

# Talent Development & Human Resources

## Minutes

January 15, 2016 – 8:30 – 9:30 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: UC Committee

Attendees: Elizabeth Erickson, Theresa Beyerle, Alisa Benedict O'Brien, Mary MacCracken, Martin Wainwright, Bill Viau and Bonnie Bromley (Todd Rickel missing with notice)

Notes submitted by: Alisa Benedict O'Brien

### **Agenda:**

Called to order.

Motion made to approve the minutes of the December meeting. Motion carried and vote was unanimous. Minutes of December meeting approved.

Dr. Erickson read resolution by the Talent Development & Human Resources Committee (copy distributed) recognizing Dr. Theresa Beyerle for her service to the university and local nonprofit community.

Accepted by committee.

Recapping post-holiday break.

Goal 1 – Performance Reviews – need to set subcommittee meeting. Nothing has been done yet.

Goal 2 – Succession Planning – need for simple guidelines/standard procedures when employee leaves/department is abolished:

- What do you do with your files? Electronic or hardcopy?
- Who do you tell? Who do you give information to?
- Currently, Archives only wants files that have “historical” value
- Legal department – have retention rules/time periods – University has retention policy. Has to be retained for a minimum of three (3) years.
- Start with current document on General Counsel website and on Inner University Council website and review and make recommendations and additions.
- Managers should be actively involved. At department level, need to be considering what is important and what should be maintained.

- Bill discussed how HR employees keep Notebook – what you do, how, why, what resources. Should be consistent procedure across campus.
- Department Minutes (faculty meetings, etc.) – SHOULD be kept and archived.
- Subcommittee of Liz and Martin to review current document.
- Theresa to forward email chain discussing record retention.
- Discussed personnel records/promotions/hirings.

Discussed changes coming in the Fair Labor Standards Act – changing exempt vs. non-exempt (overtime pay) positions and eligibility.

- Goal is to have more people eligible for overtime pay.
- Making salary requirement \$50,000 (up from \$23,000) – would be eligible for overtime pay under new law.

Talent Development:

- CAST is doing some programming and trainings (online, workshops) – all sponsored and funded through online learning effort of CAST.
- What programs should we have for faculty and staff? Make specific program recommendations, including leadership, supervisor training, career development, etc. Need to expand on our prior report.
- Design and Development Services is holding trainings for faculty.
- Leadership Training – need to look through ITL's resources and books. Liz, Alisa and Bonnie.

Need to change our meeting time to 10:00 AM on Fridays – ask Patty Huth to reserve the room and get on the calendar.

Meeting adjourned at 9:40 AM

# Talent Development & Human Resources

## Minutes

February 12, 2016 – 10:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: UC Committee

Attendees: Elizabeth Erickson, Myra Weakland, Alisa Benedict O'Brien, Mary MacCracken, Bill Viau and Bonnie Bromley (Todd Rickel and Martin Wainwright missing with notice)

Notes submitted by: Alisa Benedict O'Brien

### **Agenda:**

Called to order by Dr. Erickson.

Motion made to approve the Minutes of the January 29th meeting. Note by Myra to remove Theresa's name as she was not in attendance. Motion carried and vote was unanimous. Minutes of January 29th meeting approved. Alisa to add recognition our Committee adopted for Theresa to SharePoint site for UC.

Dr. Erickson gave report on University Council (UC) meeting. Shared news about our vote of appreciation for Theresa. Bylaws will be presented to UC, then to Board and the Board will have to approve. Will likely be the June Board meeting.

Presentation made by Communications Committee – worked with Health Committee to do a survey on smoking on campus. Had 20% response rate to the survey. Goal is for smoke-free campus. Board of Regents has indicated that is their expectation.

Discussion of Committee Goals and Progress:

Goal 1 – Performance Reviews

Martin to give status on drafting response to John Kline. Also, need to update our performance review document to remove Vision2020 language. Bonnie will share performance review documents from other colleges and universities. Bonnie will draft a synopsis.

Goal 2 – Layoff Planning

Dr. Erickson and Martin will meet (subcommittee). Need to plan pre-mortem.

Goal 3 – Professional/Talent Development:

Reviewed Leadership Training & Employee Development Programs prepared by Myra. Issue is the lack of resources, funding, coordinators, etc. Some schools have training for only senior leadership. Others have peer leadership training. Suggestion that faculty might be able to teach some of the courses. Could utilize online trainings. Highest cost if UA did its own program. Could potentially partner with other Ohio universities (ex. Kent State). Myra to connect with Bill to discuss what we can share or access from other colleges and universities. Look at internal programs. Idea to possibly use graduate students to deliver programs, etc. Ask Bill Rich about getting faculty involved – faculty senate. Could consider finding a donor to sponsor programing. Some places use Organizational Development specialist – UA does not currently have this due to cost.

Dr. Erickson noted that Economics Department is joining the College of Business.

Dr. Erickson/Bonnie received an email from Anthony Serpette about the UA Sick Bank and touching base with Nathan Mortimer about request being sent to Ohio Attorney General's office from UA employee. We will follow up. Might send something to the steering committee to request Nathan follow up.

Motion to send request to steering committee to contact Mr. Mortimer was made. Seconded. Motion carried.

Meeting adjourned at 10:50 AM.

# Talent Development & Human Resources

## Minutes

February 26, 2016 – 10:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: UC Committee

Attendees: Elizabeth Erickson, Martin Wainwright, Alisa Benedict O'Brien, Mary MacCracken, Bill Viau and Bonnie Bromley (Todd Rickel and Myra Weakland missing with notice)

Notes submitted by: Alisa Benedict O'Brien

### **Agenda:**

Called to order by Dr. Erickson.

Motion made to approve the Minutes of the February 12<sup>th</sup> meeting. Bonnie moved to accept the Minutes. Motion carried and vote was unanimous. Minutes of February 12<sup>th</sup> meeting approved.

Dr. Erickson began discussion on Recommendations Concerning UC Bylaws by consultants. Committees are called to provide feedback. UC Steering Committee will form ad hoc committee. History – Board of Trustees told UC they had to revise bylaws – done by UC exploratory committee that represented all constituencies. Board of Trustees would like to see present version with red lines/changes and explanation of changes. UC Steering Committee has stated document is unacceptable as it is. However, cannot totally reject it. HLC is coming in 2017 – has told university we must demonstrate shared governance.

General Discussion:

One recommendation is to change the make-up of the UC (18 people – Provost will choose the Steering Committee). Appointments/Governance in the document is top down. Committee Members will have to be UC Members. Did away with Recreation Committee and Marketing. Added Academic Affairs in the recommendations. Question – are they doing away with structure of UC committees?

1<sup>st</sup> issue to raise – how committees will be formed/appointed.

2<sup>nd</sup> issue to raise – why were no justifications provided by the consultants for their changes/suggestions to the bylaws? Could we ask them to provide justifications prior to us giving our recommendations?

Bonnie raised a concern: bylaws need a time limit/deadline for responses requested from Administration – changed from 45 days to 60 days. Concern with regard to communication at UA.

Appears that general functions of committees will be eliminated. Per this version, appears our committee would only be charged with:

- Inclusive Excellence
- Wellbeing of employees

What will be our committee's general responsibilities going forward? And WHY? Any feedback please email to Dr. Erickson.

Our interpretation of the bylaws is the UC members will sit on all the committees. Would 14 of the 18 members be chairs and secretaries of the 7 committees? Trying to improve communication and shared governance across campus – seems counterproductive to reduce committee sizes and campus involvement. How does this new structure advance the principles of shared governance? Want to ensure we still have roles and opportunities for involvement for mid-level employees and employees/staff to participate in governance. Will continue or discussion at our next meeting.

Meeting adjourned at 10:50 AM.

# Talent Development & Human Resources

## Minutes

March 11, 2016 – 10:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: UC Committee

Attendees: Elizabeth Erickson, Martin Wainwright, Alisa Benedict O'Brien, Mary MacCracken, Bill Viau, Bonnie Bromley, and Myra Weakland (Todd Rickel missing with notice)

Notes submitted by: Alisa Benedict O'Brien

### **Agenda:**

Called to order by Dr. Erickson.

Bill will contact Patti Huth about activating his swipe card for access to Room 416.

Motion made to approve the Minutes of the February 26<sup>th</sup> meeting. Bonnie moved to accept the Minutes. Motion carried and vote was unanimous. Minutes of February 26<sup>th</sup> meeting approved.

Dr. Erickson began continued discussion on Recommendations Concerning UC Bylaws provided by consultants to the Board of Trustees from the Associate Board of Governors. The At UC this week, was one short to have quorum vote. UC set up ad hoc subcommittee to review By Laws and Dr. Erickson is a member of the subcommittee. One of our main concerns is preserving committees and campus-wide committee members. Martin discussed international student programs as an area of concern because the program was suspended. This is an example of why committees are necessary for shared governance. We need functioning committees who put together reports and plans, and whose input will be reviewed and considered. Critical to a functioning UC.

Review of Topic Submission by Jeanne Semilia re: training and professional development for staff.

General Discussion: Myra discussed offerings UA currently has – we reviewed the report and summaries provided by Myra. Atomic learning – online self-taught programs. Concern: we do not have the personnel to offer the type of programming Ms. Semilia is looking for at this time. Various programs are available online. Specific departments can pay for in-person education and training for staff. Continuing Education Office provides programming for \$109 per person

enrolled in the courses. Issues: no IT support at the time, no centralized office to oversee and provide trainings, no coordinators, no organized system of programs organized effectively.

Ohio State and Kent State have the most employee training. One option we can explore is reaching out to Kent State to see if UA employees could participate in their training programs.

To Jeanne Semilia – we are working on this issue and reviewing.

Ask CPAC and SEAC what types of training opportunities they would recommend for their constituencies and compile a report. Alisa will contact CPAC and Bonnie will contact SEAC.

In future, invite new IT manager to a meeting to discuss and get his input.

Meeting adjourned at 11:02 AM.



## Talent Development & Human Resources Committee

Minutes

APRIL 8<sup>TH</sup>, 2016

10:00 AM

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Bonnie Bromley
ATTENDEES	In attendance: Elizabeth Erickson, Mary MacCracken, Martin Wainwright, Myra Weakland, Todd Rickel, Bonnie Bromley  Missing: USG, GSG Ad Hoc Committee member in attendance: Michelle Smith Not present Absent with Notice: Bill Viau, Alisa Benedict O'Brien

Agenda topics

### MINUTES

DISCUSSION	The minutes of the March 11th meeting were unanimously approved.
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#### **TITLE: COMMENTS FROM THE CHAIR – DR. ERICKSON**

	<ul style="list-style-type: none"> <li>• Dr. Harvey Stern, President of UC has now requested every committee to turn in the minutes from all their respective committees. We need to find the minutes from our previous secretary, who was in the Office of International Development.</li> <li>• Steering Committee will bring to UC on April 12<sup>th</sup> the report of the Ad Hoc By Laws subcommittee on the AGB consultants' suggested By Laws for UC.</li> <li>• Problem raised at FS related to Office of International Development. The student international exchange program has been put on hold for entire campus. More students have come to UA than travel elsewhere so tuition waivers do not cancel out and there has been a significant deficit. However, putting a hold on the program this year when International students committed to come could be a diplomatic disaster. Experienced personnel could have warned about this, but were no longer in the office due to layoffs.</li> </ul>
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**TITLE: AGENDA**

Because the last meeting was cancelled—the agenda items from March 11th will stand for this meeting.

**AGENDA ITEMS**

Per Dr. Erickson - Year end summaries on status of committee goals are requested by UC for their records and the shared governance mandate.

- **Feedback on Professional Trainings for Talent Development**

Campus population showing a pattern of disregard from faculty to middle – level staff ideas and knowledge. (?Bonnie- don't know quite what we were saying here—can you clarify)

Several items which need to have more research and focus were mentioned:

No coordination across campus on talent development

No IT Backup

No On-campus support for on-line programs

Possibility of new campus-wide training programs—how can university purchase without any funds and who would they be purchased from.

Dr. Erickson requested Myra and Bonnie work together and develop a survey for C-PAC and SEAC members that would provide ranking of ideas for professional training.

- **Performance Review**

Dr. Wainwright to develop a summary on status of the performance review changes for UC that the Talent Committee has done.

- **Addition to Succession planning report on layoffs**

Dr. Erickson agreed to have draft addition for discussion for next meeting

Our committee should have a report ready for UC by May 1, 2016 on our work this year.

Meeting was adjourned at 11:00 am. Motion: Mary 2<sup>nd</sup>: bj

Respectfully submitted by

Bonnie Bromley

- Dr. Erickson wanted to share that Joe Kline who was a fulltime library employee, member of SEAC and veteran has passed away.

Our next meeting is April 22<sup>nd</sup>, 2016

# Talent Development & Human Resources

## Minutes

April 22, 2016 – 10:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: UC Committee

Attendees: Elizabeth Erickson, Martin Wainwright, Alisa Benedict O'Brien, Mary MacCracken, Bill Viau, Bonnie Bromley, and Myra Weakland (Todd Rickel missing with notice)

Notes submitted by: Alisa Benedict O'Brien

### **Agenda:**

Called to order by Dr. Erickson.

Minutes were presented by Bonnie. Discussed revision to Minutes – Bonnie will update and send Alisa the file. Motion made to approve the Minutes of the April 8<sup>th</sup> meeting. Bonnie moved to accept the Minutes. Motion carried and vote was unanimous. Minutes of April 8th meeting approved (with corrections stated).

Dr. Erickson's report on UC: last meeting discussed response to ABG set of Bylaws and UC's suggestions on the draft; voted not on bylaws but on the response to the bylaws. UC wanted to ensure input in future planning; was passed by UC and sent to President with copy to Chair of Board. Board should have the draft/commentary from UC. Also discussed the "smoke free" campus proposal. Majority opinion from survey was to have designated areas for smoking – was passed by UC (Bill noted that the reason for designated smoking areas was for the AA meeting that UA hosts).

Dr. Erickson received an email regarding John Kline from the Student Services Committee – they want a copy of our proclamation that we used for Theresa Beyerle to provide to John's wife. Dr. Erickson will recommend that the proclamation/recognition should come from the entire UC, not just the committee for John's service.

Performance Evaluations Discussion:

Martin shared his report:

*The Performance Evaluation Subcommittee of the University Council Talent Development and Human Resources Committee met at 10:00 am on January 26 to consider John Kline's petition concerning his evaluation. In this particular case, Mr. Kline received a superior evaluation*

*from his supervisor but no accompanying bonus or salary raise. Three questions lay before the committee:*

- 1. Was the supervisor's treatment of Mr. Kline appropriate?*
- 2. Should the evaluation criteria allow for more than three rankings of performance?*
- 3. Should the superior performance result in additional monetary compensation?*

*Regarding the first question, the subcommittee believed the supervisor had acted appropriately. Regarding the second, the subcommittee decided there was no need to increase the ranks of performance, since this would probably simply lead to inflation of the average assessment to the second highest rank. The committee did not address the third issue in its meeting. Nevertheless, there appeared to be a general sentiment at the following full meeting of the TD&HR Committee that some sort of additional compensation should accompany a determination of superior performance, particularly considering the fact that substandard performance results in a raise freeze for the year in question. The problem, of course, is the recent lack of raises, which removes both incentives for superior performance and disincentives for inferior performance. Nevertheless, this issue deserves serious consideration for times when funds are available.*

Bill noted that the Vision 2020 language on the first page of the current performance evaluation form will be revised and ask employees to identify their goals.

Motion made to pass the issue brief on to the Steering Committee. All in favor. Martin will send final report to Alisa to be forwarded on the UC Steering Committee.

Myra's report: already have 170 surveys from CPAC and SEAC. Myra will update us on survey results next week. Committee reviewed the survey questions that were sent to CPAC and SEAC.

Bonnie noted that some members of SEAC were insulted by the elementary nature of the course offerings listed on the survey. We will give aggregate results and break out the CPAC/SEAC results.

Bill noted that we should include in our final recommendation that the university provide funding for any professional programming going forward.

We need our committee report on our goals to the UC ASAP – we will finalize at our May 6<sup>th</sup> meeting.

Language to include in report: "Given the loss of the talent development activity due to the close of ITL, TD/HR committee recommends the following..."

A coordinated effort to replace ITL training for staff and contract professional and other institutional personnel. We recommend that we adapt programming similar to Kent State and UA Solutions and that some university resources be allocated."

Myra will circulate a draft to the committee. Alisa to send Myra the original issue brief.

Dr. Erickson reported on layoff/succession planning. We need to identify the issues and the recommendations – will resume next time.

It was noted that overall enrollment is down 8%; freshman enrollment is down 30%. Looking at budget cuts again – UC council budget committee will be involved.

Meeting adjourned at 11:02 AM.

# Talent Development & Human Resources

## Minutes

May 6, 2016 – 10:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: UC Committee

Attendees: Elizabeth Erickson, Martin Wainwright, Mary MacCracken, Bill Viau, Pamela Duncan and Myra Weakland (Todd Rickel, Alisa Benedict O'Brien and Bonnie Bromley missing with notice)

Notes submitted by: Myra Weakland

Agenda:

Introductions of New SEAC Member Pam Duncan and attending members.

Called to order by Dr. Erickson.

Minutes were presented by Mary. Motion made to approve the Minutes of the April 22<sup>nd</sup> meeting. Myra moved to accept the Minutes. Motion carried and vote was unanimous. Minutes of April 22<sup>nd</sup> meeting approved (with corrections stated).

Discussion of Committee Composition for 2016-2017: Dr. Erickson reported that the Faculty Senate approved the move of the Economics Department from the College of Arts and Sciences to the College of Business Administration. Because Dr. Erickson is now in the CBA, she was not able to continue as a Senator in Arts and Sciences and it is unclear if there may be an opening within the CBA. As of now, she will no longer be a Senator in 2016-17 which is effective in September. University Council is unable to appoint new committee members until September so she will continue as Chair until September but we needed to resolve our committee make up. Dr. Erickson will not be eligible to be a UC faculty representative but could attend meetings as a consultant. Mary indicated that she would be willing to serve as a consultant so that Dr. Erickson could hold a position on the committee. Mary then nominated Dr. Erickson to continue as Chair of the UC-Talent Development and Human Resources Committee for 2016-2017 academic year. The nomination was seconded by Myra. No other candidates were nominated. The nomination was approved.

Dr. Erickson's report on Faculty Senate Meeting: Dr. Erickson reported that the Executive Committee of Faculty Senate agreed that there should be a UC representative election and Phil

Allen and Marie Roy were elected as new UC representatives. We still do not have an official University Council.

Dr. Erickson's report on UC: The meeting was unofficial as they were one short of a quorum. There was a budget discussion and we should have an interim Budget in June. Freshmen enrollment is down 24% (formerly 29%) than last year. In addition, we have the largest graduating class in UA history this semester. The Budget will be brought to UC before going to the Board of Trustees for approval. The ERIP program from years ago has been carried on the budget. It was finally taken as a one-time deduction to remove it from the books. Our financial rating by KPMG for last year was 1.0. A rating of 1.1 or better is expected so some departments are trying to hold off on spending until after July 1 to improve the picture and perhaps raise our rating. The rating is reviewed by HLC to determine university standing.

John Kline: Information on John Kline was to be sent to the Student Services Committee – they want a copy of our proclamation that we used for Theresa Beyerle to provide to John's wife. Dr. Erickson will recommend that the proclamation/recognition should come from the entire UC, not just the committee for John's service. We need confirmation that this was sent from Alisa.

Response to Issue Brief from Jeanne Semilia: Myra wrote a response to Jeanne (attached) which will be edited to exclude the word Budget. With that revision it can be sent to Jeanne. This discussion brought up concerns of employees who do not understand the budget process and would like to know more. Bill made recommendations for discussions/presentations for employees on a spectrum of information covering the budget, funding formula, how graduation of students affects the funding formulas, etc. be provided to all employees.

Myra's Report: There were 250 responses to the survey, 60 SEAC members and 190 CPAC members. A report on the process and a list of the professional development topics ranked highest by the participants, along with three pages of comments and recommendations provided by participants is attached.

The comments generated a great deal of discussion and many raise issues for the committee to explore in the coming year.

Myra also noted that there was a very thoughtful comment related to the possibility of UA offering a Leadership Academy from Steve Kaufmann. He indicated a desire to follow up with a CPAC representative. Myra emailed him and he responded with an insightful email which sparked discussion of leadership and succession planning which will be another issue that we take up in the coming year. The email is attached.

The committee will review the comments and come up with recommendations to finalize the report and be sure to include the approved text from April 22<sup>nd</sup>:

“Given the loss of the talent development activity due to the close of ITL, TD/HR committee recommends the following...

A coordinated effort to replace ITL training for staff and contract professional and other institutional personnel. We recommend that we adapt programming similar to Kent State and UA Solutions and that some university resources be allocated.”

Dr. Erickson expressed her appreciation for the work Myra has done on this project.

The meeting was adjourned at 11:00.



# **Talent Development & Human Resources**

## **Minutes**

May 20, 2016 – 10:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: UC Committee

Attendees: Elizabeth Erickson, Martin Wainwright, Pamela Duncan, and Bonnie Bromley (Todd Rickel, Mary MacCracken, Bill Viau and Myra Weakland missing with notice)

Notes submitted by: Alisa Benedict O'Brien

Agenda:

Introductions of New SEAC Member Pam Duncan to Alisa and Bonnie.

Began with informal discussion of current enrollment at UA and Honors Program as compared to other Ohio universities, including funding, grants, study abroad programs, tenured faculty, etc.

Martin noted about the Honors Program at UA, including the Honors Thesis – work is predominantly pro bono (not on the payroll), so may limit the amount of work honors students could do; no incentive to do this work here for faculty. Need for funding for faculty to teach in the Honors College.

Called to order by Dr. Erickson.

Minutes were presented by Alisa (prepared by Myra). Motion made by Martin to approve the Minutes of the May 6th meeting. Motion carried and vote was unanimous. Minutes of May 6<sup>th</sup> meeting approved (with corrections stated).

Bonnie noted she did not receive the email from Myra with the professional development and training materials. Alisa forwarded to Bonnie for her review for next meeting.

Dr. Erickson reported on the faculty senate special meeting with the President regarding his vote of “no confidence”. Discussed quality of faculty and utilizing non-tenured and part-time faculty members for the undergraduate courses. Our committee noted that the university should be focusing on creative and different solutions. President wants tenured faculty to become the administrators of departments. Dr. Erickson mentioned Dane Quinn’s recommendation to have the faculty involved in the process.

Discussion on Layoff Planning – budget will not be finalized until fall. Dr. Erickson made a statement at the faculty senate special meeting to President. Bonnie noted MTTs were let go. Noted the report our committee sent to President and this is now on record. At very least, need to stop hemorrhaging costs and personnel. It has been referenced that the Ohio Revised Code governs the layoffs but not sufficient for our purposes of layoff planning. A committee member mentioned that utilizing the police to escort people off campus was offensive. Discussed the Adult Ed. program. Association with ITT was also discussed.

Dr. Erickson will share her draft on our report for layoff planning/retirement succession planning, which includes:

- each unit should create a detailed report explaining major purposes in role of the life of UA – including what should drive hiring decisions for that department going forward.

- heads of units should submit reports to Deans each fall.

- need to have a mission statement indicating the most important functions of the unit, who they are providing for and interacting with (needs to be updated regularly).

- could also look at what your unit could do with 5, 10, 20% less resources.

- other options/alternatives to layoffs – furloughs, salary reductions, etc.

Pam suggested the week between Christmas and New Year's – still being closed but not having paid time off and considering summer furloughs for staff.

The committee wishes Mary Jo a speedy recovery from her recent knee injury!

The meeting was adjourned at 11:00AM.

# Talent Development & Human Resources

## Minutes

July 15, 2016 – 10:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Martin Wainwright, Mary MacCracken – absent w/notice, Bill Viau, Pamela Duncan, Myra Weakland, Alisa Benedict O'Brien – absent w/notice and Bonnie Bromley

### **Agenda:**

Called to order by Dr. Erickson.

Motion made to approve the Minutes of the May 5<sup>th</sup> meeting. Bonnie moved to accept the Minutes with a second by Myra. Motion carried and vote was unanimous. Minutes of May 5th meeting approved.

### **Discussion of Committee Composition for 2016-2017:**

One member has left the committee, Todd Rickels. Executive committee requests a new dean for our committee. Selection made and Dr. Lakeesha Ransom, Dean of Honors College, will be our dean representative.

### **University Council – Dr. Erickson**

University Council by-laws finally approved by the BOT. This has been an on-going project since 2012. We need to celebrate with all involved!

Per Dr. Sterns the HLC will occur on February 14, 2017 and we have to show UC is working effectively. At last meeting, two committees had no chair. Dr. Stern emphasized the seriousness of the lack of participation by members. Being a member allows that employee a chance to make changes and/or accomplish something.

University Council has a “Limping Committee Structure.” **This is too important to ignore.** UC plans to hold a workshop asap in September and cover the following areas:

- Appoint Committee Chairs
- Committees to keep up with issues
- How to keep up with goals
- How to organize a workshop

UC would be the overall Guide. Things to consider: a) turnover on committees; b) welcoming to committee members c) Holding meetings—how often, how many d) Finding agreeable time e) Hashtag# I love you committee.

It was a hassle getting administration to push through By-Laws and getting them passed by BOT. Rex got it done. **Everyone now needs to shift to a totally different mode of thinking---POSITIVE!**

\*\*\*\*THINK ABOUT THE PLANNING\*\*\*\*

### **Sick Bank**

With the denial from the Attorney General's office SEAC would like to seek out the university political representative and submit a proposal to change the Ohio Revised code Rule. All universities are panicking and looking to review their policies. Talent and Development committee unanimously in favor of taking some action to promote this program. Discussion followed.

The UA legislative rep is Mat Akers in Development. Bill Viau was requested to make a motion to the committee as follows: "that Mat Akers will work with state legislature and other university reps to request state legislature amend the Ohio Revised code to allow state universities to establish a sick leave donation program." Second by Bonnie.

This will be reported at the next UC meeting.

### **Part-time Faculty Salary**

A part-time faculty increase went through faculty senate on 12/2/14. It was then sent to Budget & Finance Committee on 6/16/16. Due to lapse of time for request –it was sent to the UC Steering Committee on 6/24/16. The Talent Development Committee has been requested to do an analysis of PT pay scale of other universities and colleges. Considerations should include: a) all ranks and levels; b) by rank and position. What do we take away to give this increase? Dr. Erickson appointed Dr. Wainwright to begin this research. Check with our departments (English, Math, History, Modern Languages, Associate Studies) on what they pay their part-timers. Then connect with Kent, Cleveland State, Youngstown State, Stark Tri C and find out qualification requirements (bachelor, masters or PhD) and pay ranges.

### **2016-2017 Goals**

Dr. Erickson reminded everyone to start thinking about goals for next year. We will begin forming them at our next meeting. Myra noted that as an official request has been made for Software Training this should be on our list.

Meeting adjourned: 11:00 am                      1) Pam      2) Myra

Notes respectfully submitted by: Bonnie Bromley

# Talent Development & Human Resources

## Minutes

August 16, 2016 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Martin Wainwright, Mary MacCracken, Bonnie Bromley, Alisa Benedict O'Brien – absent w/notice, Bill Viau, Pamela Duncan, Myra Weakland, Dr. Ransom

### **Agenda:**

Called to order by Dr. Erickson.

Dr. Erickson reported to the UC on our committee last week. All committee member votes going forward (per new Bylaws) must be on secret ballot. Dr. Erickson noted highlights from the recent UC meeting: The BOT is committed to shared governance and open communication. Tiger Team is turning work over to UC committees. Alisa and Mary also added to discussion from their recent attendance at the UC Leadership Retreat held earlier in August.

On the topic of effective communication, Bonnie mentioned that it is challenging to find contact information for colleagues on campus. We brainstormed suggestions and decided that our committee should suggest that the Executive Committee request that the Telecommunications Committee notify the campus about how to locate members of the staff and faculty on campus, as well as the UA mobile app.

Next, we discussed Stark State and potentially leasing UA space to Stark. How can we collaborate? Discussed course offerings and value-added UA can offer to “compete” or collaborate with Stark State.

Discussion of goals for next year for our committee: collaboration/sharing with Stark State as this pertains to joint courses and joint training. Would need commonality of experience (for faculty) across courses, similar training and experiences, etc. so students get a consistent education.

Performance reviews: our subcommittee began to look at our review process; at issue was that they are not tied to raises (nor have they ever been). Suggestion: look at what other universities are doing. Myra, Bonnie, and Alisa will head up the subcommittee and will see what other local universities do and we will report back. Think about deviating from a top-down approach for performance evaluations.

Bonnie's suggestion: work with HR for awards (even if not monetary) for performance reviews, recognition of service.

We are tasked with developing workshops for other UC committees to come up with their goals. Dr. Erickson will contact Dr. Ransom for her assistance with this.

Health and Wellness Goal: incentives for faculty and staff for health and wellness (ex: health insurance discounts). Issue presented with EEOC concerns for individuals with physical disabilities that would prevent them from earning incentives. Will need to revisit after we review EEOC opinion and directives on this issue.

Alternatives to layoffs: part-time faculty – give them incentive and opportunity to teach more hours (12 hours); option for staff to be 9 month employees (summers off); 4-day work weeks; cost savings on electric/heating/cooling during summer and holiday break; engage with Facilities Planning to research costs and cost-savings. Discussion to be Continued.

Meeting adjourned: 4:30 PM.

# Talent Development & Human Resources

## Minutes

September 13, 2016 – 9:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Bonnie Bromley, Myra Weakland, Alisa Benedict O'Brien – absent w/notice, Bill Viau, Pamela Duncan, Dr. Ransom, Martin Wainwright, and Mary MacCracken

### **Agenda:**

Called to order by Dr. Erickson.

Dr. Erickson will be meeting with Dr. Ransom this week to discuss subcommittee work regarding professional development and training of other UC subcommittees (to assist with goal setting for the year).

Action Item: All committee members should please review the Tiger Team report to identify issues or goals that should be on our agenda and discussed at our meetings (ex: layoffs and what went wrong). In reviewing the Report, identify what fits into human relations and talent development. Please bring these suggestions to our next meeting.

Discussion: new healthcare policy– identify issues that we might need to address for next year. The wellbeing committee used to work on these matters. Observations by Myra: out of pocket maximum expenses increased to \$1500/individual and \$3,000/family, deductibles are now combined to include medical and pharmacy – all expenses count toward one deductible. Deductible is \$200/single and \$400/family; out of pocket maximum \$1500/single and \$3,000/family.

For 2017: \$400/single and \$800/family – out of pocket maximum will be \$2500/single and \$5000/family.

Employees will be paying 16% as opposed to 15% effective in January (aggregate numbers, based on pay.)

Goal: be involved in the discussion of costs vs. benefits for next year.

Myra and Alisa will reach out to some local schools to ask for a summary of their performance review processes currently in place and if they are willing to share their performance review forms. We will report back.

Corp of Cadets – can we use these students for recruiting and going out in the community? Lead community outreach initiatives? Suggest to President Wilson.

Graduate Assistantships need to be looked at and University needs to set the policy and the expectations for GAs – this likely falls under Graduate School and perhaps committee should take a look.

Alisa to send out the meeting schedule for the remainder to the fall semester.

Adjourned at 10:00 AM.



# Talent Development & Human Resources

## Minutes

September 27, 2016 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Bonnie Bromley, Myra Weakland, Alisa Benedict O'Brien – absent w/notice, Bill Viau, Pamela Duncan; missing with notice: Dr. Ransom, Martin Wainwright, and Mary MacCracken

### **Agenda:**

Called to order by Dr. Erickson.

Review of the Minutes. Bill noted some updates/corrections to last meeting's minutes:

Maximum out of pocket expenses are currently \$1500/individual and \$3,000/family, and for new policy, deductibles are now combined to include medical and pharmacy – all expenses count toward one deductible. For 2016, deductible is \$200/single and \$400/family; out of pocket maximum is \$1500/single and \$3,000/family. For 2017: Deductible will be \$400/single and \$800/family and out of pocket maximum will be \$2500/single and \$5000/family.

Employees will be paying 16% as opposed to 15% effective in January (aggregate numbers, based on pay.) HR/Benefits communicated with SEAC and CPAC during the discussion of the change in providers. HR/Benefits was careful in choosing the new plan to limit disruption with networks. New provider is Anthem. Pharmaceutical and Dental remains the same except that for dental 84/16 split – employees will only pay 16% of the cost.

Next, Dr. Erickson noted that both she and Mary Jo are permitted to remain members of this committee per the Bylaws.

### **Review of Topic Submission by CPAC requesting a salary survey for contract professionals and staff:**

Our committee has done some research previously. It is certainly something that we need to do and we would be happy to undertake the salary study but because of the very low likelihood of any raises in the near future and with the costs associated with hiring a consultant, we recommend putting a salary study on hold and not make this a goal for this year until the University's financial situation is stabilized. Would be more accurate to wait to do such a survey

at a time when we would actually be using such data. Would only be looking at all non-union positions.

The deans and vice-presidents are looking over all hiring requests of all colleges to determine which positions are critical, should be filled, could be eliminated, etc.

### **Review of Topic Submission for Salary Increase for Part-Time Faculty**

Martin was working on this issue and Dr. Erickson will speak with Martin. Dr. Erickson will make a note that we are reviewing the proposal. Bill noted that the University is required to contribute to the state retirement system for all part-time (adjunct) faculty.

Dr. Erickson and Dr. Ransom spoke about professional development/programming to assist other committees with goal-setting for the year.

Bonnie reported on performance evaluations from other Ohio public universities and shared copies from Ohio State, BGSU, and Wright State. Our subcommittee will meet to discuss and review further before our next whole committee meeting. Bill suggested we should talk with Paul Levy in the Psychology Department. Bill noted there is a conference at Quaker next Thursday regarding the future of performance evaluations. Myra will follow up with Steve Ash and let us know the details.

Dr. Erickson will send out our goals for the year for review by all.

#### Review of Tiger Team Report:

Cost-savings – review of the results of the last cuts; our recommendation would be to think about going forward and thinking about the future and not looking back and rehashing the past. Pam suggested having discussions with our various groups to get suggestions and see what people are comfortable with. All agreed that some suggestions (i.e. no paid holiday break, pay cuts) cannot come from higher administration and must come from the employees.

Layoffs in departments – we have been looking at planning for the last several months. Although there will likely not be layoffs now, we are looking at other cost-cutting efforts.

Brief discussion of Admissions efforts.

Adjourned at 4:40 PM.

# Talent Development & Human Resources

## Minutes

October 18, 2016 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Bonnie Bromley, Mary MacCracken, Alisa Benedict O'Brien, Bill Viau, Pamela Duncan, and Dr. Ransom. Missing with notice: Martin Wainwright, and Myra Weakland.

### Agenda:

Called to order by Dr. Erickson.

Minutes of last meeting were approved unanimously.

Report on UC Leadership meeting last Tuesday. Dr. Erickson, Alisa and Mary attended. Thought it was productive and informative. Student Services Committee reported on financial focus on student scholarships. Important as it relates to student retention efforts.

Also reported on Stark State coming to Akron and how that will effect UA. If they are coming to our community, it would be better to collaborate than compete. Our committee will keep an eye and might add to our goals regarding pay of part-time faculty and how pay might work out going forward if we collaborate with Stark State.

Alisa and Mary updated the committee on Bits and Atoms – UA agreed to give up 20,000 square feet of Polsky for this project in the previous years. Promises were made and grants were awarded using Polsky address. Majority of UA leadership was not consulted and now President Wilson is trying to handle the situation. We will also keep an eye on progress here.

Next, we turned to Review of our Committee Goals:

1 - Martin was collecting information on part-time faculty salaries from department chairs. Dr. Erickson will check in with Martin to see what data he has collected thus far and then make our report to the Budget Committee.

To review cost-reducing alternatives to layoffs when faced with budget cuts, taking into account continuation of important services and the maintenance of institutional knowledge	2	Completed report to Budget Committee
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To work with the UC Recreation and Wellness Committee on incentives in the Benefits program to encourage use of Wellness programs.	3	Recommendations to UC for changes in the Benefits program
To provide an in-depth review of the issue of performance review for non-academic personnel which involves collecting information on performance review in university and non-university situations elsewhere.	4	Completed report with recommendations
To continue to work on planning the provision of talent development programs, building on last year's report with Dean Ransom.	5	Provision of talent development programs

Benefits/Incentives for Employees: Need to comply with ADA for incentives and benefits. Committee did report on various incentives offered by other companies and universities. Need to come up with incentives and benefits. Might be findings from the World Economic Forum – they looked at employee health. We need to form a joint sub-committee with Recreation and Wellness Committee. Liz to contact John MacDonald.

Pam and Bonnie reported on the “Do Performance Reviews Have a Future?” seminar. Steve Ash will send Bonnie all the slides. Noted that most supervisors do not know how to do a performance review. A helpful approach reported is to make your staff take some ownership in the process. Studies show you get more productive employees using this approach. We would like to have Steve Ash come and speak to our group.

Dr. Ransom suggests a workshop for committee members to look for synergy and opportunities for collaboration; review and suggestions on committee goals. Appreciative Inquiry – what do we do well and how do we do more of that? Workshop should be before the end of the semester.

Alisa noted CPAC scholarship opportunity for professional development.

Meeting Adjourned at 4:15 PM.

# Talent Development & Human Resources

## Minutes

November 15, 2016 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Bonnie Bromley, Mary MacCracken, Alisa Benedict O'Brien, Bill Viau, Pamela Duncan, Myra Weakland, and Lakeesha Ransom. Missing with notice: Martin Wainwright.

### **Agenda:**

Called to order by Dr. Erickson.

Motion made to accept Minutes. Minutes of last meeting were approved and accepted unanimously.

Dr. Erickson reported on UC Meeting from last week. Institutional Resource Committee gave report. They reported on their financial goals, including raising scholarship dollars. There are 912 endowed university scholarships. They also mentioned alumni events planned. President Wilson addressed the budget. The Ernst & Young report should be coming out in the next week or two, including suggestions/recommendations for the university. The President said the entire report will be available and transparent. They are suggesting a buyout plan for all employees (a voluntary buyout program). Our committee will want to look at balancing budget cuts with loss of programs and services resulting from buyouts/cuts.

Discussion of buyouts: Issues – would only work for certain departments and certain programs. Concerns with accreditation with faculty requirements. We do not yet know specifics for UA's buyout plans but note other universities have confined buyouts to specific colleges. We discussed planning and reporting for those exiting so that institutional knowledge and processes are not lost. If faculty took buyouts, who would cover courses, etc.? Who would continue services if contract professionals and staff took buyouts? Wright State, Penn State and OSU had similar buyouts. Will look at those schools for examples of what worked/didn't work.

All – go back to your constituencies and find out if other colleges and universities have been part of buyouts and what were the effects, processes, etc.

HLC will be out for review soon. Please comment and encourage students to complete the HLC survey.

Update on Part-Time faculty salaries – Martin will report on History Department part-time faculty salaries at the next meeting. Rex noted that increasing part-time faculty salaries would cost millions of dollars.

Update on our Proposed Goal Alignment: Lakeesha gave an overview of the proposal. Will plan programming for spring.

Lakeesha also shared with us about the Honors College “Be Kind” campaign and UA Unity day next week.

Performance Review Subcommittee has not yet met. We will update the committee when we have met and have updates. Idea to invite Steve Ash to a meeting (Myra and Pam will follow up.).

Meeting Adjourned at 4:15 PM.