

**Staff Advisory Committee Meeting  
October 12, 2011**

A meeting of the Staff Advisory Committee was held at 10:00 a.m. on Wednesday, October 12, 2011. Present were Diane Brady, Robin Vanderwall, Terry Lapinski, Tori Palmer, Kelly Walton, Steve Stemkoski and Mike Thayer. Below is the summary of topics that were discussed.

**New Business:**

**Employee Spotlight:** The committee reviewed that current list of nominees and selected candidates for the next employee spotlight.

**Attention:** If you would like to be 'spotlighted' or would like to recommend someone, please contact Lindsay Varnum ([lvarnum@hamilton.edu](mailto:lvarnum@hamilton.edu)).

**SAC E-mail:** The committee has created an email address: [sac@hamilton.edu](mailto:sac@hamilton.edu) to be used as a tool for communicating to Staff employees.

**New Employees:** Mike reviewed the list of new employees from May 2011 to October 2011. There have been a total of 30 employees hired between May 2011 and October 2011, 18 Administrative, 5 Staff, and 7 M&O. Members of the committee will be reaching out to welcome new staff members before next month's meeting.

**SAC Members for the 2011/2012 Academic Year:** Several of the current committee members have decided to continue serving on the committee for the 2011/2012 Academic Year. Kim Hutchins and Janet Turvey have decided not to continue to serve as committee members. Robin Vanderwall, who previously served as an alternate on the committee will replace Janet Turvey. The committee reviewed identified potential replacements for Kim. Mike will be reaching out to these employees to gauge interest in serving on the committee.

**Constituent List:** Mike distributed the current list of staff constituents to each of the committee members.

**Sick Leave and Emergency Leave Bank Balance:** As of October 12, 2011, the Sick Bank balance was 669.31 hours. There have been 981.35 hours donated to the sick bank and 733.13 hours withdrawn from the sick bank during 2011. As of October 12, 2011, the Emergency Leave Bank Balance was 795.24 hours. There have been 31 hours donated to the emergency leave bank and 43 hours withdrawn from the emergency leave bank during 2011.

**Attention:** If you would like to donate to the sick and/or emergency leave banks please contact Human Resources.

**Sick Leave Bank Survey:** Results of the Sick Bank survey were reviewed. After much discussion, the committee agreed on the following:

- Original guidelines that were communicated and clarified in the survey will be implemented and incorporated into an official procedure for administration of the Sick Bank.
- Requests for donations twice a year will be re-implemented beginning this November.
- The committee has agreed to work with Human Resources on further analysis of the sick bank survey results and comments that were provided. Specifically, question #3, requiring employees who are receiving hours from the bank to use newly accrued sick leave each week while they are out, thus withdrawing fewer hours from the bank.
- The committee agreed to distribute a summary of the above items along with survey results to all Staff employees'.

**Next meeting:** November 9, 2011  
Philip Spencer House Conference Room

**Attention:** Contact your Staff Advisory Committee representative if you have questions or would like an item added to the next meeting agenda.