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About the Grinnell College Support Staff Relations Committee

History & Purpose

The Support Staff Relations Committee was formed in 1980 for the purpose of having group representation to expand communication with the administration. The SSRC represents all members of the support staff, including dining services staff, hereafter referred to as support staff.

The SSRC is concerned with working conditions and general benefits at the College. It is not mandated to involve itself with personnel matters relating to specific incidents and individual cases.

Definition of Support Staff

For the purposes of this committee, the SSRC defines support staff as all hourly, non-union employees of the College

Committee Structure

The committee consists of five members and one alternate.

- Two (2) members completing 2-year terms from previous year.
- Two (2) members serving 2-year terms from current year.
- One (1) member serving 1-year term
- One (1) alternate serving 1-year term

The committee encourages the participation of at least one dining services employee on the committee.

New members are elected annually at the spring general meeting. Officers are selected by the committee members at the May SSRC meeting.

Meeting Frequency

The five members of the SSRC and the alternate meet monthly to accomplish its objectives. The SSRC is responsible for coordinating general meetings and staff luncheons.

Elections

Eligibility

To be eligible to serve on the committee, a support staff person must have completed one year of employment with the College. Temporary or occasional employees are not eligible to serve on the committee.

Candidate Selection

Candidate names may be collected and submitted through the following methods:

- Self-nomination at general meeting
- Contact with SSRC members prior to general meeting
- Nomination from the floor at general meeting
- Online nomination form, located at:
<http://www.grinnell.edu/offices/humanresources/ssrc>
- Contacting Human Resources to express interest.

Announcements about elections and the need for candidates will be made in the Campus Memo, Laurel Leaf and on the website.

Election Date and Process

Elections are held during the Spring general meeting. Typical open positions are:

- Two 2-year positions
- One 1-year positions
- One 1-year alternate

Paper ballots and a small supply of pencils are necessary for the election. All support staff present at the meeting will vote for one fewer candidate than the number of positions being filled. Four non-candidates are needed to tally the votes in private while the general meeting continues. Positions are filled according to the number of votes received (i.e., the persons with the most votes are appointed for longer terms). In the event of a tie, a run-off vote between the tied candidates will take place.

If a committee member is unable to complete his/her term, the alternate shall assume those duties.

General Meetings

Timing and Purpose

The SSRC is responsible for calling two general meetings per year. These are normally held in the fall and the spring. These meetings are an assembly of all support staff. The primary purpose of these general meetings is to provide an opportunity for group discussion and presentation of issues for the SSRC to relay to the administration.

The Director of Human Resources and often the President are invited to address the group before discussion. For this reason, the date and time for these meetings is scheduled in consultation with the Office of Human Resources.

The Office of Human Resources is responsible for reserving a meeting location, placing the meeting on the College calendar and ordering refreshments.

Staff Time Off

Support staff, are given paid time off to attend the general meetings. *It is the responsibility of the staff members to consult their immediate supervisor of the time they will be out of the office to attend these meetings.*

Format of General Meeting

General meetings may include presentations on topics of interest for support staff or all college employees. Presentations may be open to all college employees. However, once the presentation is over, only support staff will be allowed to remain to encourage open discussion among support staff, and SSRC elections as needed.

The secretary of the SSRC will take minutes of this meeting. No comments will be made in the minutes which may identify any individual during the discussion.

Communication

Methods of Communication with the support Staff include the Campus Memo, the SSRC website, the Laurel Leaf (on-line newsletter) and the department bulletin boards.

Meeting Announcements

Meetings are announced via the following methods

- Campus Memo twice (the week before and the week of the meeting)
- Laurel Leaf
- SSRC Website
- Individual invitations will be sent to support staff members.

Minutes

Minutes of all Support Staff Relations Committee meetings and general meetings are posted on the SSRC website. A notice that minutes are available on the website will be added to the Memo. A paper copy will be given to a dining services representative to post. Copies are sent to all departments for staff to post where appropriate.

Officers

The SSRC shall have the following officers, who will be selected at the May meeting.

Chair

The Chair prepares an informal agenda for each SSRC meeting and facilitates discussion. The Chair presides at the general meeting. Co-Chairs may be selected by the committee.

Secretary

It is the duty of the secretary to take minutes at all Support Staff Relations Committee and general meetings. The Secretary submits the minutes to the members for review prior to the minutes being posted.

Communications Officer

The communications officer shall be responsible for posting announcements for meetings to the Memo and Laurel Leaf, and for distributing meeting information and minutes as designated in Communication Section (page 5). Any special announcements or article for campus publications are submitted by the Communications Officer.

Luncheon Coordinator

This Coordinator keeps a schedule of luncheon groups and notifies the appropriate group by September 1 for the October luncheon and by February 1 for the March luncheon. There is a handout of hints for luncheon committees. This handout is available on-line.

Website Manager

The Website Manager is responsible for maintaining current information on the SSRC website, including posting minutes of monthly meetings, open meeting announcements, luncheon invitations and menu, and any other information the committee needs to relay to staff.

Appendix I

Past Committee Members

- 2008-2009 Randye Jones, Library
 Retta Kelley, Career Development Office
 Stephanie Peterson, Science Academic Support
 Ranae Hamor, Dining Services
 Shannon Geisinger, Conference Operations
 Roger Baumann, Physical Education Complex
- 2007-2008 Randye Jones, Library
 Retta Kelley, Career Development Office
 Connie Morrison, Dining Services
 Terri Phipps, Associate Dean's Office
 Vicki Bunnell, Mears Academic Support
 Kathy Miller, Biology Lab Assistant
- 2006-2007 Beth Bohstedt, Library
 Kathy Miller, Biology Lab Assistant
 Connie Morrison, Dining Services
 Julie Owens, Steiner Academic Support
 Mindy Kaisand, Bookstore
- 2005-2006 Sue Bunn, Information Technology Services
 Terri Phipps, Office of the Dean, Secretary
 Beth Bohstedt, Library
 Kandy Wilson, Dining Services
 Michele Jensen, College and Alumni Relations
 Stephanie Puls, Bucksbaum Academic Support
- 2004-2005 Beth Bohstedt, Library
 Sue Bunn, Information Technology Services
 Michele Jensen, Pioneer Fund
 Terri Phipps, Associate Dean's Office
 Stephanie Puls, Bucksbaum Academic Support
 Kandy Wilson, Dining Services
- 2003-2004 Brenda Strong, Student Affairs
 Vicki Bunnell, Mears Academic Support
 Julie Eccles, Information Technology Services
 Lynn Stafford, Academic Support
 Leslie Gardner, Library
 Kim Hegg, Mail Services

2002-2003 Leslie Gardner, Library
Lynn Stafford, Academic Support
Brenda Strong, Student Affairs
Teri Wilson, Mail Services
Pam Poynter, Academic Support
Kelly Gerhardt, Dining Services

2001-2002 Cheryl Neubert, Library Asst., Burling (2 year)
Lyle Bauman, Student Employee Supervisor, Cowles (2 year)
Vicki Wade, Technical Support Asst., Science (2 year)
Lynn Stafford, Prog. Asst., Center for International Studies (2 year)
Jeanne Hammen, Registrar's Asst., Forum N. Lounge (1 year)
Teri Wilson, Mail Services (alternate)

2000-2001 Terri Phipps, Office of the Dean (2 year)
Cheryl Neubert, Library Asst., Burling (2 year)
Lyle Bauman, Student Employee Supervisor, Cowles (2 year)
Vicki Wade, Technical Support Asst., Science (1 year)
Sandy Durbala, Office Asst., Alumni Rel. and Dev. (1 year)
Jeanne Hammen, Registrar's Asst., Fell (1 year)

1999-2000 Deb Chance, Asst. to the Chaplain, Chaplain's Office (2 year)
Mary Wells, Office Coordinator, Facilities Management (2 year)
Terri Phipps, Instructional Support Asst., ARH (2 year)
Mike Pifer, ResNet Coordinator, GCCS (2 year)
Beth Cox, Library Asst., Burling (1 year)
Mary Kirk, Forum Grill Supervisor, D. Serv. (1 year)

1998-1999 Mary Wells, Office Coordinator, Facilities Management (2 year)
Deb Chance, Asst. to the Chaplain, Chaplain's Office (2 year)
Mary Kirk, Forum Grill Supervisor, D. Serv. (1 year)
Bonnie Primley, Office Asst., Alumni Rel. and Dev. (1 year)
Beth Meldrem, Admin. Secty., Public Relations (1 year)
Nancy Cadmus, Library Asst., Burling (1 year)

1997-1998 Nancy Cadmus
Lorna Diehm Pollock
Beth Meldrem
Bonnie Primley
Carol Van Ervelde
Becky Wallace