

January 6, 2012

Staff Assembly Council Meeting

Present: Maureen Scoones, Tony Poccia, Anne Riffle, Jay Bonham, Linda Michels, Amy James, Diane Brady, and Regina Johnson

Absent: Lisa Magnarelli

Meeting began at 9am.

- I. Discussion on deciding how to populate the various committees.
 - A. We have 10 or 12 people interested in the Wellness committee. Tony had two other volunteers come in from the Plant. Jay sorted the list by committee and prepared copies for the Council.
 - B. Wellness Committee --Do we have a thought on size for the Wellness committee? We don't have a specific number for committee members within the By Laws. Email faculty seeking 2 committee members for Wellness. Linda will email them. The big thing is making the faculty aware that this is a newly formed committee that we would like to have faculty join. Wellness committee needs a Faculty member since Dave Thompson may well be considered ex officio. Email faculty seeking 2 committee members for Wellness. Linda will email them. We want the faculty to be aware that this is a newly formed committee that we would like to have faculty join.
 - C. A discussion of who to put onto committees began. Since Wellness is overpopulated right now, and since several people volunteered for multiple committees, we should pull the folks who said they would go to another committee. Committee chairs will send email to certain folks asking if they would be interested in another committee.
Should there be terms for these committees? We need to adjust the by-laws. Rotate ½ of the committee members in a year with an attempt to recruit new with a one or two year commitment. The council will revisit this during the January 20th meeting. The Council reps are the chairs of the committees. Minutes of those meetings should be submitted to the Secretary of the Council.
Maureen will resend the email on Wednesday for those who may not have been on campus this week. Chairs will email volunteers rejoining committees. When is communication going out? There really isn't any expectation of notification before the 13th.
 - D. The Bylaws state that Communications Committee "may" appoint someone from C&D and Employment Committee must bring in someone from HR. A non-voting liaison will be appointed by the department. Either Diane or Anne will need to contact Steve Stemkoski for that person.

- II. The Council decided to formulate a feedback tracker (like the staff advisory committee uses). Regina will work on getting that together and will send out a template to the Council. The tracker will be available to the College only on the website. This is to make sure that all ideas are tracked publicly for the Council, i.e. Ombudsperson.
- III. Anne Riffle updated the Council on her discussion with HR. Met with Steve Stemkoski and Mike Thayer and asked specifically about Ethicspoint and how they wanted the community to view it. Asked what the difference was between it and grievance – it is another tool to inform upper management of what may be going wrong. If someone is doing something wrong, categories on Ethics Point used to report. Mike and Steve want people to come to HR for reporting, mainly. Every year Karen Leach files a false report on EthicsPoint to make sure that the lines are still going/open. When Steve opens it up to read the report, it is documented that it is a false report. Helps to make sure those responses are happening in a timely fashion. Karen does respond and meets with the person to whom the claim goes. This is NOT a grievance procedure...is for ethical issues. HR wants community to know that they have an open door policy. If community uses either option EthicsPoint/Ombuds, they cannot track situations as well if the grievances came directly to them.

Maureen commented that goes back to the idea of a grievance policy not being in the admin handbook. {Steve S. sent an all employee message re grievance procedure. (which Maureen read to the Council), but they are not currently in the Admin Handbook but is in the Staff handbook}. The procedures should be publicized. Should be on a separate section of the website but also wondering if an email should go out annually? 2/19/09 was last meeting grievance advisory committee; he has not had an issue arise that needed to be addressed by the committee. HOWEVER, we should have a way to see what the procedures are, will discuss that with Steve at meeting on January 20th. Some of the annual reminders from HR aren't going out and they need to. I.e. how do Faculty know that the College is closed during winter break? In the absence of information, people make up their own reality. People are looking for fairness and the assurance that one person isn't being treated differently over another.

Next meeting is with Karen Leach about book and the Climate Survey on January 13th (9am Sadove).

The next Council meeting is January 20th with Steve Stemkoski re EthicsPoint and grievance procedures

Meeting adjourned at 10:20

RPJ