Minutes  
HR Design Advisory Committee  
1:00 - 3:00 p.m.  
Friday, March 30, 2012  
220 Ingraham Hall

Members Present: Melissa Amos-Landgraf, Sue Babcock, Elizabeth Bolt, Heather Daniels, Carol Hillmer, Barb Peters, Lisa Rutherford, Dorothy Steele, Kevin Walters, Debbie Weber, Damon Williams

Members Absent: Gary Sandefur (chair), Barb McPherson, Brenda Krueger

Ex-Officio Members Present: Luis Piñero, Al Crist, Mark Walters,

Others Present: Carl Hampton

1. Agenda review

2. Meeting minutes from March 16, 2012  
   • Minutes approved

3. Open Meeting Status Update – Lisa Rutherford and Mark Walters  
   • Meetings are now open for the Advisory Committee and work teams. Dates and times are now being posted on project website.

4. Project Update – Mark Walters  
   • Communication was sent to all employees indicating that work team recommendations will be released on April 9th.  
   • Campus input/feedback on the recommendations will be collected via forums, web chats, focus groups, and website.  
   • AC can help communicate draft recommendations to the campus (making sure constituents understand these are draft-not decisions)  
   • UW-Madison participated in UW-System forum focused on draft recommendations proposed by UPS work teams.  
   • Discussed how survey/forum information is being provided to work teams. World Café’ and supv/manager feedback summaries were provided for discussion.  
   • UW System University Personnel Systems (UPS) Update - Al Crist  
     o Update on work team forum held on March 29th.  
     o Timeline is consistent with UW-Madison.  
     o Key themes coming from UPS work teams – provide voice to classified employees, job security is important, need to carefully balance flexibility with consistency.  
     o Areas being recommended are similar to options being considered by HR Design work teams.  
     o Employee categories recommendations – UPS employee categories team is recommending: Faculty, Academic Staff including exempt classified staff, Operational Staff that would include all FLSA non-exempt employees. Limited, Student, and Employee-in-Training categories would continue as being areas where the two personnel structures need to be the same.
   - Advanced copy of Compensation work team business case was distributed and reviewed.
   - Discussed an approach to providing advice on the recommendations. Also discussed concerns about enough members being able to attend the review process and allowing sufficient time to get through all of the cases.
   - Review process will focus on problems and concerns, inconsistencies between business cases, issues/ideas requiring clarification, and identification of the positive elements.
   - Decided to schedule two half-day review meetings to go over each team’s recommendations. Representatives from the work teams would be asked to attend for the specific areas. April 13th and 20th will remain on calendar for AC meetings.

6. **Ombud’s Office and Employee Assistance Office (EAO) Involvement** –
   - Discussed the need for Ombuds (central campus and Rosa Garner) and EAO to be more involved in project. Collaboration and Change Management/Training teams will be asked to reach out to these campus resources.

7. **Miscellaneous**
   - Concerns were raised about some employees not hearing about employee categories options. Project team will work on creating summaries of work team recommendations so information is easier to understand (including translating the information).

8. **Adjourned**