSINESS

- Wellness Fair – Valuable event; should we continue to staff a table at it? How to motivate more staff to attend? Discussion segued to conversation about the 'wellness' of the ice cream social and the possibility of future strength and conditioning opportunity or future event.
- Gregorc Workshops – Very well received. Still room for more in the December 8 and 9 workshops part two.
- Personnel Committee Report – Discussion of Employee handbook and what process/ procedure/ permission to update it. Discussion of sick leave policy at peer institutions.
- Assessment Committee report – This committee realizes that Council should be tracking staff contacts/inquiries. A spreadsheet will be created and stored in our shared file for this purpose. Gabrielle Lovejoy suggests that there could be a Staff Council presence on Hartlinks.
- Anonymous submissions to HC SC – GoogleForms could be used to facilitate anonymous communications to Staff Council.

NEW BUSINESS

- Monthly secretary sign-up – Council members who have not already done so are asked to volunteer to take minutes for some future month by signing up on the sheet in the shared drive.
- HCSC recognition of special “recognition” days – concern that some individuals might not be in a recognized cohort and would be overlooked. Acknowledgement that Quinquennial Awards Ceremony, Mardi Gras and Tailgate lunch events are intended to express appreciation of employees. No action at this point.
- Concern re: office dynamics – Discussion. No definitive suggested solutions at this time.
- January meeting - will be January 10, 2012, 9:00 a.m., Eaton Lounge, Bresee Hall
- Agenda for meeting with the President – [express appreciation for the across the board raises](#), [share](#) concern regarding some staff’s work overload and morale and inform her that ad-hoc Assessment committee has been formed.
- Professional Development committee – has received minimal topic suggestion feedback from general staff. Tentative future presentations by fellow staff may include Website overview, the Hartwick style (branding), Octel phone system, history of Datatel and Life balance/Binder tour.

Next meeting will be January 10, 2012, 9:00 a.m., Eaton Lounge, Bresee Hall.

This meeting concluded at 10:10 a.m.

Respectfully submitted,
Sara L. Pickett