

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