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

Members Absent: Barb Peters, Lisa Rutherford, Damon Williams

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

Others Present: Darrell Bazzell, Kurt Dorschel, Paul Deluca, Scott Hildebrand, Don Schutt, Amy Toburen

Materials Distributed
• Badger Working Group Principles
• HR Design Project, Advisory Committee Kickoff Meeting Presentation

1. Welcome and Introductions - Gary Sandefur, chair
   • Welcomed members of the Advisory Committee.
   • Members introduced themselves.
   • Stated that this project is an unprecedented and great opportunity to make important changes to the university.

2. Opening Remarks - Paul DeLuca, Provost
   • Stated that our current HR system has evolved over decades of changes - many imposed from outside the university. This opportunity will allow us to mold our HR system to meet the needs of a university.
   • Suggested that the committee approach this project by thinking about an environment that is effective, efficient and transparent.
   • Expressed his thanks to the members for their investment of time.

3. Context and Committee Charge - Darrell Bazzell, Vice Chancellor for Administration
   • Thanked the committee members for serving on the committee.
   • Stated that the excellence of the university is driven by its employees.
   • Informed the committee that the university will collaborate with UW System Administration as they create a new HR system.
   • Reviewed the committee’s responsibilities:
     o Advise Project Leader and Executive Sponsors on overall direction of the project (e.g., scope, priorities, etc.)
     o Monitor adherence to project guiding principles
     o Advise Project Leader on critical issues as they arise
     o Advise on number and scope of the work teams.
     o Provide feedback on HR redesign conclusions and recommendations
4. Project Structure and Framework

Preparation and Process - Bob Lavigna

- Thanked the committee members for their participation on this critical committee.
- The project encompasses not just technical design, but also fleshing out policy and processes as well as change management.
- Reviewed the project structure. The project structure will allow the large amount of work to get done, but also to make sure governance and stakeholders are involved from the start. The project has links to the UWSA task force to make sure the work is integrated with the work of UW system.
- Proposed seven work teams for AC review. Each work team will have a leader. We will help define scope, methodology, milestones and deliverables. Project team will provide work teams with the resources they need to do their work.
- Three support teams:
  - Communication will implement a communication plan; launching a website and campus wide communication next week.
  - Change Management and training team will focus on what needs to be done to socialize the results of the project across campus.
  - Collaboration team will focus on soliciting feedback from campus a systematic, organized way.
- Huron will also assist in the process and do benchmarking.
- Technical & subject matter experts from HRS will also be included. While the HRS system won’t determine the results, we do need to make sure we are integrating what we do.
- Advisory Committee is integral to what other groups do.
- JCOER will need to approve a core structure and some aspects; need to determine the level of detail to provide, and this will depend on work of work teams.

5. Work teams

Next Steps - Mark Walters & Steve Lund

- There will be seven work teams of 6-10 people. Need diversity of knowledge and perspective, and are looking at HR experts, process owners, community representatives to participate. There will be a leader and a facilitator on each team.
- Universal qualifications for membership include the time to make commitment, ability to advocate for their interests and for campus as a whole and think of campus as one enterprise, as well as general knowledge. Will ask various groups for recommendations for work team membership.
- Project team will provide each team with tools and information to help them as they look at the issues.
- The time commitment may need 5-10 hours each week this year and into next year.
- Described the functions of the seven work teams.
  
  **Phase One**
• Employee Categories
• Benefits
• Compensation
• Titling
• Competencies
• Recruitment and Assessment
• Diverse Workforce

**Phase Two**
• Performance Management
• Employee Development
• Retention and Flexibility
• Retirement and Succession

- Employee categories work team is first. We will kick off very soon. This team will look at multiple categories: Classified, Academic Staff, etc. Do we need more categories? Do we need less? Any changes in that area need to happen soon. This team will also likely be larger than the others.

6. **Next Meeting - Gary Sandefur**
   - Will schedule next meeting in two week.

**Issues/Questions to Address**
- Are work team meetings open to people not on the work teams?
- Consider creating short descriptions of each committee
- Other areas to be sure are included: career advancement, exit interviews,