

Talent Development & Human Resources

MINUTES

OCTOBER 2, 2018

12:30 P.M.

LH 416

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| MEETING CALLED BY | Mary MacCracken | |
| TYPE OF MEETING | Monthly Meeting (<i>Last meeting held May 2, 2018</i>) | |
| PRESIDER | Mary MacCracken | |
| NOTE TAKER | Peggy Walchalk | |
| ATTENDEES | <p>Members in attendance: Brittany Hartman, Renata Janosi, Sarah Kelly, Mary MacCracken, Melanie McGurr, C.J. Peters, Eric Veigel, Peggy Walchalk</p> <p>Absent with notice: Joe Minocchi</p> | |
| Agenda topics: | | |
| 12:30 – 12:35 | CALL TO ORDER | MARY J. MACCRACKEN |
| DISCUSSION | <ol style="list-style-type: none"> 1. Mary MacCracken called the meeting to order and provided a proposed agenda. 2. Introductions – members introduced themselves and identified the area he or she represents. | |
| 12:35 – 12:40 | ELECTION OF OFFICERS | MARY J. MACCRACKEN |
| DISCUSSION | <ol style="list-style-type: none"> 1. Elections were held - results include Mary J. MacCracken as Chair; Melanie McGurr as Vice Chair; and Peggy Walchalk as Secretary. | |
| 12:40 – 1:10 | NEW BUSINESS | MARY J. MACCRACKEN |
| DISCUSSION | <ol style="list-style-type: none"> 1. The chair asked for additions or corrections to the March 7, and May 2, 2018 TD/HR standing committee meeting minutes. There being none, the minutes were approved as distributed by unanimous consent. 2. Vote to invite Liz Erickson to future meetings as a non-voting, advising member. C. J. Peters moved to support the invitation to Dr. Erickson; Brittany Hartman seconded the motion and all were in favor. 3. The Sick Leave Bank Policy was approved by UC on February 13, 2018 and forwarded to the Provost and TD/HR administration for review on March 16, 2018. The TD/HR administration should now plan to draft a board rule to send Sick Leave Bank Policy to the Board of Trustees for final approval. Committee members announced their willingness to assist TD/HR in this process to guarantee presentation at the December 5, 2018 BOT meeting. Sarah Kelly acknowledged the committee's support. 4. Members discussed the goals for 2018-19. The goals will be prioritized in this order (1) Sick Leave Bank Policy, (2) Tuition Remission for Professional Development Courses, (3) Wellness Incentive Program, and (4) Workplace Bullying and Harassment Policy. Peggy will draft the 2018-19 committee goal report for the members to review. | |

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| | 5. The TD/HR 2017-2018 annual report was reviewed. Mary MacCracken noted suggested revisions for items 1 and 2 under the top two successes category. This document will be updated to include noted revisions and will be forwarded to Kim Haverkamp. |
| 1:00 – 1:25 | OLD BUSINESS MARY J. MACCRACKEN |
| DISCUSSION | <ol style="list-style-type: none"> 1. The TD/HR 2017-18 goals and outstanding topic submissions were reviewed and discussed. <ul style="list-style-type: none"> - Sick Leave Bank Policy – finalize board policy for consideration at the December 5, 2018 Board of Trustee meeting. - Tuition Remission for Professional Development Courses – Follow-up with Dean Tudor to see what discounts and training can be made available. - Nursing Mother Locations – Ensure communication of room locations through the Digest and other links as needed. - Wellness Incentive Program – Collaborate with Recreation and Wellness groups to encourage incentive announcements and postings on their website(s). - Services for LGBTQ Population – Response previously submitted. Announcement and advertising of room locations has been posted on campus. - Workplace Bullying and Harassment Policy – Refer to civility clause in the AAUP. |
| 1:25 – 1:30 | NEXT MEETING MARY J. MACCRACKEN |
| DISCUSSION | <ol style="list-style-type: none"> 1. Members agreed to meet every other Tuesday beginning October 16, 2018 (4-5 p.m.) 2. The meeting was adjourned at 1:30 p.m. by unanimous consent. |