

## Notes from the Senior Advisory Group Meeting on August 7<sup>th</sup>, 2007

**Meeting Start Time:** 11:00 AM, Elvey Globe Room

**Members who were in attendance:**

Julie Baecker  
Tim Barnett  
Joan Braddock  
David Monroe (Proxy for Bernice Joseph)  
Barbara Rusher  
Kristi Sherman  
Roger Smith  
Joe Trubacz  
Kathleen Schedler  
Steve Smith

**Others present:**

Beth Behner  
John Duhamel  
Ro Bailey  
Carla Browning

**Members who were unable to attend:**

Susan Herman  
Jeff Stepp

**HR Principles and Charter:**

The Group reviewed the Charter Principles and the changes made from the last meeting. A short discussion of the Charter took place. During this discussion it was stated that the Charter assumes that HR is adequately staffed or the likelihood of being successful is diminished. It was also agreed that the level of detail of the Charter should stay broad and strategic thus the tendency to define it to greater detail should be avoided. The UA HR Charter was accepted as it is currently written.

**Available Resources:**

Members from the group expressed concern that the redesign was calling upon the HR personnel currently in place to accomplish the work necessary for the Redesign changes. There are some labor intensive requirements, such as writing and converting the Position Descriptions that will require many hours of effort. John Duhamel confirmed that the redesign did not have extra staff hours available to dedicate to the effort. All the hours dedicated to the program (to date) were contributed by people in place who had to sacrifice time from their current jobs to give that time to the redesign effort. There was a concern by the Group members that the short term quality of HR could suffer as hours contributed to the redesign effort are taken away from the current HR requirements.

**Communications Plan:**

John Duhamel gave a demonstration of the Communications Tool – “Meeting in a Box.” The concept is to provide a tool to others in the University who could cascade information down to lower echelons. The concept is to give instructions and two types of briefing media (Newsletter and PowerPoint Briefing) to present to staff meetings and other employee assemblies. The group was in favor of the tool and recommended its use.

The other parts of the Communications Plan were reviewed in the previous Senior Advisory Group. The Group accepted the Communications Plan as written.

**Redesign Timeline:**

John Duhamel provided an updated timeline for the Redesign Program as requested by the Group. The updated time line shows events by a start and end bar instead of a point in time as before. The timeline has “significant events” listed only and does not provide a detailed breakdown of the sub-events to these significant events. The Group agreed that the strategic nature of the timeline was adequate for the needs of the Senior Advisory Group. It was recommended that John post the timeline on the Redesign Web Site.

**Workload Study Results:**

John Duhamel gave a summary of the Workload Study conducted by Segal Sibson. Essentially, there were 189 elements of HR that were reviewed in the study. The survey was sent to 124 employees associated with HR and received 75 surveys back. Of the 75 surveys returned, there are 23 PPAs that provide HR support, 37 career HR personnel and 15 non-HR personnel also providing HR support. It is predicted that a small percentage of HR work is performed by the 38 surveys that were not returned. The survey reports a total workload of 65 Full Time Equivalents (FTEs) being performed by 55 FTEs. This indicates that overtime is a normal part of HR and represents a shortage of staff performing HR requirements. The largest time consuming activity shown by the survey is Recruiting and HR Information Systems that total almost 30% of all HR activities.

**Update on the Redesign Progress:**

John Duhamel gave a brief description of the current progress with the Redesign effort. Currently, the new organization was under discussion. Key HR leaders were involved in coming up with a draft organization that would eventually be disseminated for public review and comment. Before the new organizational structure is released for public review, the Senior Advisory Group will review and make comments or changes.

In addition to the new organization work, processes are being reviewed to build a Process Redesign priority list. This list will define the order in which the processes will be redesigned. Segal Sibson will be hired to develop the methodology for the process redesigns and teach employees of the University the process redesign method. The initial process redesigns will be instructional for those leaders to conduct the redesign of other processes.

**Next Meeting**

Topics for the next meeting will include a review of the draft new organization, a discussion of the process redesign and the future role of the PPA. The next meeting will be hosted by Joan Braddock and Kathleen Schedler.

**Meeting Adjourned: 1 PM.**