

SSRC Minutes

October 7, 2008

Members present: Retta Kelley, Randy Jones, Shannon Geisinger, Stephanie Peterson, Roger Bauman, and Kristin Lovig.

Meeting opened with planning for the Fall General Meeting:

- Kristin Lovig will provide an update on the Staff Handbook. If the benefits portion of the handbook is not ready for release, we ask that she explain that the goal is to equalize the sick-leave benefits of support and administrative staff, and why the issue is so complicated.
- We will mention that the Fall President's Staff Meeting occurs the next day, Oct 23. President Osgood will update staff about current college matters such as the financial market and its impact on our endowment, the marketing plan for the college, and building updates.
- Elena Bernal '94 will provide a brief overview of the Campus Climate on Diversity assessment process, and introduce the consultants visiting from Rankin and Associates.
- A discussion among Support Staff (hourly, non-union college employees) and the consultants will constitute the remainder of the meeting (roughly one hour). The format is likely to be small groups, each with a consultant.
- Human Resources provided labels to distribute the invitations to staff. Paper invitations will be sent to all staff, and the meeting will also be announced on the SSRC website, the college calendar, and in the Campus Memo.
- The meeting will be held from 2:00 pm to 3:30 pm in JRC 101; refreshments have been ordered. There was some concern that the meeting is scheduled for longer than an hour, but we felt this amount of time was necessary to allow open discussion with the consultants.
- **[10/15] Please note:** Due to a scheduling conflict Rankin and Associates is unable to be in Grinnell during our fall break. The SSRC is working with Elena on an alternate date when the consultants can be here, and our Fall General Meeting will be re-scheduled accordingly.

Other things discussed:

- The Fall Luncheon information will be posted on the SSRC website.
- There was a request for a follow-up to the HeartMath training. Kristin mentioned there could be a state-funded study in our community in the future.
- A web-based system for employment application is being sought by the college. Staff from Human Resources, the Office of the Dean, and Information Technology Services are spearheading the product selection.
- The SSRC suggested that funding be put in the Human Resources budget to subsidize the staff luncheons (rather than ask for the Office of College Services to subsidize the luncheon each time). This would make accounting easier for the luncheon committee.
- Human Resources is considering a Leadership Development Program for employees.
- We continued review of the SSRC handbook, covering General Meetings and Communication.

Respectfully submitted,
Stephanie Peterson