

MCSC meeting
Wednesday, September 8, 2010

HIGHLIGHTS

- Dave Donahue – guest speaker addressed the best way to continue employee event days such as the Golf Tournament and the Ski Day since HR is no longer able to sponsor them. These events will continue with the sponsorship of Staff Council and be directed by a committee composed of a representative from HR, the President's Office and Staff Council.
- HR6 – committee update-Disparity between staff and faculty parental and family leave being reviewed.
- Staff Council's meeting with President Liebowitz – concern over 'job creep' and the importance of revising one's job description with one's supervisor if major changes have occurred in job responsibilities. Also, the need for improved forms of communication between the VP levels and middle managers and from staff up to the VP levels.

Unapproved Minutes

Present: Ben Bruno, Wayne Darling, Ken Pierce, Mary Stanley, Gene Tougas, Michael Glidden, Naomi Neff

Unable to attend: Valerie Costello, Arabella Holzapfel, Cathy Tester

Guests: Shannon Bohler-Small, Robert Keren, Jackie Davies, Drew Macan, Laura Carutenuto

Guest speaker: Dave Donahue

Minutes from the August 11, 2010 meeting were approved.

Committee reports

Community Council has not yet met.

HR-6 – Mary passed out the minutes from the HR6 meeting of 8/16. Items discussed:

- Disparity between Faculty and Staff parental and family leave – HR is looking at the 3 week difference and the cost of making them equal. The Task Force on the Status of Women is also looking into this matter and how it might be reconciled. The task force will be presenting to President's Staff in the near future.
- Job creep and the importance of revising one's job description with one's supervisor as needed for submission to HR for review and possible re-pricing. SRC will be reinforcing the role of Managers and Supervisors in insuring this is done on an ongoing basis.

Unapproved Minutes

- New Employee Orientation – HR is always interested in hearing ideas of how to make it better.
- New hiring process – There is a pilot program for hiring which allows the hiring manager the option of making the offer to the perspective employee rather than having it come from HR.

Publicity and Events Committee - Learning Lunch series to continue with a presentation by Student Financial Services.

Safety and Environment Committee met with Ed Sullivan to discuss equity regarding the Thermal Comfort policy, especially in regard to extremely hot days. President's Staff is looking into this as well. The Thermal Comfort Committee is to be reconvened to begin preliminary investigation of most affected areas such as Dining and Facilities.

Election Committee has no current activity

Old business

Dave Donahue spoke in regard to our letter to the president concerning continuing the employee golf and ski days. Drew pointed out that OHIC is a stand-alone, fully operational committee and does not need to be included in our conversation about sponsorship of the golf and ski days. Therefore, the OHIC matter is fully resolved.

Clarification was made regarding why Staff Council did not want to take on full responsibility of these events. It was felt Staff Council should be more involved with policy making, benefits and salary issues rather than simply and events scheduler. This is a change from last year's Staff Council meeting of March 2010 when we felt we might be able to take responsibility for these items. The issue was resolved by agreement that a representative from Staff Council, HR and the President's Office would convene a sub-committee to organize community involvement in the specific events and that Staff Council would retain the budget and sponsorship of them. Dave Donahue will represent the President's Office, Drew Macan will represent HR and Staff Council will determine their representative at a full meeting when all are present.

- Agenda for October's Trustee meeting put on hold pending results of survey
- Review goals – no real discussion
- Web site stats – on hold in Cathy's absence
- Constitution review – on hold in Cathy's absence
- Staff Survey – There was concern with length of survey considering the short time we have to disseminate and compile before the Trustee meeting in October. Drew also mentioned her concern for 'survey fatigue' since there has been one survey sent already to Managers and Supervisors and President's Staff is considering another for the full

Unapproved Minutes

staff to gauge campus climate in 6 months or so. Michael suggested we come up with 4 or 5 main issues and get input from our constituents by email so that we have a more manageable amount of input. Naomi thinks the survey is important in order to get the full range of staff feelings. Staff Council to discuss this offline by email to decide.

New business

- Staff Council met with President Liebowitz over lunch. He would like to meet regularly. Staff Council decided bimonthly should be adequate. Wayne to make contact with Barbara McBride to arrange this.

Items discussed:

- Communication – regarding the procedure for updating job descriptions if duties change; supervisors and managers should be ensuring this is happening.
- Communication – for understanding when ‘to do’ lists change so there is buy-in from staff. i.e., Dining and the reopening of Redfield Proctor and how this supports the academic mission regarding recruiting, etc., would help staff understand the change in decision.
- Start of classes on Labor Day – Ron said this won’t happen again. (There was a convoluted reason as to why it poses problems, but the outcome, according to Ron is that classes will no longer start on Labor Day.)
- Ron wants Staff Council to develop 3 items we would recommend he work on that might produce tangible and positive outcomes for staff.

The meeting was adjourned at about 10:30.

Submitted by Mary Stanley, 9/10/10