

SSRC Minutes

January 6, 2009

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

The committee meeting began with a review of the Fall General Meeting which was held on December 11, 2008. We felt most of the participants in the small break-out groups opened up for some good discussions; many of the topics were similar to those brought up in Rankin & Associates' first fact-finding visit to Grinnell College. About 15 staff from Dining Services were able to meet separately with Sue Rankin. The follow-up survey from Rankin & Associates will be ready to deploy around February 16, 2009. The company has emphasized the confidentiality of all survey responses. Kristin asked that a couple sentences be revised for clarification before publishing the minutes.

The committee moved on to new business items. We discussed whether we need a listserv strictly for Support Staff. (Listserve is e-mail lists that are mainly used for announcements.) There is currently a listserv for all Staff, but the SSRC ran into a situation before the Fall General Meeting when it would have been nice to send a message to just Support Staff. We talked about whether such a list could possibly be maintained by Human Resources or someone on the SSRC, or if it could be "opt-in" and require less hands-on maintenance. We know that some Support Staff do not have easy access to e-mail. Stephanie mentioned she currently has experience with Lyris listserv maintenance, but didn't think that was very common among staff, so it could be harder for future committees to maintain a listserv. No decision was made at this time.

Mr. Briscoe (Office of Security) wants someone from the SSRC to serve on the Parking Committee; meetings will likely be over the noon hour. Roger volunteered, and Shannon is willing to be a backup if needed.

The SSRC Secretary (currently Stephanie) needs to make a hard copy of new minutes to send to the Dining Services SSRC member (currently Ranae) for posting in the D.S. staff area. A footer should be included in future minutes, listing the "SSRC purpose" statement and all of our member contact info, along with the date of the next scheduled committee meeting.

Kristin briefly updated us on an "appeals" procedure which is being considered for inclusion in the Staff Handbook. Though we didn't discuss details, the procedure would outline a review process for problem resolution.

We discussed the idea of a comment box. Though recent years have shown that many Support Staff are willing to speak up with questions and comments at open meetings,

we recognize that not everyone feels comfortable doing so. We would like to have a box at the open meetings for people to submit comments/questions/ suggestions, for items that are applicable to the meeting at that time or items that they want the SSRC to consider at future meetings. After some discussion however, we do not wish to allow anonymous comments, even though submissions would be treated in a confidential manner. The reason is that we want to be able to contact the person if we have questions and also so we can follow-up and give feedback on the item, thus hopefully preventing the frustration that may arise with anonymous submissions.

“Pocket Meetings” is an idea where some SSRC members would be available in a certain location at a certain time, for any staff member to drop in and talk. These could be scheduled at various times of the year. For example, two SSRC members might be available during a common break time in the Spencer Grill, and have the meeting date/time/location announced in advance so staff are aware of it. Discussion of this idea was positive in nature, but nothing is being scheduled yet.

Stephanie volunteered to place a vacation limit reminder in the Campus Memo in January after the spring semester has started.

The committee received a question asking why Kristin Lovig is included in the committee meetings. The reason is that she is our liaison with the administrators of the College, and she can also keep us informed about things that may be of interest to Support Staff. We (the SSRC) concern ourselves with issues that affect Support Staff in general. After discussions by the committee, we can decide with Kristin how to follow-up on issues.

The committee discussed a vacation issue that was brought to our attention. However, we deemed the issue to be isolated in nature and referred it to Kristin and Human Resources.

Respectfully submitted,
Stephanie Peterson - SSRC Secretary

The next committee meeting is scheduled on Tuesday, February 3, 2009.

The Support Staff Relations Committee (SSRC) is concerned with working conditions and general benefits at Grinnell College. The SSRC is not mandated to involve itself with personnel matters relating to specific incidents or individual cases.

Feel free to contact the current members!

<i>Retta Kelley, Chair</i>	<i>Career Development, 1127 Park St.</i>	<i>ext. 4940</i>	<i>kelleyla@grinnell.edu</i>
<i>Shannon Geisinger</i>	<i>Conference Operations, JRC 206</i>	<i>ext. 3178</i>	<i>geisings@grinnell.edu</i>
<i>Ranae Hamor</i>	<i>Dining Services, JRC (Baking)</i>	<i>ext. 3661</i>	<i>rhamor@partnercom.net</i>
<i>Randy Jones</i>	<i>Library, Listening Room</i>	<i>ext. 3365</i>	<i>jonesran@grinnell.edu</i>
<i>Stephanie Peterson</i>	<i>Academic Support, Science 1232</i>	<i>ext. 4107</i>	<i>petersos@grinnell.edu</i>
<i>Roger Bauman</i>	<i>Physical Education Complex</i>	<i>ext. 3834</i>	<i>baumanr@grinnell.edu</i>