

ALC MEETING MINUTES

November 11, 2011

Membership

Members: Sandra Balkema, Paul Blake, Michael Bouthillier, Robert Buckingham, Cheryl Cluchey, Michael Cooper, Debra Cox, Brian Craig, Debra Curtiss, Deborah Dawson, Cambria DeHoag, Gayle Driggers, Stephen Durst, Van Edgerton, David Frank, Sharon Hamel, Kim Hancock, Susan Hastings-Bishop, Joseph Karafa (chair), Gregory Key, Joe Lipar, Glen Okonoski, Matt Pinter, Tracy Powers, Piram Prakasam, Theresa Raglin, Nancy Reddy, Steven Reifert, Randall Schroeder, Larry Schult, Todd Stanislav, David Steenstra, Karen Strasser, Deborah Thalner, Matthew Wagenheim, Kirk Weller, Trinity Williams, Helen Woodman, Jim Woolen, Fred Wyman, Gregory Zimmerman

AGENDA

1. Approval of Minutes from 10/18/2011
2. Performance Issues
3. Organizational Culture & Change
4. Focus on Student Success Program
5. Updates from Colleges/Schools/Departments
6. Open Forum

Handouts: FFA Policy excerpts and HRPP Policy excerpts, flier for Focus on Student Success Grants, impartial administrator conference sample memo, resolution steps

1. Approval of Minutes from 10/18/2011
 - Change heading to section 3 to read "Conflict and Performance: Issues and Resolutions"
 - Remove "Sitting the professor down" from 4th bullet point in section 3. Add "discussion" between "one-on-one" and "is" to the same bullet point.
 - Remove 6th bullet point from section 3.
 - Change November 11 to November 10 on 3rd bullet under section 5.
2. Performance & Discipline Issues – Steve Stratton & Warren Hills
 - A record is the documentation of an issue that goes into the personnel file. The personnel file is a collection of records.
 - Medical documentation may be required to begin ADA or FMLA proceedings.
 - Requests for worksite reviews are available through HR. Mike McKay has done ergonomic worksite reviews. Interaction is important; solutions and options are varied.
 - Contact HR quickly so they can help with paperwork and reporting processes.
 - Contact Labor Relations if excessive absences effect operations and are unresolved after meeting with employee
 - Complete HRPP policy is available on HR website.

- Refer to resolution steps handout regarding communication of expectations and consequences, and follow-up and follow-through.
 - Make sure chain of command knows what is going on at all stages.
 - Not following through on stated consequences is a problem.
 - “Reasonable” wording allows for flexibility on both sides, taking into account work environment, situation, and circumstances
 - Employees should be notified promptly of breach of professional conduct
 - Suspension pending investigation for issues of theft or sexual misconduct, among possible others, is not unwarranted
 - If an employee or student comes forward with an issue but wishes not to be named, let them know that no discipline can be meted out based on anonymous information
 - An employee may be ordered to testify – otherwise it is impeding an investigation – but call HR before this action is taken
 - Inherited problems: depends on how old the problem is (use judgment) – it is reasonable to sit the person down and let them know that you are aware of past problem
 - Documentation must be included in official HR file within 6 months or it is inadmissible in disciplinary actions.
 - Employees must receive a copy of documentation and initial it before inclusion in their file.
 - Employees may attach a written statement, up to 5 double-sided pages (10 pages complete), regarding the documentation
 - Appropriate Administrator is NOT the Impartial Administrator
 - Impartial Administrator is usually found outside of the college and is only there to determine if due process is being served, NOT to make judgments
 - Appropriate Administrator is the initiator and final judge of the disciplinary action
 - FFA is reasonable and can be worked with. Documentation and due process is required for the entire process.
 - OFF TOPIC – Supervisory Training Series will be re-established in Spring 2012. More than one training track is being considered. Please respond with feedback for training content requests.
3. Organizational Culture & Change – David Steenstra
- Will send out template with 2 (possibly more) questions: What is your current assessment of Ferris Culture? And Where do we need to go?
 - Answers will be taken together to formulate a collective response
4. Focus on Student Success Program – Todd Stanislav
- Chance to do innovative things at various levels
 - Think about projects, pass on information to faculty
 - Ongoing application process
 - No deadline for spending availability
 - Any questions, contact Todd

5. Updates from Colleges/Schools/Departments

- No topics

6. Open Forum

- No topics

Adjourned: 10:55 a.m.