

SSRC MINUTES FOR 2000-2001

September 14, 2000, Cowles Dining Hall

Present: Kristin Lovig, Terri Phipps, Cheryl Neubert, Lyle Bauman, Vicki Wade and Jeanne Hammen

PRESIDENT'S FALL STAFF MEETING-EVALUATION OF

The committee members offered suggestions and ideas for next fall's meeting.

CAMPUS PULSE

Kristen talked with John Kalkbrenner about the campus rumors and the substance (or lack thereof) of these rumors. It was suggested that the new communications document being considered by Emily Kruse (Communications Specialist) could answer some of these concerns in a timely fashion.

FACULTY-STAFF DIRECTORY

Kristen announced that the online version of this directory will be available by mid-week. Individual campus staff members will be encouraged to check the accuracy of his/her information online. The Directory copy will be sent to the Service Bureau at the end of the week.

The New Faces 2000-2001 publication was discussed-evidently it hasn't been issued as of this time.

NEW HIRE COFFEES

The HR Office and the SSRC discussed jointly sponsoring New Hire Coffees on the first Monday of each month, beginning with a campus tour at 9:30 a.m. and ending with light refreshments at the Forum at 10:30 a.m. The first Coffee will be scheduled for Monday, October 2.

The next meeting is scheduled for Wednesday, October 4 at 8 a.m. at Cowles Dining Hall.

October 4, 2000

Present: Kristin Lovig, Terri Phipps, Cheryl Neubert, Lyle Bauman and Vicki Wade.

Absent: Jeanne Hammen

The meeting began 8 a.m. in the Cowles Dining Hall.

NEW HIRES-CAMPUS TOUR AND RECEPTION

The committee members offered suggestions and ideas for next tour on October 16. The tour will start at the library at 9 a.m. Kristen will have preprinted nametags for the new hires. Cheryl will contact Dorothy Martinek about a CD player in the South Lounge for the reception.

OPEN STAFF MEETING-FALL BREAK

The date, during Fall Break, is yet to be determined. But the time will be 2-3:30p.m. On the agenda: Barb Waite (Wellness program), Jim Mulholland (benefits) and Kristen Lovig (market-based compensation v. merit-based compensation).

Vicki is going to look into putting together a slide show of photographs of the I-Cubs outing, the Staff Recognition Brunch, and the New Hires Tour/Reception.

Questions from the staff will be solicited beforehand, as well as at the meeting. Cheryl will provide scratch pads and golf pencils. Vicki will design and send out a poster about the meeting which will complement Kristen's email.

FACULTY-STAFF DIRECTORY

More copies of the directory are available through the Human Resources Office.

HOLIDAY DINNER IN DECEMBER

Kristen will check with Susan Schoen on the date. Ideas for after -dinner activities were explored and will be discussed with the hosts of the dinner.

SICK LEAVE POLICY

This was discussed with Kristen and issues concerning the current policy of 10% conversion upon retirement. Kristen will look into this.

Fall Support Staff Meeting – October 23, 2000

Open to all support staff members.

The meeting began at 2 p.m. in South Lounge and was opened with introductory remarks by Terri Phipps, Chair of the SSRC.

The SSRC has been busy so far this year on a number of projects:

THE I-CUBS GAME

This summer's event was sponsored by the college at no cost to employees.

THE PRESIDENT'S STAFF MEETING

The SSRC is trying to get it in a worthwhile format.

NEW HIRE COFFEES

This is a time when all employees can meet to get to know new people, they can get to know us, and we can all hopefully get to know each other better on an informal basis. The coffees will be held at 10:30 on the first Monday of every month in South Lounge.

CAMPUS TOURS

We have been offering campus tours to new employees prior to the coffees. The tours will eventually be opened up to anybody who is interested.

STAFF CHANGES IN THE HR OFFICE

New members were introduced (see below); job duties were relayed to support staff. Kristen, HR Director, will update us on changes in the office, including the hiring of a second HR Generalist.

IN-PROGRESS SSRC PROJECTS:

- Lunch 'n Learns - Staff meet informally at a brown bag lunch. A different department will be highlighted each time, so we can learn what actually goes on in each other's work lives.
- Bring back the Face Book so we can put faces to names on the phone.
- A newsletter for the staff
- Arranging one recreational and one educational event each semester.
- New employee orientation.
- E-mail access for all employees (Dining Service and FM included), plus training on how to use it.

The SSRC has built a strong team relationship with the HR Director. Elections are in the spring. Think about running for SSRC election!

Terri introduced Emily Kruse, Communications Specialist., who started her job here in August. Emily is in charge of internal communications on campus. She reports to John Kalkbrenner, Dean of College Services. One of her first projects will be to institute a faculty-staff newsletter. Emily asked that if there is information that should be communicated to the campus community (e.g., obituaries of members of the campus community), please contact her at kruseE@grinnell.edu or 269-4300.

Terri introduced Kristin Lovig to give an update on what's going on in the HR Department.. Kristen first thanked the SSRC for their willingness to meet often and work hard on several projects this summer/fall. The GOMO training is this week and several staff in the audience gave positive feedback at the meeting.

The mission statement of the HR Department was read and discussed by Kristin.

The goal of the Human Resources Office is to provide effective and efficient communication and administration of the college's policies, procedures and guidelines related to employment, benefits, compensation, Affirmative Action, performance communication, training and development, employee and labor relations while complying with applicable federal and state regulations.

The staff of the HR Department was introduced, along with major job responsibilities:

Terri Stark, HR Assistant

Jo Gibbons, HR Assistant

Jan Veach, HR Generalist

Kristen, HR Director

There is still an HR Generalist position unfilled.

It is anticipated that the HR Department will be reorganized soon, similarly to the reorganizational model of ITS. Current projects include the online directory and job ads posted on the WebPage for the [Chronicle of Higher Education](#).

Jim Mulholland, Director of Benefits and Insurance, spoke to the staff and answered questions. One of the first questions was about the Wellness Program, This program is run under the auspices of the Physical Education Dept and Barbara Waite is Director of the Wellness Program. Blood screening has been scheduled for January. Further questions about the Wellness program should be directed to Barbara at WaiteB@grinnell.edu.

November 1, 2000; HR Conference Room, Olde Glove Factory

Present: Kristin Lovig, Terri Phipps, Vicki Wade, Lyle Bauman., Jeanne Hammen and Cheryl Neubert.

The meeting began at 10 a.m. in the HR Conference Room. After a review of the agenda by Kristen, we moved into the meeting. The minutes of the October 19 Fall Open Support Staff meeting were reviewed.

PCDS PROCESS (Performance Communication Documents)

The process was discussed by Kristen. Performance management workshops for supervisors will be scheduled in November-December. The general overview sessions will be in November; the breakout sessions on goal-setting and coaching/counseling will be in early December. The PCD deadline is February 15, 2001.

Kristen also discussed the staff development component of the personnel files-attendance at workshops on and off campus by staff. It may be possible to try to track the staff attendance at workshops and build in recognition of same into the PCD process.

FALL SUPPORT STAFF MEETING

Members of the committee had received positive feedback on the meeting. Kristen is still working on the Q & A's document from that meeting. She and Emily Kruse (Communication Specialist) will post it on the Web soon.

NEW EMPLOYEE CAMPUS TOURS/WELCOME RECEPTIONS

The November 6 tour/reception has been postponed.. The next event will be scheduled for Monday, December 4.

LAUREL LEAF

The response to this new publication from the campus community has been good. It was suggested at our meeting that there be a link from the Laurel Leaf to the SSRC Webpage.

JANUARY STAFF LUNCHEON

Lyle reported that the event is set to go. See SSRC Webpage for details and luncheon planning hints.

FUTURE PLANNING-EDUCATIONAL, RECREATIONAL EVENTS-TABLED.

CAMPUS PULSE

Some discussion about the college-sponsored intermural sports teams-volleyball, softball, etc. It was suggested that the Laurel Leaf to do a piece on them.

OTHER

Members of the Review Committee are: Angie Story-Johnson, Steve Langerud and Jim Work. Ex-officio

members are Kristen and Jan Veach.

The College's Holiday Dinner is scheduled for Friday, December 15. The committee discussed some ideas for post-dinner entertainment in the Harris Concert Hall.

The next SSRC meeting will be Wednesday, December 6 at 10 a.m.

The meeting adjourned at 11:30 a.m.

December 6, 2000; 8:00 a.m. in Cowles Dining Hall

Present: Terri Phipps, Lyle Bauman, Vicki Wade, Kristen Lovig and Cheryl Neubert.

Absent: Jeanne Hammen

The meeting began at 8 a.m. at Cowles.

TRAINING FOR SUPERVISORS

Kristen has scheduled a supervisors' workshop for January 11 in Des Moines. Transportation (college vans) will be supplied for attendees. Two other workshops are being considered by HR as well.

On December 12, there is a customer service planning workshop at GRMC that will be attended by Kristen.

There are resources for staff development and supervisors will be available at the library's Listening Room by January. See Video Lists. These items (video and audio materials) will circulate.

HOLIDAY DINNER ENTERTAINMENT

Sandy and Betty Moffett's "Too Many Strings Band" will provide a half hour's entertainment after the dinner on December 15.

DINING SERVICES CHOIR

Lyle has organized a student choir that will be performing at the Glove Factory and in the Science Building Halls on Monday afternoon, December 11.

LUNCH N' LEARNS

The committee discussed the possible format for these lunches next semester.

ACM COMMITTEE ON WOMEN'S CONCERNS

There will be a meeting of those interested in forming a women's committee on campus on Monday, December 11 at 2:30 in the North Lounge of the Forum.

BENEFITS COMMITTEE

Vicki is a new member on the committee. Kristen is chair. Two items that the SSRC would like explored: the reinstatement of the computer loan benefit and the tuition reimbursement benefit.

"NEW FACES" BOOK

This publication was formerly done through Public Relations. Now that PR is "externally focused", this publication may be taken over by the Communication Specialist, Emily Kruse.

The next meeting of the SSRC will be at 10 a.m. on Wednesday, January 10 at the Old Glove Factory unless otherwise notified.

January 31, 2001; 10:00 a.m. in Forum Coffeehouse

Present: Terri Phipps, Vicki Wade, Kristen Lovig and Cheryl Neubert.

Absent: Jeanne Hammen and Lyle Bauman

The meeting began at 10 a.m. in the Forum Coffeehouse.

Topics:

- Q & A's from the Fall Support Staff Meeting. Can they be posted? Kristen will bring them to the next meeting on February 7.
- "Laurel Leaf " link to the SSRC page. Emily Kruse will be contacted.
- Tuition reimbursement guidelines. Can these be posted? Kristen will discuss with the Benefits Committee at February 1 meeting. Jim Mulholland will be asked about the list of peer institutions for benefits comparison.
- The April Open Support Staff meeting will be scheduled for mid-April. SSRC Elections will take place then. Positions available: two 2-yr, one 1-yr, one alternate. There will be a call for nominations.
- Committee will look into making the SSRC Handbook available online.
- Support Staff Luncheons-should they be opened up to administrative staff? Should the luncheons be viewed as one of a number of opportunities to get together?
- Staff timesheets on the network. More information will be made available about this option.
- ACM Committee on Women's Concerns. The two representatives from Grinnell, Leslie Lyons and Patty Johnson, have sent a proposal to President Osgood and Dean Swartz.
- The possibility of sponsoring a workshop with TIAA-CREF representatives on financial planning for women was discussed. Cheryl will look into this.
- "Laurel Leaf": committee discussed the possibility of including features on campus offices, including pictures, etc.
- Training: Kristen reported that 30 managers/supervisors from the college went to Des Moines for a conference in mid-January. She has reserved 30 spots for a Disney-sponsored workshop in Marshalltown during the first part of April. Susan Wilson will be returning this spring for a workshop on communication. This workshop is open to all campus members. Kristen is exploring the possibility of customer service training in the fall of 2001.
- Barb Waite has many wellness programs launched this spring and is also Director of GORP for the spring semester.

The meeting adjourned at 11:20 a.m. Next meeting is scheduled for February 7th.

February 14, 2001; 10:00 a.m. in Human Resources Conference Room

Present: Terri Phipps, Vicki Wade, Kristin Lovig and Cheryl Neubert, Jeanne Hammen and Lyle Bauman.

WELLNESS PROGRAM FOLLOW-up

Kristin will look into allegations that some department supervisors are not allowing their employees to participate in noon hour wellness programs. After discussing it with Barbara Waite, Wellness Director, Kristin will send out an email reminder to supervisors.

STAFF DEVELOPMENT WEB SITE

Information about opportunities for staff development will be linked to SSRC Web site.

Q & A-FALL MEETING

After some fine-tuning of this document, Kristin will send it out to staff.

"WOMEN & INVESTING" SEMINAR

Lynn Hammell, a consultant from TIAA-CREF, is coming to campus on Thursday, March 1 to present this seminar. Flyers will go out next week to all women on campus, plus women staff retirees. The session will be held in North Lounge from 2:30-4 p.m. Kristin will send a note to supervisors, asking that interested employees be allowed to attend.

"IPTV FESTIVAL" OPPORTUNITY

Vicki contacted IPTV about college staff participating in taking on-camera fundraising calls for Festival 2001. Sunday, March 18 was a date available for volunteers. The college will provide 25 volunteers that day. Details will be coming out in a flyer soon. Each volunteer will receive a Grinnell College sweatshirt.

SPRING ELECTIONS

Lyle will find a date in April for these elections. (Update: North Lounge is available on Wednesday, April 11 at 2 p.m.). Cheryl will send information to the Campus Memo and Laurel Leaf. Prior to the April meeting, Vicki will send out a luncheon reminder via email.

BENEFITS

The current guidelines for tuition reimbursement are posted on the HR web site. The Benefits Committee will meet tomorrow (February 15) to discuss changes to the tuition reimbursement guidelines and evaluate other benefits.

The next meeting will be Wednesday, March 14 at 10:00 a.m. at the Glove Factory. The SSRC and Kristin will work on the agenda for the April 11 open meeting.

Spring Support Staff Meeting - April 11, 2001

Open to all support staff members.

The meeting began at 2 p.m. in North Lounge and was opened with introductory remarks by Terri Phipps, Chair of the SSRC.

The meeting was opened with introductory remarks by Terri Phipps, chair of the SSRC. On behalf of the

SSRC, Terri thanked Kristin for her support of the committee and its work this past year.

ELECTION

It was announced that Lyle Bauman and Cheryl Neubert will continue on the committee, and that the election today would serve to elect 2 two-year positions, 1 one-year position and an alternate to fill out the committee membership. The nominations were: Jeanne Hammen, Lynn Stafford, Vicki Wade and Teri Wilson. The balloting took place while Terri continued her remarks.

LUAU

A thank you card was available at the meeting for staff members to sign for the March 27 luau lunch suggested by John Kalkbrenner of College Services and implemented by the Human Resources Office.

IDEAS BOX

A box for ideas and suggestions was available on a table near the back of North Lounge. The SSRC is always looking for educational and fun suggestions from the staff. In addition, any questions or concerns can be submitted.

WOMEN & INVESTING SEMINAR

There was good response (over 80 participants) in this seminar put on by a representative from TIAA-CREF.

IPTV FESTIVAL 2001

On March 18, 30 Grinnell College staff and student volunteers participated in taking pledges. Vicki Wade coordinated this event.

GOALS

Under Communication: The Laurel Leaf, new hire tours followed by all-staff coffees, communication training workshops, benefits meeting. Under Training: supervisory training workshops held.

Jim Mulholland, Director of Benefits and Insurance

Jim discussed the demise of the Tax Saver Select Program as such, since we now have a cafeteria (flexible spending account) plan in effect, as of March 31, 2001. There is a new administrator for the cafeteria plan and claim forms are available through Jim's office.

Benefits Committee support staff members currently are Dorothy Martinek (Student Affairs) and Vicki Wade (Science). Kristin Lovig chairs the committee. Jim discussed the possibility of a Benefits Fair (possible participants would be TIAA-CREF, Social Security, health and dental insurance personnel, etc. A question about reinstating the interest-free computer loan program was asked. That is technically not a benefit issue, it's more a finance issue and may be looked at in the future, according to Jim.

The salary pool for 2001-2002 is 4.5% and Jim discussed how that may be allocated. The announcement of raises will be June 1. There were questions about two recent market surveys but no reports are public. A question was asked about salary caps. "Not ready to discuss yet", was the answer.

Performance Communication Documents: HR Office is tracking returns, as was done last year. It was clarified by Jim and Kristin Lovig that the department supervisors actually divide the salary monies within their departments, not HR. A question was asked as to whether a supervisor's raise (or not) could

be tied to the return (or not) of the supervisee's PCD. This is not college practice now.

Monica Chavez, Director of Community Enhancement

Monica gave a brief overview of her office and its mission on campus. Her office is located in the Old Glove Factory. An opportunity for town/gown cooperation is this summer's RAGBRAI stop in Grinnell. Volunteers are needed for every aspect of this event. RAGBRAI riders will be here the night of Thursday, July 26. At this point, the college is providing space for camping on the north and east side of campus. Monica suggested that staff members might wish to form teams to help with various committees associated with the RAGBRAI visit.

Interested volunteers should contact Monica's office at x3900 or access the Grinnell-Ragbrai XXIX website.

Kristin Lovig Director of Human Resources

Kristin thanked all current members of the SSRC, especially Terri Phipps, who will be rotating off the SSRC this spring.

PCDs were discussed. There is a staff input form which is currently located on the HR portion of the Storageserver ,

Path:

- * Network Neighborhood
- * Entire Network
- * Grin
- * Storageserver
- * human_res
- * Campus_share
- * Performance Management

Online forms are also available at this location.

Due date for PCD was February 28. This January there were training sessions offered for supervisors for the PCDs.

The Benefits Committee has been charged with reviewing all the current benefits, one by one. The Staff Educational Assistance Program is set to go to the President's Staff very soon.

The annual Staff Recognition Brunch may be Tuesday, May 29 (tentative date). A major change is being considered: that the administrative staff be fully included-awards and participation.

Holiday Schedule for 2001-2002 and Summer 2001 Schedule will be distributed soon. The Severe Weather Policy is also going to be distributed soon.

Jim Mulholland was asked about the tuition remission program qualifications. It is not a taxable benefit and qualifies as such under Section 117 of the Tax Code. All questions concerning this should be directed to Jim's office.

ELECTION RESULTS:

Two Year Positions: Lynn Stafford (Center for International Studies Office) and Vicki Wade (Science Office))

One Year Position: Jeanne Hammen (Registrar's office)

Alternate: Teri Wilson (Mail Services)

The meeting was adjourned at 3:30 p.m.

May 16, 2001; 8:30 a.m. at Grinnell House. Brunch was served.

Present: Kristin Lovig, Terri Phipps, Cheryl Neubert, Lyle Bauman, Jeanne Hammen, Vicki Wade, Lynn Stafford.

Absent: Teri Wilson.

Recap of Last Year:

- Terri gave a brief recap of last years accomplished goals and our goals for next year.
- The new committee will need to establish these goals. Kristin expressed thanks to Terri for her leadership and commented on how she will be missed by the committee.
- In an effort to increase attendance we are going to try holding the Welcome Receptions on a different day of the week. Monday seems to be particularly busy day for faculty and staff.
- Lyle and Cheryl will co-chair the committee for the year, Jeanne will be secretary, and Lynn will be luncheon co-ordinator. Vicki will continue to update the WEB site.

Concerns & Questions from Staff

- Cheryl was contacted by a staff member regarding accountability of administrators for time off. The person commented that some administrative staff take time off and leave early without notice. Kristin explained the vacation time policy for administrators; she also said that administrative employees are paid for the work they do and not the amount of time they spend doing it (a function of being exempt). In periods of heavy workload, they may spend many hours at work to get the work done. (They are not paid overtime). They may work nights or weekends and sometimes take time off during regular hours. However, they do have benefit time (vacation) to apply to partial days off and full days off. The supervisor of each administrative employee is to keep track of vacation time and sick days used. Kristin added that perhaps some structure is necessary to assist supervisors in tracking vacation and sick time. Additionally, H.R. staff can assist supervisors in counseling employees on abuses.
- Also, the issue of uncompleted Performance Evaluations was discussed and the effect this has on employee morale. Kristin will continue working on this problem.
- A staff member expressed concern to the committee about the blood screening information published in the Campus Memo. Kristin stated that the data was compiled by the hospital and that no names were connected to the particular data used. Because of the high percentage of positive Thyroid screens, the Thyroid level test may be added to the "no cost" tests provided by the blood screening in the future. The data is helpful in justifying the added expense of that test.
- Vicki brought up a question about the receipt of personal packages via the campus mail system. A FM worker told an employee that personal packages are NOT to be shipped to employees' work addresses. Kristin will check with Teri Wilson regarding this issue and report back.

- Jeanne expressed the concern of some staff with the wasteful disposal of building components, supplies and plants when buildings are torn down. When this happens, it gives a message that the College does not conserve its resources and may give a negative message to the public.

HR Update

- Kristin reported that an interactive web site for potential employees is being developed.
- The Staff Recognition brunch format will change both support staff and administrative staff are invited. Administrative staff will be recognized for their service along with support staff. Since they have not been recognized in the past, the HR staff is playing catch-up on administrative recognition this spring. Speeches by supervisors will be discontinued. Instead, a program guide will list all employees that are being honored.
- Kristin is working on a Staff Development Directory. Any program ideas are welcome.
- Monica Chavez and Kristin are meeting to discuss the College's involvement in the city's hosting of RAGBRAI, the bike ride across Iowa. A campus committee may be formed to work on RAGBRAI.
- Stacy and Terri (HR staff) are investigating possible campus activities such as an I-Cub game, Adventureland (a campus day or providing discounted tickets), Iowa State Fair, and a family trip to Blank Park Zoo.

Our regular meeting time will be the first Monday of the month at 10:00 a.m. Next month's meeting, however, will be held on Wednesday June 13th in the Forum (due to the move from Fell House).

The meeting adjourned at 10:20 a.m.

Jeanne Hammen, SSRC Secretary