

Administrative Advisory Committee

Minutes

January 6, 2011

Present: Alan Bartlett, Kelly Bolton, Cynthia Burton, Kate Costanza, Jennifer Foxman, Matt Gullatta, Tahira Jordan, Jason Ramsey, Betsy Rhoades, Sandra Sanford

Review of the previous minutes:

- Motion to change “sin” time to “sick” time in minutes from September: 1st: Alan, 2nd: Betsy, motion carried.
- Motion to approve September minutes as amended: 1st: Kelly, 2nd: Matt, motion carried
- December minutes: suggestion to clarify that we are inviting Rick Holmgren to a future meeting within the context of reporting on the Technology Task Force. Kelly will make change to clarify. Also, Jason requested clarification to statement regarding Human Resources Director’s comments regarding similarities between DGE process/policy for Parental Leave and an administrative process/policy on parental leave – the comments may appear to be overstated in the context of the conversation. To clarify, it was suggested that we strike the sentence in question.
- Motion to approve the December minutes as amended: 1st: Cynthia, 2nd: Tahira, motion carried

Review of 2011 topics for AAC

- James Fadden regarding Google Mail (done)
- Rick Holmgren regarding policy changes (done) and also the Technology Task Force
- New Hire Luncheons
- Service Excellence/Mentoring
- Reporting of Sick Time
- Inside Hiring Practices (will be reviewing proposed changes at some point)
- Parental Leave Policy
- Discovery Week
- Bylaw Revisions
- Sustainability
- College Picnic
- Summer Trilogy
- Re-visit cluster breakdowns/representations of constituents to reflect campus changes
- DGE – connection with their efforts on Family Leave, overlap with HR subcommittee. – talk with Caryn Werner
- How are changes to the handbook made?

Report from the Human Resources sub-committee:

Proposal for uniform sick time policy that would be consistent across departments. Need to clarify exactly what is defined as sick time/sick leave vs. personal time. The subcommittee is proposing

language that would provide consistency while also leaving some defining and authorization up to the individual departments. This would include designating a person within each office/department who would have the responsibility for collecting and reporting sick time from their area.

Cynthia raised the concern that the staff from her area would likely not welcome such a process/structure, that they currently have a system where they are responsible for turning in their own time and there is a level of trust that is appreciated and there may be resistance from something that appears to be more structured and regulated than what may be perceived as necessary. Others agreed that their departments may be resistant and feel that their current practices work for them and their area. There was some conversation about the history of reporting vacation and sick time and how it is much more structured already than what it used to be. There was also some conversation about the concern for trying to implement one method into offices that already have very different structures.

Sandra asked for clarification of where the concerns are coming from? Jason responded that the concern came to AAC about inconsistencies from department to department in how sick time is tracked, if it's tracked at all. The question was raised about whether or not this is a wide spread concern or from a few people?

The concern was also raised that our handbook indicates that sick time needs to be reported and so there should be some process by which this happens or else there is a danger in having a written policy that isn't happening in practice. In order to address this concern, it was noted that we either needed to implement some process to complement the policy, or change the language in the handbook.

After discussion, the group proposed that the language reflect that *sick time should be reported to Human Resources once a month and that each department should determine how that process will be facilitated within their area.*

Before closing the meeting, Jason stated that he will attempt to follow up with Pat and touch base with DGE in the near future.

Motion to adjourn: 1st: Kelly, 2nd: Matt, Motion carried.