

**Staff Advisory Committee Meeting  
February 9, 2011**

A meeting of the Staff Advisory Committee was held at 11:00 a.m. on Wednesday, February 9, 2011. Present were Diane Brady, Terry Lapinski, Tori Palmer, Robin Vanderwall, Kelly Walton, Karen Prentice-Duprey, Steve Stemkoski and Mike Thayer. Below is the summary of topics that were discussed.

**Employee Spotlight**

The committee reviewed and suggested new names to be considered for upcoming Employee Spotlights based on recommendations that have been made. Included in this discussion were suggested nominees from the Athletics department. In addition, Robin reviewed changes to the Employee Spotlight webpage that were recently implemented.

**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)).

**Distribution of Meeting Minutes and Feedback Tracker**

A question was raised regarding the process for distributing information that is discussed during the meetings to Staff on campus. It was determined that, in the past, members of the SAC committee would distribute the feedback tracker to their specific constituents. The feedback tracker is also posted on the Hamilton website. After some discussion regarding meeting agenda items, meeting minutes, and the feedback tracker, the committee decided upon the following practice relating to the dissemination of the minutes:

- After the conclusion of the monthly SAC meeting. HR drafts the meeting minutes and distributes to the committee for review and editing.
- HR forwards the finalized minutes to the SAC committee members for distribution to committee member constituents. The meeting agenda will also be distributed.
- The meeting minutes and the agenda will also be posted on the website replacing the feedback tracker.

**New Staff Members Hired at Hamilton**

6 new staff members were hired between October 2010 and January 31, 2011. The list was distributed to the committee for review. Committee members will be reaching out to these employees to welcome them and offer assistance to these employees as they transition into their new positions.

**Sick Leave Bank/Emergency Leave Bank**

The Sick Leave bank balance as of 02/08/2011 is 370.71 hours. The last donation received for the sick bank was 01/14/2011 for 73.12 hours. There is currently one employee approved for sick leave bank time. This employee has been approved for 175 hours of time based on the estimated time away from work.

The Emergency Leave bank balance as of 02/08/2011 is 831.24 hours. The last donation received for the emergency leave bank was 01/14/2011 for 24 hours.

After reviewing the bank balances, the committee discussed possible strategies to prevent the bank balances from moving to zero. The balances will be monitored on a monthly basis and the current balances will be documented in the meeting minutes. The current process of integrating sick leave bank time with NYS statutory disability was also discussed. This process needs to be clarified and will be reviewed in future meetings.

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

**Did You Know – HR Topics**

Mike discussed an idea regarding presenting one HR/Benefit related topic a month with the purpose of keeping employees informed of tools within HR that may be helpful for employees.

**Event Reminders:**

TIAA-Cref will be on Campus March 10, 2011. Appointments required.  
Admissions Presentation March 29, 2011 from 5:00pm to 6:00pm: "What parents need to know about the college Admissions and Financial Aid process".

**Next meeting:** March 9, 2011 at 11:00 a.m.  
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.