

Talent Development & Human Resources

Minutes

February 7, 2018 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Sarah Kelly (present for Bill Viau), Alisa Benedict O'Brien, Mary Jo MacCracken, Kathy Rex, Joe Minocchi, Melanie McGurr, and Brittany Hartman. Missing with notice: Peggy Walchak and Bill Viau.

Dr. Erickson called the meeting to order and made a motion to approve the November Minutes. Motion was seconded and Minutes were unanimously approved.

Subcommittee Reports:

ITL/UA Training: subcommittee met December 14th and reached out to ITL. ITL has made it clear that they are faculty-focused for the trainings they will provide. SEAC and CPAC will reach out to their constituencies and inquire about types of training/offerings employees would like to see offered here at UA. We also noted that this aligns with our issue brief to consider tuition remission for professional development courses. Sarah Kelly noted that there are some professional development courses included in UA Solutions. There are limitations, but some classes are included in tuition fee remission. A catalog is released each fall and spring (online). The issue becomes having sufficient enrollment for each course (ex: if not enough students enrolled, a UA employee would not be able to take the course free of charge.) Jarrod Tudor is over UA Solutions. Subcommittee will reach out to Dean Tudor.

Health benefits/Incentives subcommittee met December 13th. Each subcommittee member will be doing research on what benefits and incentives programs other universities and colleges offer. We will also schedule a joint meeting with the Recreation & Wellness Committee. Liz will contact Rec & Wellness. We will contact Miami, Bowling Green, CSU, Kent and Duke as recommended by Sarah.

Dr. Erickson invited the committee to be present at UC next Tuesday at 3:00 PM for our Committee report.

Next, we turned our attention to a topic submission.

Topic or Issue Description: One of the best benefits of working at UA is the tuition remission for employees and dependents. However, UA Solutions courses and professional development courses are not included in the current educational benefits. Many of the courses and topics would be directly beneficial to employees in their current positions, individual departments and UA as a whole. Many of the larger local employers offer in-house business and professional development opportunities and certifications as they engage workers and provide innumerable benefits to the organization as the trainees apply their new skills. A quick search through the library (Business Source Complete; key words "professional development" and "organizations" and "providing") yields multiple results touting the benefits, as does a quick google search. For example, providing LEAN, PMP, and/or Six Sigma education/certification opportunities to faculty and staff could potentially further the University's Stabilize, Invest and Grow strategy.

Specific actions requested: Review the potential pros (and cons) of allowing employees to substitute UA Solutions training, especially training that would be beneficial to their position and UA as a whole, in place of educational benefit for traditional credit courses (possibly just an employee benefit, not dependents, and the cost of the UA Solutions course could be compared to the average cost of 6 credit hours/2 for-credit courses so that costs are comparable).

CPAC has discussed the desire to be trained on various day-to-day platforms including PeopleSoft, etc. and also for leadership and management training with the desire to be able to move up/be promoted.

Next Topic Submission for consideration: We noted that the Budget Committee was also asked to review this submission.

Topic or Issue Description: At the December CPAC meeting, members reviewed a letter submitted by SEAC to University Council detailing the concerns their constituents have raised regarding compensation. As CPAC is charged with representing Contract Professionals to the administration of The University of Akron, we moved to write this letter, both in support of SEAC concerns, and to address the very similar concerns of our Contract Professional constituents.

We would like to begin by acknowledging the positive momentum that is building on our campus. With President Wilson's leadership, and the hard work of staff, contract professionals, and faculty across campus, we have seen growth in fundraising, an improved student attitude, and mended relationships with the larger Akron community, as well as better enrollment numbers than we otherwise would have seen. We are grateful for the administration's vision and efforts toward these ends.

With all of this momentum, it is important to reiterate what SEAC has stated in their letter: "Increases in compensation can serve several functions...to reward and acknowledge the increased contributions of established employees [and] to help retain those employees that would otherwise take that skill and experience to other organizations." Those staff and contract professionals who remain are here for the right reasons. They care about our students and the success of this University. When we have been asked to do more with less, we have risen to the challenge and cut spending, taken on additional responsibilities, and worked extra hours without a second thought – to be sure that our students receive the same outstanding service that they have grown accustomed to as part of this Zips family.

We remain grateful for the additional vacation days over winter break and the one-time financial bonus in October. However, we agree with SEAC's assertion that "they do not help resolve long term financial issues for employees." We have seen wage stagnation over many years which not only makes it difficult to retain current employees, but equally difficult to recruit replacements for the ones who leave. Additionally, the inequities created between employees who are members of a bargaining unit and those who are not has harmed employee morale, and this will only worsen over time.

Recognizing that the University continues to face significant financial challenges, and that the budget turnaround in 2017 was accomplished through many one-time solutions, we believe that now is the appropriate time to discuss and establish a plan for reinstating normal compensation adjustments for those employees who are not part of a bargaining unit. As University finances continue to stabilize, our Contract Professional constituents need some sense of what conditions must be obtained by the March budget deadline in order for them to be considered in annual pay raises alongside bargaining unit employees.

Specific actions requested: We are asking for the support of university administration to provide a plan prior to spring break and a timeframe for addressing the compensation inequity for contract professionals,

particularly in light of the many years since any adjustment for CPs. Any assistance the University Council can provide would be sincerely appreciated.

Sarah noted that CPs are down campus-wide by 20%. Sarah is going to pull resignations for CPs and staff since the layoffs and share with our committee. Dr. Erickson will draft a letter in support of CPAC's request and circulate to our committee. Our goal will be to submit the letter of support to UC.

LGBTQ Topic Submission:

Our committee will touch base with Jolene Lane and John Messina to see what UA is already doing and provide updates for "safe space" trainings. We will pick up here at our next meeting.

Meeting adjourned at 4:15PM.

Talent Development & Human Resources

Minutes

March 7, 2018 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Bill Viau, Alisa Benedict O'Brien, C.J. Peters, Mary Jo MacCracken, Joe Minocchi, Melanie McGurr, Peggy Walchalk, and Brittany Hartman. Missing with notice: Kathy Rex.

Agenda

Minutes

Information from UC meetings for February and March
Review of topic submissions for replies to UC Executive Committee
Fee remission for professional development
Services for LGBTQ
Discussion on goal progress

Dr. Erickson called the meeting to order and made a motion to approve the February Minutes. Motion was seconded and Minutes were unanimously approved.

Next, we introduced Peggy Walchalk to the committee. This was Peggy's first meeting as the SEAC rep.

Dr. Erickson shared our committee report at the February UC meeting. The Sick Leave Bank was voted on and passed (was almost unanimous). The CPAC proposal to ask for a timeline on salary raises was adopted by UC by vote 80/20. Dr. Erickson noted that President Wilson addressed athletics, admissions, and adult focus program.

On Wellness Initiatives: Dr. Erickson spoke to Kris Kraft about collaborating and meeting at 9AM on March 13th. Dr. Erickson, Melanie and Joe will attend the meeting in Shrank Hall 460. We note the topic submission on a Wellness Initiative Program will be discussed at this meeting.

Dr. Erickson updated us on the LGBTQ Topic Submission as discussed at UC. Student Services Committee is working on this and noted there are transgender bathrooms on campus. They are looking at this and this was discussed at UC. Our committee would like this shared more broadly campus-wide. As such, we made a Motion for the Communications Committee to share the information presented at UC regarding new transgender restrooms be distributed to the campus community via the Digest.

Talent Development/Tuition Remission Topic Submission – Dr. Erickson contacted Dean Tudor of Wayne College to explore what is currently offered for UA employees by way of training and professional development. Melanie shared a list with us of noncredit class pricing through UA Solutions. List will be attached hereto. Dr. Erickson will speak with Dean Tudor. We need more input from CPAC and SEAC: what at the department levels is being done across campus? Joe reminded us of the CPAC scholarship for professional development. He noted 4 scholarships were awarded last year. Peggy noted SEAC does not have a large budget. We talked briefly about fundraising for professional development scholarships.

Bill noted that there are consortia amongst schools and might be opportunity for collaboration. Bill also noted each department can send an employee to these trainings, provided the department has a budget.

Bill made a motion to recommend to the budget committee that they add a line item for professional training for staff for the new budget. Mary Jo seconded. Dr. Erickson will contact the budget committee.

Work Place Bullying/Harassment Topic Submission. Melanie shared the current policies UA has regarding sexual harassment. Dr. Erickson will look into other policies.

Meeting adjourned at 4:00PM.

Talent Development & Human Resources

Minutes

May 2, 2018 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Bill Viau, Alisa Benedict O'Brien, Mary Jo MacCracken, Joe Minocchi, Melanie McGurr, Peggy Walchalk, Fahima Nassimi, and Brittany Hartman. Sarah Kelly was also in attendance. Missing with notice: C.J. Peters.

Agenda

Minutes

Update on Wellness Committee

SEAC and CPAC information for Dean Tudor on Solutions

Work place bullying /harassment issue

Discussion of two issues brought to my attention: termination dates and family leave

New business

Dr. Erickson called the meeting to order and while we did not have official minutes from the April meeting, we recapped what was discussed. Next, we introduced Fahima Nassimi, our new SEAC committee member.

We discussed UA solution course offerings. Liz has met with Dean Tudor. Joe shared the following list from CPAC:

Contract Professional interest in UA Solution course offerings

- 1.) Adobe InDesign/Photoshop
- 2.) Leadership Essentials
- 3.) Project Leadership and Motivation
- 4.) Project Management Essentials
- 5.) Project Management – Certificate in Applied
- 6.) Finance for Non-Financial Managers
- 7.) Lean Mastery
- 8.) Six Sigma Black Belt
- 9.) Six Sigma Green Belt
- 10.) Clifton Strengthsfinder

Liz will be sharing this, along with SEAC's list, with Dean Tudor.

Work Place Bullying/Harassment Topic Submission. Melanie shared the current policies UA has regarding sexual harassment as well as policies of other universities. Dr. Erickson talked with AAUP (Pam) and was told there needed to be a management policy. Our committee should review the current faculty policy in the Collective Bargaining Act, Article 5, Section 4. Our committee should also review the following policies:

Anti-Bullying Policies

New York University

<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/bullying--threatening--and-other-disruptive-behavior-guidelines.html>

Oregon State

<http://eo.oregonstate.edu/bullying-policy>

McNeese State

https://www.mcneese.edu/policy/anti-bullying_policy

Anti-Harassment Policies

Grand Valley State

<https://www.gvsu.edu/policies/policy.htm?policyId=7E08654A-ACE7-9AC9-5B933125DDA72033>

University of Dayton

<https://www.udayton.edu/policies/finance/nondiscrimination-policypage.php>

University of Iowa

<https://opsmanual.uiowa.edu/community-policies/anti-harassment>

For the June meeting, we will discuss and work on drafting a policy.

Liz next discussed an issue of termination dates as presented to her by Martin Wainwright (previously a committee member). When an employee is leaving the university, and will have a gap in benefits, what is the policy? Coverage ends on the last day of your employment. Sarah and Bill explained UA policies.

The second issue Liz discussed is what extra time is given towards tenure for maternity leave. Sarah noted that you get 20 days of paid maternity leave, plus 6-8 weeks of paid sick time, provided you have it. Otherwise, you can take FMLA (unpaid sick leave). Faculty will be talking to AAUP about policies. As related, are there issues with SEAC or CPAC? Bill noted that as state employees, we can accrue sick leave with no limitations.

Bill and Sarah updated us that the sick bank and request by CPAC for a timeline on raises are both in the review process with HR and they will give us a status update.

We also recognized Mary Jo for 50 years of service and her community service award.

Meeting adjourned at 3:50PM.

Talent Development & Human Resources

MINUTES

OCTOBER 2, 2018

12:30 P.M.

LH 416

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"> Mary MacCracken called the meeting to order and provided a proposed agenda. 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"> 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"> 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. 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. 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. 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. 	

	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.

Talent Development & Human Resources

MINUTES

OCTOBER 16, 2018

4:00 P.M.

LH 416

MEETING CALLED BY	Mary MacCracken
TYPE OF MEETING	Bi-Monthly Meeting
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>Others: Liz Erickson (non-voting member)</p> <p>Absent with notice: Joe Minocchi</p>
Agenda topics:	
4:00 P.M.	CALL TO ORDER MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> Mary MacCracken called the meeting to order and provided a proposed agenda. Review of the October 2, 2018 meeting minutes – approved as written.
4:10 P.M.	OLD BUSINESS MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> A draft of the committee goals for the UC year ending August 31, 2019 was provided for review. Members ranked each goal by priority and discussed the next steps. Dr. MacCracken noted that the completed goals list is due to UC by November 16, 2018. <ul style="list-style-type: none"> <u>Priority 1 – Finalize Sick Leave Bank Policy</u> <ul style="list-style-type: none"> - Propose a new rule to the Board of Trustees at the December 5, 2018 BOT meeting. Sarah Kelly will be meeting with John Riley this week to work on a rule amendment to be adopted by UA administration. The December 5th date seems within reason at this time. <u>Priority 2 – Establish Workforce Development/UA Solutions training for UA employees at a discounted price.</u> <ul style="list-style-type: none"> - Former Chair, Liz Erickson met with Dean Tudor in February of this year. Committee members agreed that the survey results secured by CPAC and SEAC should be shared with Dean Tudor. Members suggested inviting Dean Tudor to our next committee meeting. Peggy will extend an invitation to the dean for the October 30, 2018 meeting. <u>Priority 3 – Implement Health Care Savings/incentives for UA employees.</u> <ul style="list-style-type: none"> - Members had originally discussed the idea of communicating and updating UA websites with available incentives. However, it was noted that the Recreation and Wellness Committee is continuing to examine opportunities in this area. Their group is reviewing model programs currently in place at five Ohio institutions. Those schools include Kent

	<p>State University, Miami of Ohio, Ohio University, The Ohio State University, and the University of Cincinnati. As a continued discussion on this topic, members agreed that it would be good to know 1) what the program participation rate is at these schools, and 2) what it costs the institution to run such a program. Peggy offered to share these questions with the SEAC representative on the Recreation and Wellness Committee.</p> <ul style="list-style-type: none"> - Members also discussed the faculty/staff participation rate at our Recreation and Wellness Center. Eric noted that the participation rate is very low, at roughly ten percent. Since Eric has background experience in the sports/science area, he is interested in participating in further conversation should the opportunity be presented. <p><u>Priority 4 – Workplace Bullying and Harassment Policy</u></p> <ul style="list-style-type: none"> - Members had previously noted that this information is already established in the AAUP Civility Clause. After discussion the committee agreed that we should seek a guideline, perhaps through the Judicial Affairs office, to prepare a declaration statement. <p>Dr. Erickson noted that the student policy was created with Bill Rich and the policy should be available on a website. Melanie will share her summary of findings, as well as check with Akron Public Schools for a general harassment policy. Dean Peters will check will also check to see if Canton Public Schools has a policy.</p> <ul style="list-style-type: none"> - This topic will be tabled for a future meeting.
4:50 P.M.	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">MARY MACCRACKEN</p>
DISCUSSION	<ol style="list-style-type: none"> 1. Sarah Kelly announced that UA is in the considering the purchase of a new software training program called Hoonuit. There may be a future opportunity to survey CPAC and SEAC members for feedback on interested training topics.
5:00 P.M.	<p style="text-align: center;">ADJOURN</p> <p style="text-align: right;">MARY MACCRACKEN</p>
DISCUSSION	<ol style="list-style-type: none"> 1. Meeting adjourned at 5 p.m. 2. Next meeting scheduled for Tuesday, October 30, 2018 (4 p.m.) LH 416

Talent Development & Human Resources

MINUTES

OCTOBER 30, 2018

4:00 P.M.

LH 416

MEETING CALLED BY	Mary MacCracken
TYPE OF MEETING	Bi-Monthly Meeting
PRESIDER	Mary MacCracken
NOTE TAKER	Peggy Walchalk
ATTENDEES	<p>Members in attendance: Renata Janosi, Mary MacCracken, Melanie McGurr, Eric Veigel, and Peggy Walchalk</p> <p>Others: Liz Erickson (non-voting member) and Jarrod Tudor (special guest).</p> <p>Absent: Brittany Hartman, Joe Minocchi, Sarah Kelly, and C.J. Peters</p>
Agenda topics:	
4:00 P.M.	CALL TO ORDER MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> Mary MacCracken called the meeting to order and provided a proposed agenda. Dr. MacCracken welcomed and thanked Dean Tudor for attending the meeting. Review of the October 16, 2018 meeting minutes – approved as written.
4:10 P.M.	OLD BUSINESS MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> Discussion with Dr. Jarrod Tudor regarding the Tuition Remission for Professional Development/Training (non-credit courses) which remains a priority goal for the committee. Some ideas noted included offering on-line and/or distance learning options and financial support through departments perhaps one time per year or per semester. In conclusion, the next steps in the process should be as follows: <ul style="list-style-type: none"> Dr. Tudor recommended home departments/colleges support their employees by covering 70% of the course cost while the individual employee pays the other 30% of fee costs. Per Dr. Tudor’s suggestion, the UC standing committee should ask to meet with the University Leadership team to discuss prior to submitting recommendation to UC. Dr. Tudor will discuss possible price reduction and options with department members, Gene and Rose. Dr. Tudor agreed to the idea of being a guest speaker if CPAC/SEAC could host a 2-hour seminar. This could be a cost effective opportunity for the campus to consider. Sick Leave Bank discussion (no updates reported). Workplace bullying and harassment policy – Melanie McGurr will share information prior to our next meeting.

	4. Health Care Savings/Incentives – Sarah Kelly to speak at the next UC Recreation and Wellness Committee. Eric Veigel plans to attend this meeting as well.
4:45 P.M.	NEW BUSINESS MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> 1. Dr. MacCracken will attend and provide update at the next UC meeting (November 13, 2018). Members are encouraged to attend. 2. The UC TD/HR standing committee meeting dates have changed due to conflicts with scheduled UC meetings.
5:00 P.M.	ADJOURN MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> 1. Meeting adjourned at 5 p.m. 2. Next meeting scheduled for Tuesday, November 20, 2018 (4 p.m.) LH 416

Talent Development & Human Resources

MINUTES

NOVEMBER 20, 2018

4:00 P.M.

LH 416

MEETING CALLED BY	Mary MacCracken
TYPE OF MEETING	Bi-Monthly Meeting
PRESIDER	Mary MacCracken
NOTE TAKER	Peggy Walchalk
ATTENDEES	<p>Members in attendance: Renata Janosi, Sarah Kelly, Mary MacCracken, Melanie McGurr, Eric Veigel, and Peggy Walchalk</p> <p>Others: Liz Erickson (non-voting member)</p> <p>Absent: Mark Foster, Brittany Hartman, Joe Minocchi, and C.J. Peters</p>
Agenda topics:	
4:00 P.M.	CALL TO ORDER MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> Mary MacCracken called the meeting to order and provided a proposed agenda. Review of the October 30, 2018 meeting minutes – approved as written.
4:10 P.M.	OLD BUSINESS MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> Chair MacCracken attended the UC meeting held on November 13, 2018. She reported on the progress and status of our top two goals; the Sick Leave Bank Policy and the Tuition Remission for Professional Development/Training Courses. The members reviewed and approved the goals for next year. Peggy will submit the UC TD/HR goals for the year ending August 31, 2019 to Kim Haverkamp. Members discussed and reviewed the progress of the UA Solutions and Workforce Development topic submission. The idea is for our committee to create and present a recommendation at the February, 2019 UC meeting. Further research regarding the real cost and the Board Rule should be investigated prior to making a final recommendation. Melanie and Liz will work on securing additional information from UA Solutions. This topic is tabled for our December 11, 2018 meeting. The Sick Leave Bank Policy and status was discussed by the members. Sarah Kelly mentioned that she has been working with John Riley on the proposed Board Rule. Together they have drafted and redlined many versions of the draft. At this point, it is not likely that the proposed Board Rule will be completed for the December Board meeting. However, the proposed rule should be ready to present at the February 13, 2019 Board meeting.

4:45 P.M.	NEW BUSINESS	MARY MACCRACKEN
DISCUSSION	1. No new business.	
5:00 P.M.	ADJOURN	MARY MACCRACKEN
DISCUSSION	1. Meeting adjourned at 4:45 p.m. 2. Next meeting scheduled for Tuesday, December 11, 2018 (4 p.m.) LH 416	

Talent Development & Human Resources

MINUTES

DECEMBER 11, 2018

4:00 P.M.

LH 416

MEETING CALLED BY	Mary MacCracken	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Mary MacCracken	
NOTE TAKER	Melanie McGurr	
ATTENDEES	<p>Members in attendance: Sarah Kelly, Mary MacCracken, Melanie McGurr, Eric Veigel, Mark Foster, Brittany Hartman, and Joe Minocchi</p> <p>Absent: C.J. Peters and Peggy Walchalk</p>	
Agenda topics:		
4:00 P.M.	CALL TO ORDER	MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> Mary MacCracken called the meeting to order and provided a proposed agenda. Review of the November 20, 2018 meeting minutes – approved as written. 	
4:10 P.M.	OLD BUSINESS	MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> The Sick Leave Bank Policy status was discussed by the members. Sarah Kelly has contacted Legal to notify them that the proposed rule should be included on the agenda for the February 13, 2019 Board meeting. Chair MacCracken shared an e-mail received from her Department Chair concerning tuition remission for credit-bearing classes. The group discussed the e-mail and the importance of continuing our discussion of the UA Solutions and Workforce Development topic submission. The group drafted three questions to ask UA Solutions to ensure that Board Rule 3359-26-02 R1b is being upheld. The questions are below. Melanie, Liz, and Sarah will set up a meeting with the UA Solutions office before our next meeting. Chair MacCracken attended the UC meeting held on December 4, 2018. She reported on the progress of the committee. Our full committee report to UC is February 12th at 3:00. The group reviewed outstanding business in relation to briefs received: An Anti-Harassment and Bullying Statement needs drafted, a reply to the brief on breastfeeding locations on campus needs drafted and sent, and the group needs to complete discussion on the Wellness Incentive topic submission. 	
4:45 P.M.	NEW BUSINESS	MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> No new business. 	

5:00 P.M.	ADJOURN	MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> <li data-bbox="363 197 802 233">1. Meeting adjourned at 4:45 p.m. <li data-bbox="363 268 1390 331">2. Next meeting tentatively scheduled for Tuesday, January 22, 2019 (3 p.m.) LH 416 	

Appendix: Questions for Jean Spangler/UA Solutions

1. Does UA Solutions maintain a list of non-fee reduced courses offered? If so, can this list be shared or published?
2. How do you determine the costs of lab fees, supplies, and other resources for the courses that have reduced fees?
3. Do enrollment targets change for each course or is there a set number of students that needs to be reached in order for UA employees to enroll?