

University Council

MINUTES

JANUARY 6, 2012

2:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Becky Hoover, Margaret Canzonetta, Aiesha Motley, Sue McKibben, Mary MacCracken, Kara Katusin, Michael Schuldiner,

Agenda topics

PERFORMANCE PLANNING DOCUMENTS

DISCUSSION	Becky Hoover asked the Committee to give her feedback on “Learning Sessions for Supervisors of Contract Professional and Staff Employees” Powerpoint presentation on the 2011-12 Performance Plan and a draft of a Pilot Program for the Annual Performance Review Tool. The Committee discussed at length Section III: Expected Behaviors of the performance review tool. Suggestions were made for some minor changes to the document. Revisions will be made and then posted to the University Council Sharepoint site.
------------	--

SUMMARY OF UNIVERSITY COUNCIL MEETING

DISCUSSION	Sue McKibben provided a summary of action taken at recent University Council meetings. She indicated that the Council would like to concentrate on policy issues. An “Issue Brief” form was distributed. This form is to be used for items that are to be brought before the University Council for review. Sue also indicated that our Committee needs to prepare a document outlining each member’s term of office with the Committee. If not done so already, members of the Committee should forward this information to Sue.
------------	---

MEETING SCHEDULE

DISCUSSION	The Committee decided it will meet face-to-face once a month but continue to discuss issues virtually via the SharePoint site and email.
------------	--

EMPLOYEE RECOGNITION PROGRAM

DISCUSSION	The Committee discussed possible non-monetary awards for recognizing employees. Suggestions were made such as establishing a website to honor employees and recognition letters from the president. Sue suggested that Committee members continue this discussion via the Sharepoint site or at the next meeting.

University Council

MINUTES

FEBRUARY 1, 2012

1:30 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members: Becky Hoover, Margaret Canzonetta, Sue McKibben, Mary MacCracken, Susan Speers, Kelsey Risman, Michael Schuldiner, Neil Sapienza. Guest: Kent Marsden

Agenda topics

UNIVERSITY COUNCIL

DISCUSSION	<p>The meeting began with an introduction of Neil Sapienza as a new member of the Committee replacing Paulette Popovich.</p> <p>Next, Sue McKibben introduced Kent Marsden, a member of University Council, who worked for over eight years working with the Exploratory Committee to form the University Council.</p> <p>Kent provided the Committee with the history of University Council noting that the need for the Committee stemmed from a 2003 university accreditation process whereby the need for shared governance was identified. Since that time, the faculty unionized and the communication processes were reviewed. Faculty Senate was formed to look at shared governance to show inclusiveness – everyone is informed who wants to be informed. On August 19, the final University Council document was presented. Kent noted that the document needs some changes including defining VP responsibilities. The next accreditation process will be held in March 2013. By December 2012, the document needs to be finalized, terms of office need to be in place, and an outline for each committee’s goals needs to be defined.</p> <p>Issues such as “what constitutes a member” are being reviewed because current committees are including part time employees, retirees and ex-officio members. The document states that only full time employees can sit on the Council. Another issue is the term year – is it fiscal year, calendar year or the academic year? This needs to be clarified in the document and there is a preference to using the academic year for purposes of defining terms. The Committee agreed that the academic year made sense but emphasized that the term year needs to be consistent. Because it was not defined clearly in the document, the first year of service on the committees will extend until April 30, 2013.</p>
------------	--

	<p>Mr. Marsden asked the Committee to review and finetune the bulleted items of the Talent Development and Human Resources Committee’s responsibilities and also take another look at the University Council document for any other changes. He emphasized that the Committee should not attempt to micromanage Becky Hoover’s position but instead use Becky as a resource. The topic of bringing an issue forward to the Steering Committee that did not have the full support of the standing committee was discussed. It was suggested that maybe both sides could be presented showing the consequences of each. Becky Hoover brought up her concerns with the issue of duplication of efforts with other committees of the university (e.g., the Diversity Council) and suggested that the issue needed further attention to better integrate everyone’s work.</p> <p>There was also a discussion about the mechanism for others at the University to bring matters or suggestions before the standing committees. Sue indicated that there is a link on the University Council Sharepoint site through “contact us” that offers people a chance to submit suggestions or issues. The Provost’s office receives the suggestions and disseminates them to the proper committees. Sue indicated she would send everyone the Sharepoint link to view the form.</p>
--	---

EMPLOYEE RECOGNITION

DISCUSSION	<p>The Committee discussed employee recognition programs at the University. It was suggested that a sub-committee be formed to research this issue. Susan Speers volunteered to chair the sub-committee for this purpose. It was suggested that someone should contact Dr. Karla Mugler who had done previous research on recognition/service awards. Sue asked that committee members let her know if they would like to be part of this sub-committee.</p>
-------------------	--

MEETING SCHEDULE

DISCUSSION	<p>The next meeting will take place in March. Margaret will send an email to committee members with some suggested dates.</p>
-------------------	---

University Council

MINUTES

MARCH 13, 2012

2:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members: Becky Hoover, Margaret Canzonetta, Sue McKibben, Mary MacCracken, Kelsey Risman, Neil Sapienza, Aeisha Motley Absent with notice: Susan Speers, Mark Stanislaw, Caleb Clark

Agenda topics

TERMS OF APPOINTMENT

DISCUSSION	Ms. McKibben reviewed the document containing the terms of office for members of the Committee. She asked members to get back to her with any questions or problems with the listing.

PILOT OF PERFORMANCE REVIEW

DISCUSSION	Becky Hoover informed the Committee about concerns employees were expressing about the assessment of overall performance on the new annual performance review tool. They question the definition of “meeting expectations” and the use of “exceeding expectations.” Becky explained that in the training sessions they are emphasizing that “meeting expectations” is meritorious performance and that those employees who consistently have an “exceeded expectation” rating, (e.g. esp. for more than one year), may have outgrown their position and be ready for a promotion. The staff has an issue with differential pay. More training sessions have been added due to interest in the new process.

ISSUE BRIEF ASSIGNED TO STANDING COMMITTEE

DISCUSSION	Sue discussed the Issue Brief request to document and recognize service as a talent initiative for University Council members. The Committee discussed whether members should be recognized when they have not committed any time to the Committee. Sue indicated that the University Council document provides for the replacement of any member who has more than three absences without notice. This would establish a standard for attendance for those members that are not committed.

Becky reported that she is working on a recognition instrument for the roles of team members in a team project and that recognition for service on UC is consistent with that kind of team effort. Also, faculty members are recognized by getting points for service on a committee. Students will be recognized through “The Akron Experience” effort and perhaps a similar program could be devised for employees.

The Committee agreed that the bar needs to be higher than just being on a committee and that there needs to be at least acceptable levels of attendance. The Committee agreed that perhaps a simple letter from the Provost should be provided to recognize service. Becky suggested that University Communications create a draft of the letter consistent with Vision 2020.

Becky also discussed the University’s current service award system. As it stands, the system recognizes only length of service, not quality of service. In addition to recognizing length of service, questions such as “What kind of employee do we want?”, “What makes a star?”, and “What exceeds expectations?” were questions that we also need to address. Employees that “make a difference” should be recognized. The Committee felt that employees needed to step it up and become stars and wanted to talk more about how to recognize those employees using a fair and consistent process.

University Council

MINUTES

APRIL 12, 2012

2:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>Members: Becky Hoover, Margaret Canzonetta, Sue McKibben, Mary MacCracken, Susan Speers, Neil Sapienza, Lissia Gerber</p> <p>Absent with notice: Kelsey Risman, Mark Shanislaw, Caleb Clark</p> <p>Absent without notice: Karastin Katusin (1); Aiesha Motley (1); Michael Schuldiner (1)</p> <p><i>(We are starting to count the absences without notice in case replacements are necessary. The number represents occurrences.)</i></p>

Agenda topics

ISSUE BRIEF: UNIVERSITY COUNCIL RECOGNITION LETTER

DISCUSSION	<p>Committee members gave Sue a few minor changes to the University Council recognition letter. It was agreed that the list of committee members will be sent to the Provost office to produce the letters. Sue will prepare the response to the issue brief.</p>
------------	---

SECOND ISSUE BRIEF: RECOGNITION AWARDS

DISCUSSION	<p>The Committee discussed the issue brief for recognition awards for University staff. To begin the discussion, Becky asked for input on the University's annual service award ceremony. She indicated that the event is very costly to the University. The University needs to define what we are recognizing if the program should go beyond recognizing service only. Becky wondered if it would be more useful to decentralize the recognition ceremonies to the departments/colleges since those employees would be in a better position to recognize the time and commitment of the employees. Committee members commented that direct praise from a supervisor was more desired; compliments would be more specific and have better timing; research indicates that recognition needs to be honest, heartfelt and specific.</p> <p>A discussion ensued about a comparison on why a centralized program is desirable. Members noted that a centralized celebration builds community and is an</p>
------------	--

	<p>acknowledgement to the entire university.</p> <p>If the university decides to continue with the annual recognition program, service should not be the only focus. Perhaps tables could be set up at the event illustrating successful projects or teams. The Committee also discussed perhaps setting a limit of celebrating 25+ years of service. Only milestone years could be acknowledged in a less formal way. It was concluded that the event needs to be reworked, decisions need to be made on whether the event should be decentralized, and decide what the University wants to recognize.</p>
--	---

BRAINSTORMING SESSIONS ON THE QUALITIES OF REMARKABLE EMPLOYEES

DISCUSSION	<p>Becky created worksheets on specific qualities of remarkable employees outlined in an article titled “8 Qualities of Remarkable Employees” by Jeff Haden found on www.inc.com. She asked committee members to vote or further describe the qualities that make employees more effective. The committee provided additional feedback as listed on the attached “Remarkable Individuals” document which is a transcript of the committee’s ideas.</p>
------------	---

NEXT MEETING

DISCUSSION	<p>The next meeting of the Committee will be held on Thursday, May 17, 2012 at 2:00 pm in Leigh Hall 413.</p>
------------	---

University Council

MINUTES

MAY 17, 2012

2:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>Members Present: Becky Hoover, Margaret Canzonetta, Sue McKibben, Mary MacCracken, Kim Beyer, Lissia Gerber</p> <p>Absent with notice: Kelsey Risman, Susan Speers, Neil Sapienza</p> <p>Absent without notice: Karastin Katusin (2); Michael Schuldiner (2), Mark Shanislaw (1)</p>

Agenda topics

INTRODUCTION OF NEW MEMBER

DISCUSSION	Sue introduced our newest committee member, Kim Beyer, who will be replacing Aiesha Motley as a CPAC representative to the Committee. Kim’s term ends April 13, 2013.
------------	---

UPDATE ON UNIVERSITY COUNCIL RECOGNITION LETTER

DISCUSSION	Sue informed the Committee that the recognition letter for service on University Council was sent to all committee members.
------------	---

NEW ISSUE BRIEFS:

DISCUSSION	<p>The Committee discussed at length the four issue briefs sent to the Committee for their review and response.</p> <p>David Witt Issue Brief: Becky informed the Committee that she and the TD&HR Department will be reviewing MrDr. Witt’s request for a “review of personnel changes at the University 1997-2012 and beyond.” She indicated that she will be recommending that the University hold campus forums, similar to the recent budget forums, to discuss the items outlined in Mr. Witt’s memo <u>these issues</u>. She will work with OAA and others to prepare an and Dr. Sherman will come up with an outline of the various topics to discuss and s–She will share <u>background supporting data, because everything is of public record but as appropriate, while still protecting the</u> privacy will be maintained of our employees. Becky will share this information with the Committee to get feedback.</p>
------------	--

	<p>Ron Fields Issue Brief: The Committee felt this request was very similar to the David Witt issue brief and should be reviewed and discussed together. A communication will be prepared informing Mr. Fields that the committee is collecting data and that a campus forum addressing staffing issues is being planned.</p> <p>Alexander D’Rain issue brief: Becky will send a letter to Mr. D’Rain regarding his concern with staff members sleeping on the job or engaging in non-employment related behavior. She will reiterate that staff employees are not permitted to sleep or engage in non-employment related behavior and if observed, that this behavior should be reported.</p> <p>Chris Kuhn Issue Brief: The Committee felt this was an important issue but would require a significant amount of time to research and consult with several departments within the University, including General Counsel, Benefits and Finance. The committee will confirm that our policy is currently within the requirements of the law and will work with appropriate campus resources to review the financial impact of changes. Any substantial changes would have to be reviewed to determine the financial impact on the University.</p>
--	---

PRIORITIZE COMMITTEE’S GOALS FOR THE COMING YEAR

DISCUSSION	The Committee indicated that the goals of the Committee should include the review of the Recognition Policy, Staffing Levels, Legal compliance/campus climate.
-------------------	--

NEXT MEETING

DISCUSSION	The next meeting of the Committee will be held in June. A notice will be forthcoming. The Committee will need to get back to reviewing and making a recommendation on the recognition and service award issue brief.
-------------------	--

University Council

MINUTES

JULY 12, 2012

1:30 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>Members Present: Kim Beyer, Margaret Canzonetta, Lissia Gerber, Becky Hoover, Karin Jordan, Mary MacCracken, Sue McKibben, Neil Sapienza, Susan Speers</p> <p>Absent with notice: Kelsey Risman</p> <p>Absent without notice: Karastin Katusin (3); Mark Shanislaw (2)</p>

Agenda topics

INTRODUCTION OF NEW MEMBER

DISCUSSION	Sue introduced our newest committee member, Karin Jordan, who will be replacing Michael Shuldiner as a Chair/School Directors representative to the Committee. Karin's term ends April 30, 2014.
------------	--

PRIOR ISSUE BRIEFS

DISCUSSION	<p>Becky distributed a working draft response to the David Witt issue brief for the Committee's review and asked for feedback from the Committee.</p> <p>The Chris Kuhn issue brief is still on hold and Mr. Kuhn was notified that the brief will require significant research and consultation before the Committee can address the issue.</p>
------------	--

STAFF RECOGNITION ISSUE BRIEF:

DISCUSSION	<p>Kim summarized the process for how the Student Engagement and Success department honors its employees. She explained that anyone who is nominated receives a congratulatory letter. The Committee discussed whether the recognition should be tied into the performance review, is the recommendation from a reliable source?, should it be supervisor-driven, how often tallied, and how the criteria would be set up for the program. The Committee will inform SEAC that it supports a recognition program, but it does not have the resources to implement a program. It was agreed that perhaps it made sense for CPAC, SEAC and Faculty to decide the</p>
------------	--

	criteria to receive a “customer service” type recognition for each group. The Committee could gather resources from other units that are recognizing their employees and pass this on to the groups. It was suggest that perhaps Mike Kimble would be a good person to assist the Committee with gathering this information.

PHILIP ALLEN ISSUE BRIEF

DISCUSSION	The issue brief from Philip Allen questioning why long-time, part-time employees were not converted to full time. Becky explained to the Committee that there is no policy about transitioning part time employees to full time. Part time employees can only apply for full time positions to receive the benefits of a full time employee. Talent Development and Human Resources will draft a response to Philip.

SEAC ISSUE BRIEF REGARDING PART TIME STAFF FEE REMISSIONS

DISCUSSION	Becky indicated that a task force was needed to work with the Budget & Finance Committee to work together on the issue brief in two stages: create a response to the author about the specific question and to review the relevant University policies regarding tuition/fee remission as they now stand. Fee remissions are administrated by the Payroll department. The Committee agreed that the policy should be revamped and tightened up to include all employees. Becky, Lissia, Margaret, Sue and Susan agreed to represent the Committee to work with the task force on this issue. Becky cautioned that this research will become a part of public record.
-------------------	--

University Council

MINUTES

SEPTEMBER 13, 2012 2:30 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>Members Present: Kim Beyer, Margaret Canzonetta, Lissia Gerber, Becky Hoover, Mary MacCracken, Sue McKibben, Neil Sapienza</p> <p>Absent with notice: Kelsey Risman, Susan Speers</p> <p>Absent without notice: Karin Jordan (1)</p>

Agenda topics

UA STAFFING CHANGES

DISCUSSION	<p>Becky walked the Committee through her UA Staffing Changes 1997-present Powerpoint presentation in response to the David Witt issue brief. It will be used for University Council and employee forums. The Committee suggested that the grad assistants be broken out of the comparison as well as full-time regular and full-time tenured faculty and possibly put the data into other graphs. It was also suggested that the legend language should be consistent and enrollment figures during the timeframe should be listed. Becky reported that the most changes overall have been in the contract professionals in the colleges (advising, lab technicians, research, scientists). Becky will make changes to the presentation and present it at our next meeting. Once finalized, she will provide the presentation to Dr. Sherman and then possibly make a presentation to the University Council Steering Committee.</p>
------------	---

PRIOR ISSUE BRIEFS

DISCUSSION	<p>The following is an update on prior issue briefs:</p> <ol style="list-style-type: none"> 1. Recognition award(s) for University staff – Becky and Sue are working on it and will get back to that Committee on their thought process. 2. The tenure-track issue brief by Kathryn Sasowsky was sent to Dr. Sherman for response. 3. The outdated university non-discrimination policy issue brief is still pending. 4. A sub-committee has been formed for the part-time staff fee remission brief. This sub-committee will work with the Benefits sub-committee to make a recommendation.
------------	--

MISCELLANEOUS

DISCUSSION	Becky reported that the Athletic Department is sponsoring an Employee Recognition event. HR would like to recognize SEAC and CPAC and are interested in input on what people want. It was suggested that a survey be sent out to everyone. Kim indicated that CPAC had a survey and she would provide the committee with a copy.

University Council

MINUTES

OCTOBER 1, 2013

1:30 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Bill Viau, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Bill Viau, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Theresa Beyerle, Margaret Canzonetta, Dan Deckler, Gregory Dieringer, Emily Fillmore, Mary MacCracken, Kelsey Risman, Bill Viau Absent with Notice: Karin Jordan

Agenda topics

ELECTION OF OFFICERS/TERMS OF COMMITTEE MEMBERS

DISCUSSION	Emily Fillmore agreed to serve as the Chair of the Committee. The Committee approved the selection of Emily as Chair.

UNIVERSITY COUNCIL

DISCUSSION	The Committee discussed the changes to the University Council and what the future holds for the committees. It was noted that the Council wants more independence and autonomy from administration. There will be a shared governance with new bylaws and rules. The Committee will be looking for a new chair since Kent Marsden stepped down. Kelsey stated that it would be nice to allow a student to serve as a co-chair which is not currently allowed by the by-laws. Bill will bring up this issue at an upcoming meeting and will also keep our committee updated on the changes to University Council.

EMPLOYEE RECOGNITION

DISCUSSION	Margaret presented a power point presentation on the benefits of an employee recognition program. She presented several software programs aimed at motivating and engaging employees. Everyone agreed that we needed to create a culture of awareness and appreciation of others. Departments need to embrace a program to recognize their employees and they all do it in different ways. It was agreed that supervisors needed to be better trained in this area. We need to find ways to feature people. There was a concern with using student fees for a software expense for this
------------	---

	purpose. The Committee will look at what everyone is doing on campus.
--	---

ISSUE BRIEF

DISCUSSION	The Chris Kuhn issue brief was discussed. Our committee can make a recommendation on the issues Chris brought up in his issue brief. Kelsey agreed to thoroughly review all the materials again and come back to the committee with a recommendation. A question was raised about whether contract professionals receive the same benefits as faculty. Bill stated that they try to treat everyone fairly. The collective bargaining units negotiate for their benefits but everyone should have the same opportunities. There was a question on the fee remission benefit for domestic partners. Margaret agreed to research the issue.

NEXT MEETING

DISCUSSION	The next meeting will be held in November.
	.

University Council

MINUTES

NOVEMBER 13, 2012 1:30 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Sue McKibben, Chair
TYPE OF MEETING	Committee Meeting
FACILITATOR	Sue McKibben, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members Present: Kim Beyer, Margaret Canzonetta, Becky Hoover, Mary MacCracken, Sue McKibben, Kelsey Risman, Neil Sapienza Absent with notice: Lissia Gerber, Karin Jordan, Susan Speers Absent without notice: Satish Jatain (2)

Agenda topics

UA STAFFING CHANGES

DISCUSSION	
<p>Becky distributed a revised UA Staffing Changes 1997-present Powerpoint presentation in response to the David Witt issue brief. She also distributed a one-page report on graduate assistant employee count broken down by category. Becky outlined the changes that were made to the presentation. David Witt's issue brief addressed the question of levels of staff vs. faculty. Even in times of changes in enrollment, Becky felt we have kept the same levels of faculty. The Committee noted that there have been some unintended negative consequences of short term savings. Kelsey suggested that it would be interesting to add the cost of tuition during the timeframe. The next step is to notify the Council that this is our response. Perhaps it will be posted on the UC site and some material may be included in the UA Digest. The data will continue to be monitored.</p>	

PRIOR ISSUE BRIEFS

DISCUSSION	
<p>Sue indicated that the response to the issue brief on fee remissions is complete. Sue also indicated that she will be getting a copy of Kent State's anti-discrimination policy to aid in the review of the Chris Kuhn issue brief.</p>	

UNIVERSITY COUNCIL BY-LAWS

DISCUSSION	
<p>The committee reviewed the proposed by-laws and recommended Item E6 regarding Service Support be modified to read "Contributions to university council may be considered in the annual assessment of employee performance." The item currently reads as "Contributions to university</p>	

council shall be considered in the annual assessment of employee performance and shall be recognized appropriately in the compensation decision-making process.”

WELLNESS PRESENTATION

DISCUSSION

The Wellness initiative will be discussed at the next meeting. Sara Kelly of the HR Department will be making a presentation to the Committee.