

# Undergraduate Advising Council

Thursday, September 17, 2015

3:30-4:30 pm, 103 Stuzin

## Minutes

### Called to order 3:31

Move to approve July minutes.

### Minutes approved.

Clarification on sign-in sheet regarding voting membership. Email will be sent regarding voting membership prior to next meeting since we will be voting.

All UAC business table until October to discuss new Advisor Classifications

### Brent Goodman from HR -Discussion of new Advisor Classifications

No updates since 90s. Started with IT and spread to other areas. Looking to update titles in order to more accurately represent job titles. Series came out of two workgroups that identified the need for an academic advisor. Series of titles proposed to identify those job duties/roles. Current job title system based on where you are house, dept., while new system is looking to address function. Fundamental goal of project to address what your work actually entails. Levels are designed to present opportunities for advancement within a job area. Goal of program is not to change the work you do, but rather to properly organize everyone. One of the questions has been the level of degree required for job titles. Plan for current employees is to grandfather in employees regardless of current level of education. Project is close to implementation phase, set to begin in October. Plan is to roll out the program similar to raises where the departments will work to reclassify employees within their dept. HR will review the placement once updates have been made to ensure consistency of placement. HR does not expect this to impact anyone's pay rate or job duties. HR is seeking feedback from individuals from across campus in order to ensure that as many areas are addressed as possible.

Question regarding pay rate being effect. HR does not expect pay rate to be impacted. Process with HR has no connection to pay. Up to departments.

Question regarding reclassification. HR is meeting with dept. HR reps to train on how to reclassify and meet with employees to determine new positions. Push is to ensure that each dept. will talk with employees to educate employees.

Question regarding working titles. HR says that there will still be an option for working titles but the hope is to get working titles under control. Ideally the hope is for working titles to not be necessary. Guidance will be given as to how to properly use working titles.

Question regarding deadline to submit any updates. HR is asking all updates to be submitted asap in order to get a snapshot of current titles so they want to ensure that they have as many title set.

Question regarding how actual job duties will impact your reclassification. HR is using hybrid job model to determine where the majority of your job duties fall in order to determine classification. HR will advise departments to look at the breakdown of your duties in order to identify the majority of where your work falls.

Question regarding transparency of seeing current position descriptions (PD). HR can work to get a copy of new PD if needed. HR has limitations to how they can give individual's access to PD but access to PD is available at employee's request. Question regarding how to implement pay rates in relation to new titles. HR is working to implement a system that more accurately ties pay rates to the titles and the promotion process. However, questions related to pay will be addressed after classification process is settled. Some changes are dependent on governmental changes coming up. This classification project is \*not\* currently related to pay changes or a compensation project.

Clarification from Dana to explain that there are administrative positions within the management arm of classification.

HR clarified the levels 1 – 3 was determined to be a good range of levels to begin with but the ability to add additional levels may be possible. 1 is more entry level, assisting with duties. 2. Is more mid-level requiring less direct supervision. 3. Team leaders, project leaders, peer trainers.

Question regarding supervision of different levels. HR indicates it depends on job duties and function and classification within college. Ideally all levels would report to a level above them. Management structure does exist within positions. Hope is to design the positions to eliminate inconsistency across campus.

Question regarding classification if position is split between different departments. HR systems don't see how the pay structure is set since it will depend on where HR assignment is housed.

Question regarding grandfathering in and degree. HR clarifies that degree waivers do exist but aren't used very often. Ideally the program will allow for the degree waiver to be an easier process. Still somewhat unresolved but HR is working with the administration to determine plan. At this time grandfathering would be for current position.

Question regarding new position creation. HR is still allowing departments to function and do what they need for employees but are asking to keep that at a minimum right now.

Question regarding when proposed classification descriptions will be available. HR indicates titles are now available for review and feedback.

HR is committed to making sure that the roles are properly designed so everyone is encouraged to review what's out there to review and give feedback.

Dana asks that the body look at the descriptions to get feedback for tweaking. Email will be sent to allow for feedback on the positions in order to provide to HR. UAC may create a subcommittee or another forum for discussion if needed.

Question regarding who makes updates to classification. HR indicates that ideally the HR people will disseminate changes to direct supervisors in order to approvals to be made. College HR and Supervisors will make entries and HR will review to ensure consistency.

Question regarding ensuring that depts. are notified of final tweaks. HR's goal is to have the final file created and set to be available by October 7<sup>th</sup>. HR expects that adjustments will take place even beyond that deadline, especially as the advisor descriptions were just made available today.

Dana indicated that we are going to work as quickly as possible to review and get feedback. Working to meet October deadline as best as possible.

HR wants to ensure that they remain committed to making sure that are flexible and open to any questions or changes.