

SSRC MINUTES FOR 2004-2005

July 8, 2004

In attendance: Kristin Lovig, Beth Bohstedt, Kim Hegg, Jo Loftin, Stephanie Puls, Kandy Wilson, and Michele Jensen

I. KL distributed copies of Grievance Policies from various institutions to help give new members a sense of what this group is attempting to accomplish by instating a similar policy at Grinnell.

- a. KL is planning to begin writing policy this summer.

II. KL began a discussion on the HR outing at the Iowa Cubs and upcoming outing at Adventureland.

III. KL offered to follow up with Jonathan Brand about Forum Parking.

- a. At the Spring Open Support Staff Meeting Jonathan talked about the parking situation around campus. It was unclear from his remarks about how many spaces there are currently at the Forum and how many and where they will be added.

IV. KL does not have additional information about the SSRC portion of the web moving to the Pioneer Web domain.

V. BB had questions about her updating the web

- a. Is it ok to rearrange the information that is already there?
 - i. All agreed that is fine.
- b. Can she remove the Newsflash portion?
 - i. All agreed that is fine.

VI. MJ posed question about HR surveying support staff to find out what kind of information they would like to see on the SSRC web page.

- a. It was not recommended to do so by KL. All agreed with her reasoning.
- b. KL explained by hosting the page on Pioneer Web the opportunity for interaction with all support staff is greater.
- c. Suggested that we check with Vicki Wade about adding something in the Laurel Leaf publication about SSRC. BB will follow up with VW about the possibility of doing so.

VII. KL suggested thinking about additional events that might make the SSRC more public and educate support staff what are the objectives of this group.

VIII. KH asked that if positive issues are ever brought to the SSRC.

- a. KL says it is important to find a balance between listening to support staff and their concerns along with promoting the group and positive happenings with the College.

IX. KL updated group on other ongoing involvements.

- a. Better training of supervisors
- b. Better sense of community
- c. Job shadowing (still in infancy stages)

X. Next meeting has been set.

- a. Wednesday, August 4, 2004
- b. 2:00pm
- c. Location to be announced

Respectfully submitted by Michele Jensen, Secretary
07/12/04

August 4, 2004

In attendance: Jo Loftin, Kim Hegg, Beth Bohstedt, Michele Jensen, Stephanie Puls, and Kristin Lovig

* Beth reminded all that she needs personal profiles to add to the SSRC web page. Please send them ASAP.

* Kristin Lovig updated the group on current projects/questions

- o Spoke with Vicki Wade

* Possibility of moving SSRC web to Pioneer Web - she is in agreement

* Forewarned her that someone from SSRC would be contacting her about putting information in the Laurel Leaf about the SSRC (BB will follow up with VW about this.)

- o Forum Parking

* Had send email to group from Jonathan Brand who talked about how this project currently is on hold

- o Grievance Policy

* KL has begun to write - is approx. half done.

* Once complete will put to group for review

- o Faculty/Staff Directory

* Working on adding alumni class year to name in paper directory

- o Training

* New online training courses

* If interested contact Vicki Wade to register

* Working on semester one calendar for on campus training

* Working with Iowa Valley for semester one workshop schedule

* These workshops will be financially supported by the College

* KL will send recurring meeting request for the first Wednesday of every month, Forum Coffeehouse, 2:00pm

* JL will check on availability of coffeehouse

Respectfully submitted by Michele Jensen, secretary

September 1, 2004

In attendance: Jo Loftin, Beth Bohstedt, Michele Jensen, Stephanie Puls, and Kristin Lovig, Kandy Wilson

KL Updates

- 1) Faculty/Staff Directory
 - o a. Almost complete
 - o b. Successful in adding alumni class years behind name
- 2) Grievance Policy
 - o a. Not ready for review at this time
- 3) Moving SSRC web page to Blackboard
 - o a. Has checked with John Kalkbrenner

why to send a card or flower arrangement to an employee. It was suggested that HR have a place on the web where employees and supervisors could submit employee happenings and then HR can apply their policy to these situations. KL said she would pursue this. KL also stated that it has been a long time since the policy was distributed to supervisors and perhaps it would be a good idea to distribute it again as a reminder.

October 6, 2004

In attendance: Jo Loftin, Kim Hegg, Beth Bohstedt, Stephanie Puls, Kandy Wilson, Kristin Lovig and Michele Jensen

I. KL asked for feedback on Presidents' Staff Meeting held prior to this meeting

- a. Parking information from Jonathan Brand was good
- b. JL brought up that someone had asked her to ask about the current "hiring freeze"
 - i. KL stated that we are not in a hiring freeze
 - ii. Currently there are open positions on the HR website

II. Fall Staff Luncheon

- a. BB stated that the library has been contacted (department in which she works)
- b. Most library staff don't believe they can pull it off given fall break is a little over one week away
- c. It was decided that the Fall Staff Luncheon would be canceled and the Library staff would stay in the rotation and do the Spring Staff Luncheon
 - Special Note: At the time of typing these notes, the library staff has indeed pulled the Fall Staff Luncheon together. It will be held on October 19 in Main Lounge.

III. Grievance Policy

- a. No updates from KL at this time - project is still in draft form

IV. Hard Hat Tour

- a. Suggested that since we are not having Fall Staff Luncheon that we still need to offer some kind of event to build community amongst staff
- b. Idea was presented for Hard Hat Tours of the new Athletic Facility
- c. MJ will check with Jonathan Brand about the possibility
- d. SSRC will host a reception centered around tours
 - i. KL will arrange for location and catering
 - Special Note: At the time of typing these notes, in light of the Fall Staff Luncheon being held, it has been decided to still offer the Hard Hat Tours - planning continues.

V. Optional vision insurance added to cafeteria plan

- a. KL encouraged participation in the Benefits Fair during fall break week (10/20 & 10/21)
- b. Representatives from the following will be on campus
 - i. Wellmark Blue Cross/Blue Shield
 - ii. TIAA-CREF
 - iii. VSP (vision insurance)
 - iv. Local attorneys for advice about wills and trusts

Respectfully submitted by Michele Jensen, secretary.

November 3, 2004

In attendance: Jo Loftin, Kim Hegg, Beth Bohstedt, Stephanie Puls, Kandy Wilson, Kristin Lovig and Michele Jensen

I. KL thanked MJ for organizing the Hard Hat Tours

- a. Big success, lots of positive feedback
- b. Jonathan Brand said he is willing to do the same kind of tours for other construction projects coming soon
- c. Reception was not as well attended as would have liked

II. KL talked with Wayne Twitchell about moving SSRC to PioneerWeb

- a. John Kalkbrenner has approved
- b. KL meeting with JK after SSRC meeting to further discuss

III. KL Benefits Fair well attended and well received

- a. VSP sessions heavily attended
- b. Recent announcement of switching flexible spending account information from Kable to ADP.
 - This will incorporate a debit style credit card to use at businesses that accept this form of payments
- c. Early retirement health insurance
 - i. Still being worked on for implementation by Jan 1, 2005

IV. KL stated that some Iowa Valley training and the HR advanced Training have been cancelled due to low or no response.

- a. Please encourage co-workers to attend these types of sessions

V. Discussed if the SSRC should offer another “fun” event over the Holiday Break (while the students are gone).

- a. BB will look into giving Library tours similar to the Hard Hat Tours

VI. Issue of changing SSRC to Staff Relations Committee and inviting administrative staff to participate was discussed.

- a. Need to do some historical searching to see why it has been an issue in the past
- b. Talked that only non supervisory administrative staff would be allowed to participate
- c. Asked of each SSRC member to talk with co-workers about this possibility

VII. JL asked about 10 and 11 month contracts

- a. KL advised that if a staff member is interested in pursuing this type of contract to speak with their direct supervisor

VIII. JL is looking into how we can get the word out about SSRC – what avenues are available through C&E

Respectfully submitted by Michele Jensen, secretary

Meeting of **Dec. 1, 2004**

Present: Kristin, Candy, Beth, Stephanie, Jo

Absent: Michelle, Kim

Kristin discussed the Problem Resolution Procedure that she is writing. She was going to meet with John Kalkbrenner to discuss the procedure and after meeting with John she will finish the document and pass it out to the SSRC committee for review.

Candy informed the committee that there was an employee on campus who is a volunteer fireman from another community who wanted permission to leave when there is a fire in his/her community. Kristin stated that First Responders are not allowed to leave their jobs, inside or outside of the community, as it would be too hard for their positions to be covered during the employee's absence.

Kristin and Monica have discussed having First Responders on campus but that discussion has been tabled for now.

Jo suggested that several people were unhappy with the College dropping the optional life insurance policy. Kristin responded that participation was so low that other companies wouldn't pick up so few people. Kristin said TIAA-CREF will be here in January to discuss life insurance needs with those who are interested. An announcement will be sent out prior to TIAA-CREF being on campus.

Beth informed the committee that Cheryl Neubert and the library staff will conduct tours of the library over break. An announcement will be sent out to inform the staff of the times and dates.

Candy related there was low turnout of the dining tour. Some in the committee missed seeing it advertised in the memo and Laurel Leaf and were disappointed they had missed the tour. There will be another tour at a later date.

Jo reported that she had talked with several people about changing the name of the SSRC Committee (Support Staff Relations Committee) to the SRC (Staff Relations Committee) and involving administrators and was met with a resounding no. The people Jo talked with wanted to leave the committee as is.

The next meeting will be January 5, 2005.

(No January 2005 Meeting)

Meeting of **February 2, 2005**

In attendance: Kim Hegg, Beth Bohstedt, Stephanie Puls, Kandy Wilson, Kristin Lovig and Michele Jensen
Absent: Jo Loftin

I. MJ brought up article from Chronicle of Higher Ed a. Congress's Joint Committee on Taxation is trying to pass tax tuition benefits visit <http://www.house.gov/jct/s-2-05.pdf> for additional information. b. Would like to make all employees of the College aware of this situation c. How to encourage those that are interested to write our Senator that is head of this committee d. KL will check with Jim Mulholland to see what NACUBO (National Association of Colleges and Universities Business Offices) is doing in response to this issue ~ will give update at March meeting

II. Life insurance seminars presented by TIAA-CREF a. Two held over break b. Approximately 70 employees in attendance c. An additional seminar will be held at 1:45 p.m. on February 16, in the Pioneer Room at the Old Glove Factory. Please RSVP to Linda Folkerds at folkerds@grinnell.edu.

III. Human Resources event vs. Spring Staff Luncheon a. KL brought up that these two events might fall too closely together to enable all those that want to attend to do so b. Each member of the SSRC is

charged with soliciting feedback from co-workers on which event they would prefer for spring break ~ the other event will be postponed until the summer

IV. HR Summer Events a. Adventureland always successful b. Attendance for I-Cubs declining c. Brainstormed other suggestions i. Iowa State Fair ii. Blank Park Zoo iii. Science Center (either DM or CR w/IMAX) iv. DM Mennace (soccer) v. Iowa City Children's Museum, ice skating rink, miniature golf

V. Grievance Policy Update a. KL has completed writing this document b. Will be reviewing with President Osgood first - will make edits as needed c. After, policy will be put before the SSRC for review - will make edits as needed

Respectfully submitted, Michele Jensen, Secretary

Meeting of **March 2, 2005**

In attendance: Kim Hegg, Jo Loftin , Kandy Wilson, Kristin Lovig and Michele Jensen

Absent: Stephanie Puls, Beth Bohstedt

I. Tuition Remission taxation bill

- a. KL spoke with Jim Mulholland - he feels the issue will not pass yet again
- b. KL will follow up with Jim to see if he has heard if NACUBO is doing anything in response to this issue

II. Spring Staff Luncheon

- a. Thursday, March 24, 2005
- b. Quad Dining Hall
- c. Mardi Gras theme
- d. \$6.00 per person cost (\$2 deferment by RKO)
- e. Invitations to campus by this Friday (March 4)
- f. KL distributed "Hints for Luncheon Committee" for review and edits (also available on the web www.grinnell.edu/offices/humanresources/ssrc/staffresources/hints)

III. Staff Handbook

- a. Draft has been given to Jim Mulholland and Frank Thomas for review
- b. KL has scheduled a follow up meeting with them in a month

IV. Summer Outing

- a. Adventureland - Saturday, August 6
 - i. Cost will be \$16.00 per person
 - ii. Looking into possibly changing the menu
- b. Blank Park Zoo
 - i. Very costly to have a meal there
 - ii. Opting for something else
- c. Rock Creek State Park
 - i. Picnic catered by dining services
 - ii. Lack of parking biggest issue
- d. Suggested Ahrens Park as summer picnic option

Respectfully submitted,
Michele Jensen, secretary

Meeting of **April 6, 2005**

In attendance: Jo Loftin, Kandy Wilson, Kristin Lovig and Michele Jensen, Stephanie Puls

Absent: Beth Bohstedt

- I. Currently no campus pulse items from any committee member
- II. Update from Human Resources
 - a. Holiday schedule has been distributed campus wide
 - b. Summer flex hours have not yet been presented for approval
 - c. Problem Resolution Policy
 - i. Reviewed DRAFT
 - ii. KL will present to John Kalkbrenner, then Russell Osgood
 - d. Tuition Remission Taxation Bill
 - i. Jim Mulholland has spoke with Senator Charles Grassley about this issue
 - ii. Senator Grassley didn't realize this benefit is also available to hourly employees of most higher education institutions - Jim clarified this to him
 - iii. Explained this is one of the largest benefits, if taken advantage of, for support staff employees
 - iv. Senator Grassley expressed his belief that this bill will not pass
 - v. Senator Grassley also stated this bill was meant to find tax loopholes for the wealthy
 - vi. As standard practice applies, write your Senator to express your feelings on this bill!!
- III. Summer Events
 - a. Adventureland: Saturday, August 6
 - b. Ahrens Park Picnic
 - i. Not feasible with just the HR budget
 - ii. Suggested to have campus buy in; different areas throughout campus sponsor games, events, etc. - KL will investigate this possibility
- IV. College raise pool
 - a. Has not officially been announced
 - b. Announcement coming soon
- V. Sexual harassment training
 - a. 89% of all College staff have completed training
 - b. Remaining 11% will be contacted by HR to complete the training
- VI. Spring Support Staff Meeting
 - a. May 4 (tentative)
 - b. Guest speakers
 - c. Elections
 - i. Two - two year terms
 - ii. One - one year term
 - iii. One alternate one year term
 - d. JL will get last year's invitation email text from Brenda Strong, make revisions and send to KL for posting to campus staff
- VII. Staff Lunch Schedule
 - a. Needs to be updated/rotated
 - b. KW & SP will update and send to BB for posting on web

c. MJ presented a few edits within the tips for luncheon coordinators cheat sheet - and will forward to BB for updating