

# **Talent Development & Human Resources**

## **Minutes**

November 20, 2015 – 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 (Bonnie Bromley, Todd Rickel missing with reason)

Notes submitted by: Alisa Benedict O'Brien

### **Agenda:**

Minutes of 11/6/15 Meeting presented and reviewed. Motion to accept the Minutes made and seconded. Minutes were accepted.

Dr. Erickson noted that our psychology department (Paul Levy) would be a good resource for our review of performance evaluations and has expertise in the area. The subcommittee will connect with him.

Continuation of Discussion of Employee Performance Reviews (goal 1):

Subcommittee did not yet have a chance to meet. Alisa noted that she reached out to CPAC to learn of their input and research on the performance review process in the past but had not yet heard back. Mentioned that Bill Lyons would also be a good resource (labor relations).

Theresa reported on layoff planning (goal 2):

- Searched layoffs, succession planning and reviewed materials.
- Discussed idea of job description vs. tasks (task inventory – what we each do outside of our job descriptions, including various reports, data collection, file maintenance)
- Discussed reports that certain employs do that others on campus may not know about – Ex. Carnegie Classification, Campus Compact
- Each department needs a procedure for saving files, documentation of these tasks outside the general scope of one's job duties
- Suggestion to create an official planning guide/guidelines and boxes to check when someone is transitioning out the UA for any reason

Theresa agreed to look at the Committee's prior report on succession planning and make modifications and create a 1 page sheet/addendum (not just for layoffs, but all succession planning).

Discussion of goal 3 – Talent Development – will have a void in this area with ITL gone.

Reviewed the history of ITL prepared by Theresa. Discussed how we can preserve this information besides simply archiving it, including resources, subscriptions, online library/training materials of ITL.

Subcommittees will meet or talk prior to next meeting. Next meeting is Friday, December 4<sup>th</sup>.

Meeting adjourned at 9:34 AM.