



# University Council

## MINUTES

JANUARY 16, 2015

9:00 AM

TALENT DEVELOPMENT AND  
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Elizabeth Erickson, Mary MacCracken, Bill Viau, Martin Wainwright  Guest: Michelle Smith  Absent with Notice: Gregory Dieringer  Absent without Notice: Megan Bodenschatz, Dan Deckler, Jerica Rogers, and Alicja Sochacka

### Agenda topics

#### MINUTES

DISCUSSION	The minutes of the December 4, 2014 meeting were approved.

### SUCCESSION/RETIREMENT PROCESS

	<p>Dr. Erickson indicated the subcommittee met last week to make further changes to the committee's report. She then distributed the subcommittee's report for the Committee's review. The plan includes academic and non-academic units.</p> <p>Several suggested changes were discussed including defining whether a position is vacated or likely to be vacated. The report needs more analysis on areas of growth, available resources, and justification of replacing positions based on enrollment.</p> <p>The Committee discussed the need for the mission statement to be in line with the college's mission. The supervisor noted in item A2 in Recommendations should be a dean or division leader. Supervisors should send reports to the Senior VP, Provost or President depending on their reporting line.</p> <p>Recommendation A7 should also include language relating to process mapping of key positions. Recommendation B9 should reflect Academic and Non-Academic units.</p>
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### SICK LEAVE POLICY

	<p>Matt distributed a draft Leave Bank Policy document and asked everyone to review, send him any comments, and the document will be reviewed again for final approval at the next meeting.</p>

### NEXT MEETING

	<p>The next meeting is Friday, January 30 at 9:00 am.</p>

# University Council

## MINUTES

JANUARY 30, 2015

9:00 AM

TALENT DEVELOPMENT AND  
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Elizabeth Erickson, Mary MacCracken, Bill Viau, Martin Wainwright</p> <p>Guest: Michelle Smith</p> <p>Absent with Notice: Alicja Sochacka, Gregory Dieringer</p> <p>Absent without Notice: Megan Bodenschatz, Dan Deckler, and Jerica Rogers</p>

### Agenda topics

#### MINUTES

DISCUSSION	The minutes of the January 30, 2015 meeting were approved.

### **SICK LEAVE POLICY**

	<p>Matt reviewed the revised proposed Sick Leave Policy. The initial plan is to implement the program for CPAC and SEAC members. If a group from a collective bargaining unit wants to join, they need to go through their process to join. A bullet needs to be added for unclassified and “unrepresented” groups like 12 month, law school, etc. as well as full and part time unrepresented faculty and administrative faculty. The number of representatives on the committee will increase to seven.</p> <p>With the inclusion of these changes, the committee approved the policy. Matt will submit the proposed policy to the University Council.</p>
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### **SUCCESSION/RETIREMENT PLANNING**

	<p>The revised report was reviewed. Dr. Erickson may make some changes to the reference to the literature review on page 2. It was suggested that a sentence be added stating that the committee is continuing to consider alternative retirement phase downs.</p> <p>A sentence should be added to recommendation A5 stating there should be a response in as short a time period as possible.</p> <p>Recommendation number 8 should be revised to state “The University Council informs the Faculty Senate that there could be academic quality issues in replacement of retirees with NTT rather than Tenure track replacements.”</p> <p>It was noted that the report seems to be focusing mostly on the faculty and that the needs of other groups need to be reviewed. It was agreed that it is a timing issue and the report will be reviewed and revised to look at other groups at another time. We need to move forward at this time.</p> <p>The committee approved the report. Dr. Erickson will send it to the University Council.</p> <p>.</p>

### **SALARY SURVEY REQUEST**

	<p>The salary survey request will be reviewed at the next meeting.</p>

### **NEXT MEETING**

	<p>The next meeting is Friday, February 13, at 9:00 am.</p>
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# University Council

## MINUTES

FEBRUARY 13, 2015

9:00 AM

TALENT DEVELOPMENT AND  
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Mary MacCracken, Alicja Sochacka, Bill Viau, and Martin Wainwright  Absent without Notice: Megan Bodenschatz, Dan Deckler, and Jerica Rogers

### Agenda topics

#### MINUTES

DISCUSSION	The minutes of the January 30, 2015 meeting were approved.

**UNIVERSITY COUNCIL MEETING**

	Dr. Erickson reported that the proposed Sick Leave policy did not go out to UC committee members in time for the last meeting. It, along with the Succession/Retirement Planning recommendation, will be reviewed in March.

**SALARY SURVEY REQUEST**

	The issue brief regarding the salary survey was discussed. The committee agreed that other constituencies, such as SEAC should be included with this request. Bill reported that there is a system in place in the HR department to review salaries. The Mercer study looked at a series of factors. There is no funding available to adjust salaries. It was agreed that Theresa will get additional feedback from CPAC on what they expect to accomplish with the issue brief. Bill will send the committee material on HR's point factor system. Dr. Erickson indicated that our job is to show transparency. The topic will be discussed again at the next meeting.

**NEXT MEETING**

	The next meeting is Friday, February 27, at 9:00 am. The Wellness initiative should be put back on the agenda for the next meeting.
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# University Council

## MINUTES

FEBRUARY 27, 2015

9:00 AM

TALENT DEVELOPMENT AND  
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Matt Bungard, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Mary MacCracken, Alicja Sochacka, Bill Viau, and Martin Wainwright</p> <p>Absent with Notice: Theresa Beyerle</p> <p>Absent without Notice: Megan Bodenschatz, Dan Deckler, and Jerica Rogers</p>

### Agenda topics

#### MINUTES

DISCUSSION	The minutes of the February 13, 2015 meeting were approved.

### SALARY SURVEY REQUEST

Bill gave an overview of the Mercer Job Evaluation Plan. It was implemented in 2000 and continues to be used in HR today. The IT division has a separate but similar system. They use the CUPA survey system which looks at national data at the doctorate institutional level. The survey is done annually from all state universities in Ohio. They also have access to ConnectSA for contract professionals.

The plan is used for new hires. There is a question on what to do for existing employees but it is designed to work with the PDAQ (position description audit questionnaire) process. There is an issue with “compression” – being hired a long time ago, no raises, years of being behind in wages.

Bill reported that they worked to correct faculty pay issues and the faculty system is in a much better position than they were ten years ago.

There was a discussion about the career ladder. There is no system in place but it is being used for some positions such as in advising, physical plant, police department, secretaries, and accountants. The system does not show when a person steps up. It was done in one area of the University -- in the costume area for the theatre program. There is no tenure process in other jobs (like faculty). There is also the issue of red-lining – if you are at the top of your grade, you get nothing.

The Committee discussed whether there is worth in exploring a better system or better framework. Is this current system good? Is it worth analyzing the current policy?

Do we want to recommend a policy? If money is available, should it be set aside for those below grade? Does the system work, but can't be implemented because of lack of money or do we need to change the system?

The subject will be discussed at the next meeting. Our job is to decide if we need a change in policy.

### NEXT MEETING

The next meeting is Friday, March 13, at 9:00 am.



# University Council

MINUTES

MARCH 13, 2015

9:00 AM

TALENT DEVELOPMENT AND  
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Mary MacCracken, and Bill Viau.</p> <p>Ad Hoc Committee Member: Michelle Smith</p> <p>Absent with Notice: Martin Wainwright and Alicja Sochacka</p> <p>Absent without Notice: Megan Bodenschatz, Dan Deckler, and Jerica Rogers</p>

## Agenda topics

### MINUTES

DISCUSSION	The minutes of the February 27, 2015 meeting were approved.

### SALARY ISSUE BRIEFS

	<p>The issue brief from CPAC and the new issue brief from the Academic Advisors regarding compensation are being reviewed together. Bill noted that the academic advisors are asking for increases for specific individuals which could lead to an influx of other requests.</p> <p>The career ladder was discussed which the committee could review as a process or planning issue. Funding of the career ladder should go to the Budget Committee.</p> <p>Matt suggested that we could make a recommendation of where career ladders might be applicable. If the committee thinks that ladders are important, we could make a recommendation to the budget committee that they should be funded. It would be inadvisable to try to fix everything. If we had \$1 million a year, HR could authorize and fix issues of disparity. Maybe another group like Mercer could come in and evaluate. Bill stated that it may be time for another market check. The Mercer study wanted to get to 97% of market. They evaluated, but did not have the money to fund it.</p> <p>The committee agreed that we will not be looking at individual salaries, but instead we will review the planning process and make potential recommendations to the Budget &amp; Finance committee. We will look at unrepresented contract professional and staff, not collective bargaining units.</p> <p>Matt, Margaret and Bill agreed to meet to begin a draft response to the issue briefs. This topic could be put on the agenda for the next University council session beginning in April.</p>

### UNIVERSITY COUNCIL REPORT

	<p>Dr. Erickson reported that the sick leave policy and the succession planning report were presented to the University Council for approval. Both items have moved onto be reviewed/approved by the president. She indicated that there was a lively discussion on the succession planning report. It was voted 14-3, an 80% passage. She was asked whether the report had had a unanimous vote of approval with the committee for which she replied yes. Tim Lilly said that this report is an example of what this body is supposed to do. A comment was made that the process should start in the Fall with a response within a month. However, it will not work because of the budget process. It was recommended that the process for a GA budget should be looking a year ahead. Dr. Erickson suggested that we might want to get together with the budget committee to see what we can do about the planning issue getting in better sync with the budget. This will be a continuing conversation.</p>
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	<p>Dr. Erickson also indicated that bylaws have still not been finalized. They are on the fourth draft and that there is a group looking at it.</p>
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**WELLNESS INITIATIVE**

	<p>The wellness initiative was briefly discussed. Margaret was asked to resend to the committee members all the materials previously sent.</p>
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	<p>The Committee needs to focus on a recommendation on benefits in wellness. We need to identify the areas of need. There was also a discussion regarding safety on campus.</p>
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**NEXT MEETING**

	<p>Our next meeting is Friday, March 27, 2015 at 9 am.</p>
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# Talent Development & Human Resources

## Minutes

September 25, 2015 – 8:30 – 9:30 AM

Leigh Hall Room 416

Meeting Called by/Facilitator:	Elizabeth Erickson
Type of Meeting:	UC Committee
Attendees:	Elizabeth Erickson Bonnie Bromley Theresa Beyerle Alisa Benedict O'Brien Martin Wainwright Bill Viau Mary MacCracken Dean Todd Rickels
Notes submitted by:	Alisa Benedict O'Brien
Welcome to new members:	Dean Rickels introduced and welcomed.
<b><u>Agenda Topics:</u></b>	
Minutes of the 9/11 Meeting presented:	Motion to accept the Minutes. Motion made and seconded; all in favor. Minutes were accepted.
Report of UC Meeting:	Dr. Erickson reported on UC Meeting held last week. Our committee report on succession planning was discussed. The Steering Committee had previously submitted a similar request to the President for reply. Since our committee does not yet have adopted bylaws, our report does not require a response at this time. The proposal to send our request to the President regarding succession/layoff planning was put to a vote and lost by 1 vote.
Review of Topic Submission:	Topic Submission by John Kline. Submitted, reviewed and discussed by Committee. One of our tasks is to look at policy involved with



# Talent Development & Human Resources

## Minutes

October 23, 2015 – 8:30 – 9:30 AM

Leigh Hall Room 416

Meeting Called by/ <i>Chair</i> :	Elizabeth Erickson
Type of Meeting:	UC Committee
Attendees:	Elizabeth Erickson Bonnie Bromley Theresa Beyerle Alisa Benedict O'Brien Martin Wainwright <del>Bill Viau</del> <del>Mary MacCracken</del> <del>Todd Rickels</del> <i>Missing with reason: Mary, Todd, Bill</i>
Notes submitted by:	Alisa Benedict O'Brien
<b><u>Agenda Topics:</u></b>	
Minutes of the 10/9 Meeting presented:	Motion to accept the Minutes. Motion made and seconded; all in favor. Minutes were accepted.
Consideration of Recommendations of Diversity Council	The UC Talent Development and Student Success Committees were requested to review the diversity plan approved by the Diversity Council. Discussion ensued and general consensus was this report is needed, outline is good with one exception. Elimination of sentences in Number 9 in the intro to diversity plans. "Each college and unit should consider and report on other diversity categories, such as socio-economic status [below poverty line]; gender orientation and identity; recent veteran [10 years or less] status; foreign born." Committee felt the categories too intrusive and possibly violating privacy standards. Diversity Council would need justification to keep these areas in their report. Report was finally
Report of UC Meeting:	



Meeting adjourned at 9:30 am.	objectives for this year. Motion was made to accept goals and was seconded. Motion carried and vote was unanimous.  Motion to adjourn made, seconded.
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Attachments Gill/Belsky Memo to President 5/20/15 (includes Diversity Plans & Reports w/Detail  
2015-2016 Goals for Talent Development & Human Resources Committee



# Talent Development & Human Resources

## Minutes

November 6, 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, Michelle from HR (Bill Viau, Bonnie Bromley, Todd Rickels missing with reason)

Notes submitted by: Alisa Benedict O'Brien

### **Agenda:**

Minutes of 10/23/15 Meeting presented and reviewed. Motion to accept the Minutes made and seconded. Minutes were accepted.

Discussion of health care benefits and Akron General being out of University of Akron employee network:

Committee wants to be a part of conversations pertaining to changes in our health benefits and network providers. Alisa will contact CPAC to ask how/if they are involved in the process, have been involved, have drafted any recommendations, etc. and report back.

**\*\*anything to add here since I was late to the meeting?\*\*\***

Discussion of Employee Performance Reviews (goal 1):

Subcommittee did not yet have a chance to meet.

Michelle indicated that the intent for the performance reviews was that they be tied to merit-based raises for employees.

- Committee will raise the notion of evaluations tied to merit-based raises when we evaluate the current performance review process
- Committee discussed moral considerations and inconsistencies with evaluations of employees in the same departments, different standards used, etc.
- CPAC had issues with the form when it was rolled out – Alisa will contact CPAC to get more information on prior discussions and resolutions

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 Tom Angelo starting ITL and how ITL evolved and grew.
- As a side issue, discussed faculty leave requests and faculty course releases

Theresa also reported on all the programs/events put on by ITL and compiled a written history to share with our Committee and we began to review and will continue to do so (including new faculty orientation, faculty training, classes, etc.)

Subcommittees will meet or talk prior to next meeting.

Meeting adjourned at 9:32 AM.

# 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.