

University Council Minutes

October 31, 2006

3:00 p.m. - 5:00 p.m. UC Cypress Room

Meeting began at 3:00 p.m.

- Review of Faculty & Staff Development Revisions (D. Bogart)
 - In response to the Council comments, I have updated the Faculty and Staff Development matrix. The changes are highlighted. The first change is under the third University-wide Objectives: *Identify necessary/mandatory job specific skill training for all employees by December 2007 and develop creative budget processes to provide funding for skills development by July 2008.* Most in the room thought it was best to have a formalized succession plan. To accommodate we change the Performance Indicator to 7/09 *Each department shall establish a written succession planning program and/or cross training program.*

“In the Academic area, will there be cross training for Associate Deans,” (R. Allen)? “For Academics, it may be more succession planning rather than cross training. What would we do if someone left? Do we have someone already that could fulfill the role for a short period of time? Do we need to begin actively advertising? It does need more work in the Academic area but it is mainly becoming more proactive about what could happen in the future,” (D. Bogart).

- The second change under the fourth University-wide objective: *Identify problem retention areas and set a campus-wide turn-over reduction goal by June 2008. Target those areas as needed with individualized plans by December 2008; evaluating effectiveness of plan implementations by June 2009.* The change is under the third bullet of the Performance Indicators. The sentence was clarified to add faculty. *6/07 Enhance current faculty and staff exit questionnaire by adding an exit interview process conducted by representatives from HR.*
- Third Change: University-wide goal: *Institute programs that raise the educational/skill level of staff by revising position descriptions to include a 5% allocation of work duties for every employee to engage in professional development.* Two changes were made to the Performance Indicators. The first: *6/07 Investigate what programs may be useful to staff. Establish job sharing program whereby employees cross train in other area to increase promotion opportunities by adding to job skills.* Departments need to look at that possibility of moving people from one area to another. Utilize them in areas where there may be a need at some point in time. When cross training that gives the employee additional skills and competitiveness for future job opportunities.
- The second bulleted was clarified. *6/07 Add a mandatory “5% attend professional development opportunities” statement to each employee’s position description. Supported by supervisors as a responsibility for all staff.*
- University-wide Objective: *Making mentorship available to all employees (staff, academic roles, and administrative roles) through implementation of a pilot program by June 2008 and full implementation by January 2009.* Three performance indicators were revised. The first: *Administrative internships for faculty-determine status. Administrative internships for staff-to be established.* The second: *Develop New faculty/staff mentoring program whereby new employees are matched with a mentor.* The third: *Current Staff Mentoring programs- to be established.* The fourth: *For each listed above develop committees that will look at current efforts and establish programs by 2009.*

“Why do we call it “job sharing,” (T. Martin)? “Job sharing is a human resources term,” (D. Bogart). “It did not occur to me that you could utilize employees from other areas. That would lead to a possible great path for the employee,” (J. Newton). “My concern is the marketing for job sharing. Employees will need to know that job sharing is cross training,” (T. Martin). “I will take out job sharing terms,” (D. Bogart). “Have we identified how employees will be candidates for cross training,” (L. Gaskins). “We have not got to that point yet of identifying people,” (D. Bogart). Are we comfortable accepting the revisions and goals,” (C. Coons Yates)?

- The Council approved Faculty and Staff Development goals and performance indicators.

Next meeting: Tuesday, October 10th, 3:00 p.m.-5:00 p.m., Cypress Room

Attended: Council Members- Ronald Zaccari, Christy Coons Yates, Ralph Allen, Jeremy Baker, Jim Black, Denise Bogart, Honey Coppage, Greg Gordon, Charles Harmon, Christine James, Louis Levy, Traycee Martin, Russ Mast, Joe Newton, Jin Wang

Advisory Members- Marsha Krotseng, Richard Carter, Walter Peacock,

Not Attending: Laverne Gaskins, Kurt Keppler, Herb Reinhard, Maggie Viverette, Scott Sikes, Tim Yorkey

Guests: Rob Kellner (Auxiliary)

Jeanne Severns (Internal Audits)

James LaPlant (Arts & Sciences)

Sherri Gravett (Academic Affairs)

John Gaston (Dean Communication Arts)

Recorder: Kate Gurley