

ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE MEETING MINUTES

November 28, 2017

12:00 PM – 1:00 PM

Warren Lawless Conference Room

MEMBERS: Beth Boynton, Craig Kuehn, Juan Ramirez, Munish Sharma, Steven Standley, Jacqueline Truong, Nithya Venugopal

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Notes	Commendation
1. Call to Order	Meeting was called to order at 12:05pm		
Minutes -10-24-17		Dr. Sharma motioned to approve the minutes, Dr. Truong seconded, all were in favor.	
Human Resources – Linda Emilio	<ul style="list-style-type: none"> - The Office of Human Resources has moved to the second floor of the Anderson Tower. Since moving, there have been a couple of issues with a cracked window and noise. - Linda Emilio, Director of Human Resources, has been working on a major compliance project for the last three years and believes there will be one more year. With her working on this project, Simone Miller, the University's in house council, has been helping out with employment and employee relations. - Human Resources is currently working on sending out a new salary reduction agreement form, as they have enhanced some things in the retirement plan. For Benefits, they are waiting for the final numbers from the broker on the renewal and premiums will be going up. Evaluations are being converted from SharePoint to People Admin. Switching over means that there is a lot of work from everyone getting their job descriptions cleaned up and in the system. HR is also looking to hire a Retirement Plan Specialist in the beginning of the year. It has been too much for the Benefits area to take on the benefits and the retirement plan. Also looking for an Employee Relations Specialist to help Geri Abracosa with investigations, interviews, policies and procedures. When Geri is out, the overload becomes too much and they have to hire outside consultants which get very costly. They have an open position for an HR Generalist which will now probably be turned into an Administrative Associate/Receptionist to assist people coming in. Ms. Emilio is looking into trying to restructure the department. In order to provide service, she needs to look at how things are being done. When Ms. Emilio is finished with the project that she is working on, she will be focusing on employment and start with 		

	<p>the new hiring process as well as the goal to attend various committees, most importantly the Directors of Operations meeting.</p> <ul style="list-style-type: none"> - Ms. Emilio reports directly to President Wilson at this time, Dr. Fox was acting chairman for the retirement plan committee, Kevin Shaw has now taken that over. - Human Resources should be conducting a management training, where they talk to you about the benefit process, the employment process, and employee relation process. - Several positions within the Office of Human Resources still need to be filled. With that, the University needs to fix the compensation structure. To stop creating management levels, stop adding to the structure. To stop with creating extensive titles for people. Procedures need to be standardized and clarified for organizational charts as well as staff positions and job descriptions around the University. <p><i>As HR, what sort of process does HR conduct that either evaluates your effectiveness or the quality or the degree to which you are meeting whatever goals you have set out. How do you know how well you're doing?</i> We don't, but that's part of the building of processes.</p>		
Ops Council	Dr. Boynton cannot attend next weeks OPS council, Dr. Kuehn will attend in her place.		
Farewell	This will be Dr. Nithya Venugopal's last meeting with the committee as she moves to a new position outside of WesternU.		
Next Meeting	January 23, 2018		
Adjournment	The meeting was adjourned at 1:00pm		