I. Call to order and Roll Call

Present: Miriah, Sarah, Debbie, Rachel, Karen

Guests: Chris Doe, Alan Clay

II. Presentation – Coming Improvements to PeopleAdmin by Chris Doe & Alan Clay

Chris spoke about projects currently in progress to make PeopleAdmin more accessible and user friendly. Work is ongoing with the goal of reloading improved resource guides and workflow documents for users to access. HR is also developing how to develop snippets of different PA tasks in a video format.

Alan presented on the work that AAEOE (Affirmative Action/Equal Opportunity Employer) in the area of the search process to ensure a diverse yet qualified applicant pool. Alan stated AA will be creating new roles such as Diversity Advocates and EO Liaisons to help promote equity and fairness in the search process. The ultimate goal will be to train departmental staff to infuse these aspects into their hiring protocols.

III. Approval of Agenda

Sarah moved to approve agenda, seconded by Rachel. Passed by voice vote.

IV. Approval of Minutes

Minutes from regular January meeting – moved to approve by Rachel, seconded by Sarah. Passed by voice vote.

Minutes from special January meeting – moved to approve by Rachel, seconded by Sarah. Passed by voice vote.

V. HR Chair Report
a. Reduction in Staff — Miriah hopes to get a draft to us by February 19th for review and edits.

b. All Team Meeting — Brian Smith from EAP has confirmed as speaker for Administrative Professionals Day event via TEAMS. Lisa Freeman will join us and provide opening remarks.

c. Call for Nominations for Siebrasse award — Rachel will get this on the university calendar. She has found the template and will tweak it prior to sending to Miriah for dissemination. Announcements as well as memo to Directors, Deans & VP’s should go out about mid March.

d. As of 2/10/2021

Office Support Associate – 21
Office Support Specialist - 57
Office Manager – 43
Office Administrator - 30
Clerk Administrative - 1
Program Administrative Assistant - 1
Administrative Aide - 20
Administrative Assistant – 24
Executive Assistant - 1

TOTAL =198

VI. Sub-committee Reports

1. Administration —
Sarah Chiniah presented at OSC concerning the budget. At this time, layoffs/furloughs are off the table until June 30, 2021.

Per Rachel - Lynda Linked In training module available again, not sure if we are simply finishing out the contract or if contract has been renewed. Should be available until 6/30/2021 at a minimum.

2. Recognition –

Siebrasse – discussion postponed to March due to length of session with Chris Doe & Alan Clay

3. Mentoring –

No new hires
VII. Old Business

1) AAEOE/APAC Update – situation is extremely fluid, the bar keeps moving.

VIII. New Business

1. Round table – cancelled
2. Next meeting – March 11, 2021

IX. Adjournment