**Minutes**

**HR Design Advisory Committee**

1:00 p.m. - 3:00 p.m.

**July 13, 2012**

**220 Ingraham Hall**

**Members Present:** Gary Sandefur (chair), Kevin Walters, Barb Peters, Carol Hillmer, Barb McPherson, Brenda Krueger, Debbie Weber, Dorothy Steele, Lisa Rutherford, Jeff Shokler (representing Heather Daniels), Carl Hampton (representing Damon Williams)

**Members Absent:** Elizabeth Bolt, Sue Babcock, Melissa Amos-Landgraf

**Ex-Officio Members Present:** Mark Walters, Bob Lavigna, Steve Lund, Al Crist, Luis Piñero, Eden Inoway-Ronnie, Alice Gustafson, Mary Czynszak-Lyne

**Others Present:** Mike Fay, Greg Bump

1. Agenda review
   - No Changes.

2. Meeting minutes from June 29, 2012
   - Approved minutes.

3. Project Update – Bob Lavigna
   - Provided executive sponsors with update on feedback from campus stakeholder groups including compensation, employee categories and benefits.
   - Provided UPS Task Force and Steering Committee update on required areas of alignment for July 1, 2013.

   **UW System University Personnel System (UPS) Update – Al Crist**
   - Meet with UWSA HR Directors and UW-Madison HR Directors Bob Lavigna, Steve Lund and Mark Walters for feedback on areas of alignment and system stakeholder groups.
   - Status meeting with UWSA Chancellors’ scheduled week of July 16.

4. Committee vote and process - Jeff Shokler
   - Members asked to reconsider voting on recommendations.
   - Members commented on use of straw vote, questions and answers provide opportunity for focused feedback, whereas voting focused on specific words in recommendations not complete package of recommendations.
   - Motion:
     - Advisory Committee feedback provided during meetings will be recorded for executive sponsors and project team to consider.
5. Issues – Debbie Webber
   • Discussed the process how committee members should respond to information received and requested. Agreement is to share information with members of the Advisory Committee and project team.

6. Employee Development - Mark Walters
   • Question 1: Should we create an employee benefit (i.e. a right) that offers tuition assistance for any class(es) at an accredited institution of higher education regardless of job – or career-relatedness?
     ▪ Committee provided feedback on waiving course fees, allowing employee to defer payment, course tied to career, central fund and minimizing cost to departments and employees.
   • Question 2: Should we require supervisors (including faculty) to attend introductory and refresher supervisory training?
   • Committee provided feedback on concepts, types and models of training including skill based, online, classroom, and mentoring.
   • Question 3: Should we invest in the central coordination, delivery, and tracking of employee development (new training programming, new systems to track and coordinate training and match mentors, expanded communication)?
     ▪ Committee supported general concept of recommendation.

7. Discussion of Competencies – Bob Lavigna
   • Question 1: Should we use a competency-based framework to organize job descriptions, recruitment, employee development, performance management, and succession planning activities?
     ▪ Committee provided feedback on performance process, scheduling of evaluations, compliance, and organizational change and development of core competencies.
   • Question 2: Should we define organization-wide competencies that are shared by all employees?
     ▪ Committee supported general concept of recommendations.
8. Discussion of Workplace Flexibility – Steve Lund
   • Question 1: Should we establish a panel of unbiased mediators to review decisions when employees and supervisors are unable to come to an agreement?
     • Committee provided feedback on grievance structure, role and authority of grievance panel, governance role in grievance and concerns with panel logistics.

9. Miscellaneous
   • Committee will continue to discuss recommendations at July 20 meeting including the following areas:
     o Diverse workforce
     o Benefits
     o Summary of stakeholder feedback

10. Adjourned