

HR CONTACTS MEETING 2/10/16

News, announcements, updates – VC HR Contacts

Changes to HR Contacts Meetings:

- ❖ HR Contacts Meetings now include other VC areas.
- ❖ Representatives are:
 - Student Affairs (Stephanie Wong)
 - Office of Research Affairs (Stacy McDermaid)
 - Academic Affairs, EDI (Linda Schlossman)
- ❖ First time all three representatives coordinating the meeting together.
- ❖ Want to get ideas for how to make meetings as useful as possible, to provide good customer service, and find out what will work best for all.
- ❖ **Name will change** – will be called the **VC HR Contacts Meeting** to include all VC areas in the future
- ❖ To change/update HR Contacts in your area, please contact Lucy Laguna.*
 - *Help us keep the [HR Contacts By Unit List](#) up to date. If you have changes/updates, please contact Lucy Laguna (llaguna@ucsd.edu). When you submit a change/update to Lucy, please ensure that the MSO is CC'd in the message and provide the new HR Contact's full name, phone number, and email address. If this person is to become the designated HR Contact, please let us know who that person is replacing. Please note that there can only be one designated HR Contact per unit. The designated HR Contact is usually the MSO or the lead HR Manager.
- ❖ We will still have monthly meetings, only they will be bigger.
- ❖ Today's agenda changed – topic will be addressed at a different meeting
- ❖ Next month's meeting will change to March 2nd – Michael Yates, Kelly R and Kelly Maheu, new interface for Onboarding and Pre-boarding process will be discussed at that meeting (was already addressed at the ABA meeting)*
- ❖ **RESCHEDULED - March HR Contacts Meeting:**

*In order to avoid a conflict of schedules with the Campus Wide Training & Professional Development Program, Leadership Advance, the HR Contacts Meeting scheduled for 09 Mar is **rescheduled** to 02 Mar. The topic of discussion will be Pre-Boarding/On-Boarding Initiative and will be presented by Kelly Aranaz, Kelly Maheu, and Michael Yates.

- ❖ Process to reprogram all info on EVC web page – easier to find information
- ❖ On verge of being reorganized so that news and information is easier to find

Meeting Poll – Stacy McDermaid: Asked audience to brainstorm to develop solutions for improving future meetings – what needs are not being met with the HR Contacts Meetings. Polled the audience as to their HR backgrounds – how they acquired their HR knowledge. How many people have taken the Health Sciences A – Z training?

Many people found the training helpful and want something similar in Academic Affairs as well as other VC areas. Question: What is your greatest source of pain in HR?

Talking about sharing internal practices that are not covered by policies in future meetings and the outcome was to implement future focus groups and training opportunities.

Went around the room for audience introductions and backgrounds in HR.

I. News and announcements – Linda

Employee Relations

- ❖ K-6 employees are now represented by Teamsters
- ❖ Otis Crockett has contacted departments who have K-6 employees.
- ❖ No word who new perm. Director of L.R. is – third round of interviews
- ❖ Campus announcement – performance appraisal online tool.
- ❖ Default review period is July 1, 2015 – April 30, 2016 (see announcement) – you can change dates to accommodate appropriate review period
- ❖ Reminder: in anticipation of merit increases, must have a current perf. appraisal on file.
- ❖ Contact Danielle if you have any questions.

Compensation/Classification

- ❖ Caprepe anticipates that there will be a 3% merit pool, but it has not been officially announced. Still waiting from information from OP.
- ❖ Academic Affairs Meeting for the MSOs coming up and this topic will be addressed.
- ❖ Please make sure to finish mapping your IT job cards if you haven't already...
- ❖ Likely Families to be mapped for Phase III – goal is to map by December 2016.
 - Educational Services
 - Museum Services
 - Performing Arts – (Division of A&H)
 - Libraries
- ❖ (What you can do now: identify which of your employees will likely be in those families and then Comp/Classification makes initial determination about levels, sent to VC to endorse, comes back to you for final decision –
- ❖ Payroll – has a new director: Pamela Heinzelman
- ❖ **Staff @ Work Survey Results** – Poll: how many have received the information?
- ❖ **[Leadership Advance 2016](#)** – Will be held in the PC Ballroom (March 9th, 2016 from 8:00am to 3:30pm) – Lucy will send info to MSOs – registration is on a first come, first served basis. An allocation of seats are available – will co mingle VC areas.

- ❖ Target audience: Managers, Supervisors, Work Directors
- ❖ Theme: Creativity and Innovation
- ❖ Campus notice target date is February 12th for this information.
- ❖ Same as last year – free event, but a reminder that you will be charged \$50 if you don't cancel by March 2nd.
- ❖ [Conversations with Campus Leaders](#): Alma Palazzolo is the speaker – March 1st (12 – 1pm) in the Huerta Vera Cruz Room, Original Student Center
- ❖ [Diversity Awards Program](#) – Thursday, March 3rd PC Ballroom – from 2:00 to 3:00pm.
- ❖ [Exemplary Staff Employee of the Year Program](#)– Linda is working on a campaign to change the process by which we nominate exemplary staff employees.
- ❖ Linda will be sending out draft marketing material – not ready for distribution yet
- ❖ Recognition ceremony – for all nominators, all nominees – gifts for all
- ❖ June 22nd in the afternoon (deadline is March 10th to submit nominations).

Changes in the Classification Process:

- ❖ Job Cards reviewed by EVC – PSS 6, PSS7 and some PSS5 cards will now need to submit to Kathy Hay instead of Linda Thai Schlossman.
- ❖ Only applies to cards classified by EVC
- ❖ Looking to improve processes
- ❖ Departments should start adding an administrative contact and then route to EVC for approval
- ❖ Administrative Contacts tab, Endorsement Tab (Kathy Hay) – very important to submit
- ❖ Attach Comps to the Supplement tab – it will improve processing time of your card
- ❖ Remember to attach old org charts and new
- ❖ Complete process for routing through **JD online** is on the AA website [HERE](#).
- ❖ PARC has been discontinued, instead the VC Office will review with Assistant Dean of your Division for endorsement.
- ❖ Linda is still working out how the routing process will work.
- ❖ Linda is not part of process for Equity Review – it is now Kathy Hay.
- ❖ More information is on the Academic Affairs [Classification Resources page](#).
- ❖ Linda working on a multi-year plan for new training programs for Academic Affairs.

III. STEPHANIE WONG – Student Affairs

- ❖ Reminder – Cannot get rid of any search records that occurred May 2010 – October 2011 (recruitment files)
- ❖ The Benefits Office has recalled a couple of retirees to help – Linda Jacobson will be helping out (maybe Ron Lieberman as well, but it sounds like he has cancelled)
- ❖ Retirement Webinar was sent last week about retirement options – another one happening today at 1:00pm

- ❖ Hired July 1, 2016 onward you are in the new tier – a lot of info on UC NET, very detailed
- ❖ PPSM 21 – campus announcement was sent last week asking for feedback (about Selection/recruitment appointment process)
- ❖ Staff Association News: Jan, Feb, March – May: all various staff associations will have events (Black History Month, etc...)
- ❖ - Christie Beckham and Berle Dale will join Liz Duenas in the Records department.

