Minutes
HR Design Advisory Committee
1:00 - 3:00 p.m.
Friday, February 17, 2012
159 – Education Wisconsin Idea Room

Members Present: Melissa Amos-Landgraf (vice chair), Sue Babcock, Carol Hillmer, Carl Hampton (representing Damon Williams), Brenda Krueger, Barb Peters, Dorothy Steele, Debbie Weber, Heather Daniels, Lisa Rutherford, Kevin Walters, Leland Pan.

Members Absent: Gary Sandefur, Elizabeth Bolt, Barb McPherson, Damon Williams

Ex-Officio Members Present: Alice Gustafson, Eden Inoway-Ronnie, Steve Lund, Luis Piñero, Mark Walters, Al Crist

Others Present: Mike Fay, Scott Hildebrand, Kurt Dorschel

Note: Kevin Walters is replacing Leland Pan as the ASM representative on the committee.

1. Agenda review

2. Meeting minutes from January 27, 2012 :
   • Minutes approved without revisions

3. Open Meetings Discussion:
   • The Wisconsin Department of Justice (DOJ) is reviewing whether the Committee’s meetings are subject to the open meeting laws.
   • Kevin Walters shared ASM’s position that Committee meetings and work team meetings should be open.
   • The topic of open meetings for work teams was tabled until Lisa Rutherford receives an opinion from DOJ.
   • Kevin Walters asked the project team to inform the work team leads of the open meeting issue and ask for their opinions about whether work team meetings should be open to observers.

4. Project Update – Mark Walters:
   • The first employee survey was distributed with employees having the option to complete the survey online or submit a hard copy.
   • The phase 1 teams are starting to emerge with themes from their efforts (handout).
   • A web chat was held on February 14th with second one scheduled on February 23rd.
   • The committee reviewed a handout on Emerging Themes
   • Kevin Walters asked that more information be posted on the HR Design e.g., Committee minutes, work team Executive Summaries. He also suggested a separate forum/meeting with ASM and the TAA and other labor groups.
   • Barb Peters shared concerns regarding employees who do not know about the project and do not have access to the project website. She asked that communication methods include this set of employees.

5. Draft Business Case – Steve Lund
   • The Committee reviewed the Business Case draft.
• Sue Babcock expressed concern about the questions asking the teams to identify the possible financial and operational impacts of their recommendations. If those questions are considered by the teams too soon, they may feel constrained from proposing big ideas. The project team will inform the team leads of the concern and ask that their teams not consider costs until after they have formed their recommendations.

• The Committee discussed whether the final business case documents should be posted on the website.

6. Project Parameters with draft revisions – Steve Lund
• Steve Lund provided the Committee with a revised draft of the parameters – which includes language regarding classified employees’ rights and student employees’ inclusion in the scope of the project. The Committee members will review and provide feedback at the next meeting.

• Carl Hampton suggested adding a parameter about workforce diversity because it is a critical element of the university’s Strategic Framework. The project team will draft language for the Committee’s consideration at the next meeting.

7. Compensation Work Team Update - Dan Langer, Team Lead:
• Several members commented about funding process. Dan replied funding is outside the scope of the work team.

• Question was raised about team participation:
  o Answer: Great participation. A couple of quiet members have become involved as the work team efforts evolve.

• Alice Gustafson, project manager for Administrative Excellence, commented about campus funding structure and how it will evolve.

8. Miscellaneous:
• The Committee agreed that team lead presentations are helpful and that they continue.

9. Adjourned