

**Staff Advisory Committee Meeting
Feedback Tracker 2009-10**

September 23, 1009			Next Meeting: October 21, 2009 at 11:00 a.m. Conference Room, Philip Spencer House	
Issue	Issue Date	Resource	Response	Response Date
OLD BUSINESS				
Get to know other employees through "Employee Spotlight"	9/29/2008	Steve, Jan and Anne	<p>It was suggested that we implement an employee spotlight where we provide a brief bio on a selected employee. This would be a voluntary program where employees elect to be included and provide the information to be posted. A suggestion was made to provide a small thank you for their participation (e.g., lunch ticket, gas coupon, small monetary compensation). Carol described the new HR channel that will be available after a little more format tweaking by the IT department. This channel will be available from the My Hamilton page and may lend itself to this type of posting. Further discussion required. 11/12/08 Anne and Jan will work with Steve to develop the HR Channel on the MyHamilton page. This will contain similar information provided in Around the Hill and more, as the channel is developed. 12/10/08 Steve met briefly with Anne and Jan after to the meeting to set a date to discuss options for the HR channel. 1/13/09 Steve met with Jan and Anne to discuss ideas for the HR Channel. This web-based feature will replace and perhaps expand People Around the Hill. We hope to add new hires w/pictures, more staff -related information, etc. Our next step is to talk with Mike Sprague and the web team to see how to make these ideas work best. 2/11/09 Steve, Anne and Jan met with Mike Sprague to discuss content. Mike is working on possible layouts and the group will reconvene when the layouts are ready. 4/15/09 Steve will check with Mike Sprague on status of layouts.</p> <p>9/23/09 Reviewed past discussions. HR channel is ready to go for ATH. Suggestion made to send employee spotlight via e-mail as starting point. Steve to talk to Mike Debraggio to see if that is feasible. Will report back.</p>	<p>OPEN Update 2/11/09 Update 4/15/09 On-going</p>
Share non-College information of interest to community	9/29/2008	Steve, Jan and Anne	<p>A suggestion was made to provide a method of sharing non-college related information such as favorite recipes, community events, etc. The Communities channel on the My Hamilton page may be a possibility for this. Further discussion required. 11/12/08 Will be included in discussion about HR channel above. 12/10/08 See above.</p>	<p>OPEN Last update 12/10/08 On-going</p>

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Improve communication across campus	10/8/2008	Committee members	<p>In spite of the many methods of communication on campus and because of logistics issues, it is felt that something needs to be done to improve communication and make processes more transparent. Karen suggested that any work done in this area should be coordinated with the President's Planning Committee as communication is one of their topics for this year. Members were asked to bring their ideas to the next meeting for discussion.</p> <p>11/12/08 The meeting was opened to suggestions for improving communications on campus. It was felt that supervisors need training in communicating with employees and providing an open forum for employees to discuss problems without fear of repercussions. There should be more clarity in how salary increases are determined and how an individual employee's increase compares to the range of increases given for the entire group. Steve indicated he would review with Karen Leach documenting the range of increases on the salary letter. A suggestion was also made to provide training for supervisors in the performance assessment process. 1/13/09 After further discussion the committee felt new supervisors (including new department chairs) should receive training on their supervisory roles to better enable them to communicate with their employees about salary increases, performance assessments, etc. 2/11/09 Discussion about current performance assessment cycle. Each division officer is responsible for distributing forms down through their organization. DOF office sent the notice to all staff as well as supervisors.</p> <p>9/23/09 Communication is a goal for several divisions on campus this year. Cross-campus communication opportunity during Pumpkin Carving Contest on Oct. 30. The question of having senior officers "stop by" offices to say hello was raised again. This has been discussed with Meredith prior to Joan's sabbatical and will be re-visited now that she is back on campus.</p>	<p>OPEN Last update 2/11/09 On-going</p>
What is status of Handbook re-write?	12/10/2008	S. Stemkoski C. Bennett	<p>The process of combining three handbooks into one is proving to be a daunting task. The initial rough draft is being reviewed and edited by Steve and Carol. We hope to complete the project by the end of this academic year.</p> <p>9/23/09 Steve & Carol are still working on the rough draft. It is difficult to indicate when it will be finished but hope it is finalized by the end of this academic year.</p>	<p>12/10/2008 Ongoing</p>

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Minimal contact between higher administration (i.e., president and senior officers) and staff.	12/10/2008	Steve Stemkoski	Members felt it would be a morale booster to have the president and/or senior officers stop by and say hello once in a while. A brief discussion took place about the president's open hour. Some members felt they were not allowed to attend without permission. Most felt it was an open invitation. Steve S. described his experience at an open hour. Conversations were more 1-on-1 with the president rather than a group discussion. Steve said he would talk with the senior officers. 1/13/09 Steve spoke with Karen who is going to bring it up at a senior officers meeting. 2/11/09 Still under discussion.	OPEN Update 2/11/09 On-going
Can we offer workshops, seminars?	1/13/2009	H. Johnsen, S. Stemkoski	1/13/09 A member mentioned that support staff at another local college attend workshops/seminars of a variety of topics such as sexual harrasment. Can Hamilton provide similar opportunities. The member will get specifics on how the program is offered for further discussion at the February meeting. The ability to offer such a program will depend upon available resources. 2/11/09 Heather shared ideas used at Utica College using two different vendors. Several topics are offered 4-6 times during the year. The UC contact indicated the sessions were well attended. She will send Carol the contact information. It was suggested that staff be surveyed to determine where their interest lies so a targeted workshop can be offered. We will continue to review this idea as resources are made available. 9/23/09 No change - still under consideration as resources become available.	OPEN Update 2/11/09 On-going
How is sick bank working since last discussion?	9/23/2009	Carol	The bank is working well. We've had several employees use hours from the bank for serious surgeries and maternity leave. Have not encountered any problems since last discussions. We received 86 hours in a recent solicitation bringing the balance to 752 hours.	9/23/2009
NEW BUSINESS				

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What is status of the telephone directory?	9/23/2009	Steve	Several discussions have taken place regarding this year's directory. Due to changes in NYS law about our protection of personal information we request from employees or receive through background reports, our attorneys advise that it should not be in print format. Having it on the web with a secure log-in provides some protection of the personal information. After discussions about cost, the time it takes to create the information in the front of the book, the flexibility of the web directory, the Red Book and College Catalog being only on-line this year, the decision was made to provide the web version only with a PDF document containing the emergency numbers and the department listing similar to how it appears in the printed book. Maureen Scoones and Steve S. are available to provide a tutorial on how to effectively use the web directory. Steve offered to provide a tutorial to this committee at the next meeting. There was a discussion of problems with incorrect information. HR receives information from many sources and updates information as they receive it. We do not always receive the necessary information in a timely fashion. Employees can always go to the personal update tool from the My Hamilton page and make changes as necessary. They are reviewed in HR, changes are made in Kronos and the information is updated on the directory within 24 hours.	9/23/2009
Offer bus trips again	9/23/2009	Carol	Carol reviewed how bus trips have been offered in the past. The College arranges for a local bus charter service to provide a bus. The cost is divided among the people participating. A destination is selected, the bus drops off passengers for the day, picks them up at a designated time and location and returns them to Hamilton. Employees and their family/friends are welcome to participate. HR will conduct a survey to determine the level of interest.	9/23/2009