

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

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

Old Business:

Meeting Minutes: Mike solicited feedback regarding the February 9, 2011 meeting minutes. The content and format of the minutes were approved and finalized. The committee agreed to start posting the minutes online and discontinue with posting the feedback tracker.

New Staff Member Meetings: Committee members reviewed the status of their outreach to new staff members. There were no questions or concerns.

Sick Leave Bank and Short Term Disability Integration: Mike confirmed that the Sick Leave Bank Time is not integrated with the Short Term Disability. Employees out of work due to an occupational or non-occupational illness or injury receive sick leave bank time prior to receiving STD or Workers Compensation payments. The committee briefly discussed if the administration of the Sick Leave Bank should be changed. After some discussion, the committee agreed to meet on March 29 at 11:00am to discuss the administration of the Sick Leave Bank as well as strategies for implementing guidelines to minimize the “risk” of the bank balance moving to zero. It was also suggested that the committee consider including representatives from Maintenance and Operations in the meeting.

New Business:

Employee Spotlight: Robin reviewed updates to the Employee Spotlight including suggestions from February’s meeting to focus on employees from the Athletics Department. One of the employees in Athletics declined interest and the other accepted. One other employee from the Athletics department was suggested.

Attention: If you would like to be ‘spotlighted’ or would like to recommend someone, please contact Lindsay Varnum (lvarnum@hamilton.edu).

Sick Leave and Emergency Leave Bank Balance: As of March 7, 2011, the Sick Leave Bank balance is 230.71 hours and the Emergency Leave Bank Balance is 831.24 hours. As of March 7, 2011, there have been no new donations to the banks.

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

New Staff Members: There is one staff member, Amber Denny, starting on March 22, 2011. Karen agreed to contact Amber after her start date.

Ombudsman: Steve reviewed a recent proposal regarding an Ombudsman process for Staff members. The ombudsman process would be based on the Middlebury College model. It would consist of a select group of non-faculty employees that would serve as a resource for employees to express their concerns or were in need of assistance or clarification on topics or specific challenges. The Ombudsman group would be trained and would have specific objectives and guidelines.

Early Retirement Opportunities for Staff: A question was raised regarding the potential for early retirement opportunities for Staff employees. Upon the conclusion of the last analysis regarding this topic it was determined that, based on a number of variables, there would *not* have been an easily quantifiable cost savings to offer an early retirement incentive to Staff employees. There was an easily quantifiable savings for Faculty. Therefore, the decision was made to target Faculty for early retirement incentives. The amount of Faculty taking advantage of the early retirement opportunity was minimal. As of March 9, there are no considerations for offering early retirement opportunities to Staff employees.

Did You Know – HR Topics

Employee Assistance Program (EAP): Mike reviewed the Employee Assistance Program offered through Horizon Health and how employees could, and should, use this college paid benefit as a resource and tool. The Benefits website has been updated to include additional information about the EAP.

Attention: For more information about the Employee Assistance Program, click on the following link: <http://www.hamilton.edu/human-resources/benefits/employee-assistance-program> or stop by Human Resources to pick up a brochure.

Event Reminders:

The following event reminders were reviewed at the meeting:

TIAA-Cref will be on Campus March 10, 2011

All Employee Meeting, March 11, 2011

Admissions Presentation March 29, 2011 from 5:00pm to 6:00pm: “What parents need to know about the college Admissions and Financial Aid process”

Other Business: Kim requested an updated list of Staff employees that she is representing.

Next meeting: April 13, 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.