

# University Council

## MINUTES

OCTOBER 24, 2011 1:00 PM

TALENT DEVELOPMENT AND  
HUMAN RESOURCES

MEETING CALLED BY	Dr. Becky Hoover
TYPE OF MEETING	Initial Organizational Meeting
FACILITATOR	Dr. Becky Hoover
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Becky Hoover, Mark Shanishaw, Lissia Gerber, Margaret Canzonetta, Aiesha Motley, Sue McKibben, Susan Speers, Mary MacCracken, Kelsey Risman, Kaza Katusin

### Agenda topics

#### INTRODUCTIONS

DISCUSSION	The members of the Committee introduced themselves and indicated to the group why and how they chose to be on the Talent Development and Human Resources Committee. Dr. Hoover gave an overview on the purpose of the Council and the Committee and identified potential areas for exploration/study/recommendations by the group.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

#### ELECTION OF OFFICERS

DISCUSSION	After reviewing the roles and responsibilities of the officers for the Committee, members indicated if they were interested in serving as an officer. Lissia Gerber, Sue McKibben and Susan Speers indicated their interest in becoming the Chair and each gave a brief overview of their experience and why they were interested in becoming the Chair. Mary MacCracken and Aiesha Motley indicated their desire to serve as Vice-Chair and also reviewed their experience and reasons why they wanted to be Vice-Chair. Margaret Canzonetta expressed an interest in serving as the Secretary and no other members indicated a preference to serve in this capacity.
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CONCLUSIONS	A secret ballot was conducted by Dr. Hoover with the result naming Sue McKibben as Chair, Mary MacCracken as Vice-Chair and Margaret Canzonetta as Secretary.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

#### DETERMINE GOALS

DISCUSSION	Dr. Hoover presented a list of items covering examples of UA interests (staffing levels, salary [motivation, fairness], legal compliance, excellence [individual, team, succession planning]) and individual employee interests (work-life balance, career satisfaction to grow professionally, salary recognition and benefits). The Committee discussed a goal of focusing on performance planning and recognition. Examples included training for supervisors, non-monetary perks, high achievers recognition.	
CONCLUSIONS	The Committee agreed to begin focusing on performance planning and recognition. Dr. Hoover indicated that she would forward a copy of the new pilot performance planning document for review.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

#### ESTABLISH MEETING CALENDAR

DISCUSSION	The Committee discussed holding meetings twice a month, possibly on Mondays from 2 to 3 pm. The date and time will need to be changed for the Spring semester.	
CONCLUSIONS	Dr. Hoover's assistant will schedule the Committee meetings on every other Monday from 2 to 3 pm until January 2012.	

# University Council

MINUTES

NOVEMBER 16, 2011 2:00 PM

TALENT DEVELOPMENT AND  
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Becky Hoover, Mark Shanishaw, Lissia Gerber, Margaret Canzonetta, Aiesha Motley, Sue McKibben, Susan Speers, Mary MacCracken, Kelsey Risman, Kara Katusin, Michael Schuldiner, Caleb Clark

## Agenda topics

### INTRODUCTIONS

DISCUSSION	Due to the fact that graduate student, Autumn Sabin, is not available to meet during the day, she resigned from the Committee and has been replaced by Caleb Clark. Caleb's email address is clc63@zips.uakron.edu.

### REVIEW OF SHAREPOINT SITE

DISCUSSION	Ms. McKibben presented an overview of the University Council Sharepoint site demonstrating how users upload documents to attach to the site and how to review or retrieve documents. Ms. Canzonetta will forward to the Committee members a link to the site.

### UNIVERSITY COUNCIL DOCUMENT

DISCUSSION	<p>The University Council document containing details on the expectations, structure, committees and membership of the Council was discussed. The role of the Talent Development and Human Resources Committee (and all other committees within the Council) is to make recommendations, not set policies.</p> <p>The Co-Convener and Chair will sit on the University Council itself. The Council will elect a Steering Committee at its meeting next week. Terms of one, two, or three years are set for members. There was a discussion about the problems with the rotation of members and their terms. Ms. Risman questioned how many terms can a member (in particular a student) can serve. Ms. McKibben indicated that this and other questions on the term lengths and limits will be discussed at the Committee meeting.</p>
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When reviewing the specific responsibilities of the Talent Development and Human Resources Committee listed on the University Council document, Dr. Hoover indicated that she felt the Committee should first start its focus on “Suggest strategies to improve the recruitment, growth, development, competence, and success of faculty, staff, and contract professionals who will enhance the diversity of the University.” The Committee agreed on this objective.

### PERFORMANCE REVIEW DOCUMENT

A revised Annual Performance Review document was distributed as well as the form currently used by staff. The time period for the document was changed to coincide with the academic and fiscal year calendar (July 1 to June 30). Initially, in 2012, the time period will be an 18-month period to change over to the new fiscal year period. The old form will be used so that proper communication on the new form can take place.

Dr. Hoover indicated that some concerns were expressed regarding the sample draft of the new document which she wished to discuss with the Committee. The draft form assigned a percentage of work time to each responsibility and a pie chart. A suggestion had been made to remove the percentage of work time and the pie chart from the section. The Committee discussed the definition of major responsibilities noting that it should be limited to five responsibilities, and reflected that it functioned as “role clarity” for the position. Members agreed that they liked the percentages assigned because it was a good comparison tool to evaluate with supervisor. It helped to define or redefine positions within a department. It also provided a planning tool for collaboration within the department. The Committee liked the pie chart but didn’t feel it was critical to be included in the form.

#### DISCUSSION

There was also a discussion about the point system and whether employees are expected to “meet” duties to get a merit raise. Dr. Hoover indicated that it was her opinion that the University should consider establishing two pots of funds for raises – one for the minimal merit raise and another for those employees that exceed expectations.

Dr. Hoover noted that the HR department has planned sixteen training sessions on using the new performance evaluation tool – eight sessions to train supervisors and eight sessions for employees. It was noted that the faculty members will not be using this tool because the faculty members are part of a bargaining unit.

A discussion ensued about adding a section in the document about how an employee’s work aligned with the University’s *Vision 2020*. It was agreed that it might be appropriate to add a line stating “How would you plan to contribute to the success of *Vision 2020*” or something similar. Another question may be added to ask employees “How can we stimulate and respond to assist you in doing your best work” or something similar.

There was also a short discussion on 360 peer reviews being used as a developmental tool for teams and Myers-Briggs or other personality tests.

### **EMPLOYEE RECOGNITION**

<b>DISCUSSION</b>	The Committee discussed expressions of appreciation for staff and faculty such as “Making a Difference Day” highlighting those who have made a difference at the University of Akron. There was also a short discussion regarding problems with how staff and faculty are judged. The concept of teamwork and peer review was discussed concluding that the team should focus on “my success is your success.”
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### **MEETING DATES**

<b>DISCUSSION</b>	The next meeting will be Wednesday, November 30, at 2 pm in Leigh Hall room 414. The Committee will need to work on a meeting schedule for the Spring semester.
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