

Notes from the Senior Advisory Group Meeting on April 24th, 2007

Meeting Start Time: 11:30 AM

Members who were in attendance:

Julie Baecker
Tim Barnett
Joan Braddock
Susan Herman
Bernice Joseph
Barbara Rusher
Kristi Sherman
Jan Dalrymple (For Roger Smith)
Jeff Stepp
Joe Trubacz

Others present:

Beth Behner
John Duhamel
Jim Johnsen
Eda Keller (Student)
Ali Teague (Student)

Members who were unable to attend:

Kathleen Schedler
Roger Smith
Steve Smith

HR Principles and Charter:

The Group felt the revised HR Charter was easier to understand but also recommended to make some changes to the bullet principles. Adjustments to the Charter requested:

1. Place the phrase “Add Value” to the Valued Partnership Principle
2. Add language to the Subject Matter Expertise Principle that addresses compliance
3. Clarify Strategic Contribution Principle last bullet

Program Methodology:

John Duhamel gave an explanation for the 4 phases of the program: Discovery, Redesign, Implementation and Measurement. The current phase is the Discovery Phase.

Discovery Phase:

John Duhamel explained the many steps that have taken place thus far in the Discovery Phase. The Discovery Phase is design to identify the “as is” state of HR. This research was conducted through HR meetings, one-on-one interviews, Segal’s research, process analysis, and customer feedback. The last item scheduled in the Discovery Phase is a

Workload Study that will be conducted in May 07. The Discovery Phase projected completion date 1 Jun 07.

Developing Change Expertise:

It was discussed and approved that the Redesign Team should capture the methodology used by our outside consultants so that we can develop this same expertise and capability within the University. The methodology used and techniques executed during this Redesign effort should not fade away at the projects completion. To fully enjoy the benefits of hiring a consultant we need to learn from the experience, develop a way to pass this learning to others and keep the lessons learned for any future change events.

Communication Strategy Discussion:

The Senior Advisory Group reviewed the composition of the Communications Committee and felt the committee had a good mix of communicators. The draft Communications Plan was discussed and the communication tools were also discussed. After the Communications Plan is finalized by the Communications Committee, the Senior Advisory group will review it again for adoption vote.

Roles of Other Committees:

The Senior Advisory Group was given an overview of the other committees and their roles in the Redesign effort.

Events Timeline:

John Duhamel presented a draft timeline of the significant events involved in the Redesign effort. A suggestion was made to use a time “bar” to show the span of work as opposed to a projected completion date. A new version of the timeline will be developed for the next Senior Advisory Group meeting.

Next Meeting

It was requested that John Duhamel present the “Meeting in a Box” concept at the next Senior Advisory Group Meeting. Arrangements for the next meeting will be developed by looking at individual calendars to maximize attendance. Members will be notified of the time and place.

Meeting Adjourned: 1 PM.