Minutes
HR Design Advisory Committee
1:00 - 3:00 p.m.
Friday, November 18, 2011
220 Ingraham Hall

Members Present: Sue Babcock, Elizabeth Bolt, Heather Daniels, John Dowling (for Lisa Rutherford), Carol Hillmer, Brenda Krueger, Barb McPherson, Leland Pan, Barb Peters, Lisa Rutherford, Gary Sandefur (chair), Dorothy Steele, Debbie Weber and Damon Williams

Members Absent: None

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

Others Present: Mike Fay, Darin Harris, Scott Hildebrand, Don Schutt, Amy Toburen, Kevin Walters

1. Agenda review

2. Meeting minutes from November 4th, 2011 :
   • Minutes were approved with corrections.

3. Project update - Mark Walters
   • He provided an update on the status of selecting work team members.
   • Informed the committee of a kickoff meeting for the members of all of the work teams and reviewed the topics of the kickoff meeting
   • It was mentioned that outcomes identified on the project framework will be expanded based on continuing discussions.
   • Reported that the HR Design website is up and that an announcement was in Inside UW; more than a 1,000 people opened the site
   • Question about whether School of Business Human Resources faculty have been engaged in the project. He responded that the project team is reaching out to several faculty members and will report back at the next meeting about this.

4. Review Advisory Committee responsibilities - Gary Sandefur
   The committee had a brief discussion about the responsibilities and had no concerns.
5. Committee process - Gary Sandefur
   a. Adding agenda items:
      i. Send addition items for agenda to Mike Fay; email address is mafay@wisc.edu
   b. Open or closed meetings:
      i. Lisa Rutherford advised that neither the Advisory Committee nor the work teams are governmental bodies and are therefore not subject to the open meetings law.
      ii. The committee concluded that, for the time being, the Advisory Committee meetings will be closed.
      iii. The committee concluded that the work team meetings should be closed, but that each work team could invite whomever they thought appropriate to attend the meetings.
   c. Tracking issues and questions:
      i. Issues and questions will be tracked in the minutes.
      ii. Send to Mike initially – hrdesign@uc.wisc.edu
   d. Can employees contact advisory committee members with questions, issues, suggestions?
      i. Yes, but committee members cannot speak for the committee and should not answer questions
      ii. Committee members are okay with names and email addresses being published on website
   e. Can substitutes attend advisory committee and work team meetings?
      i. Advisory Committee members can have substitutes
         1. ii. Each work team should be able to decide whether substitutes are allowed depending on the issue at hand and the timing of the progress. The committee discussed its process for approving recommendations to the project team. The recommendation will be reviewed and approved by sense of the committee, consensus or vote, depending on the issue.
         2. The project team will decide whether to accept the committee’s recommendation.
         3. If leaders do not accept a recommendation, the project team will provide an explanation to the committee.
         4. The committee has the right to go to the executive sponsors when the project team does not accept a recommendation.

6. Review the Badger Working Group Principles - Gary Sandefur
   a. Motion: The committee adopts the Badger Working Group (BWG) principles. Motion passed unanimously. It was agreed the principles
would be rebranded as the HR Design principles and footnote would be created to recognize the BWG as the authors.

b. The committee discussed the attachment to the BWG and concluded that it is not part of the principles
i. Motion: Project team should send the attachment to all work teams. Motion passed unanimously.
ii. Motion: Advisory Committee advises the project team leaders that all work teams understand the full context of the attachment. Motion passed unanimously.

7. Update on the work teams -Mark Walters/Steve Lund:
   a. Mark and Steve agreed to send the list of work team members to the committee members by e-mail for opportunity to comment. Committee agreed that the turn-around time will be no more than 48 hours.

8. Meeting schedule:
   a. Team members will hold Fridays 1:00 – 3:00 p.m. on their calendars (except 11/25 and last two Fridays in December) through the first six months of 2012.
   b. Project team will inform committee members whether there will be a meeting no later than Thursday of each week.

9. Miscellaneous:
   a. Send Issues / Park Lot items to HRDesign@uc.wisc.edu
   b. Agenda Items to mafay@wisc.edu

Summary of recommendations to project team

- Work teams are allowed to determine whether they will allow substitutes for absent members.
- The committee’s principles be adopted by the project team and the executive sponsors.
- The attachment to the principles be forwarded to the work teams for consideration and that the work teams be provided the context of the attachment.

Meeting adjourned: 3:05 p.m.