

# Talent Development & Human Resources

## Minutes

February 10, 2017 – 9:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Mary MacCracken, Alisa Benedict O'Brien, Bill Viau, Pamela Duncan, Francesca (graduate student rep.). Missing with notice: Lakeesha Ransom and Myra Weakland.

### **Agenda:**

Called to order by Dr. Erickson.

Motion made to accept Minutes. Minutes of last meeting were approved and accepted unanimously.

Dr. Erickson reported on UC Meeting from this week. Shared TD report that was presented at University Council. As of now, University leadership planning to release buy-out options by end of March – early April. Shared copy of Report with group.

Topic Submission by Jeanne Semilia regarding monitoring Contract Professional Hours: The Committee reviewed the response we drafted at our last meeting: Given established University policy and documented guidelines, we unanimously concur no action should be taken by our committee at this time – dept. chairs/supervisors should be solely responsible for supervision and oversight of their own departments/hours of employees. Pam is forwarding typed statement to Alisa to be forward to Kim on this issue.

In considering buy-outs, our committee is looking at replace/rehire budget and needs – must involve advance planning to determine effects on specific departments over a 3 year period. Along these lines, we will re-work our suggested planning guidelines in order to plan for buy-outs.

- 1- For critical areas, retired faculty can return and teach as part-time faculty (rehire). Would allow for continuation of programs and opportunity to plan ahead for future courses.
- 2- Identify where we need to be using rehires and identify needs of each program (looking at tenure track faculty). Plan has to be in each individual's interest in order to have sufficient coverage for courses and programming across campus. There will be a limit on rehiring for faculty, staff and contract professionals. We will know the amount of money

we have to rehire and will need to determine how to rehire, looking at most critical to least critical needs. Ex: looking at faculty – what do they teach, how many students, do they interact with other departments. When looking at staff and CPs: what is the function, how does it support students, is it a critical function of students, what other interactions across campus with departments? Priority should be given to departments that support student success.

- 3- Have to take into account the areas that were affected by the prior layoffs.
- 4- Within a college, look at centralizing functions university-wide (ex: curriculum, PAFs, etc.) There may be ways to be creative and collaborate with other departments/units across campus.
- 5- Can also look at alternatives to 12 month contracts – might look at 9-10 month appointments for staff and CPs – would have full benefits but could save on the salaries. Can also consider making some positions part-time as we look to rehire for certain colleges and departments.

# Talent Development & Human Resources

## Minutes

March 24, 2017 – 9:00 AM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Alisa Benedict O'Brien, Bill Viau, Pamela Duncan, and Bonnie Bromley. Missing with notice: Lakeesha Ransom, Martin Wainwright, Mary Jo McCracken, and Myra Weakland.

### **Agenda:**

Called to order by Dr. Erickson.

Motion made to accept Minutes. Bonnie so moved; Alisa seconded. Minutes of last meeting were approved and accepted unanimously.

Dr. Erickson reported on UC Meeting from this week. President Wilson addressed the buyout plan being put on hold. There will be discussions with faculty who may retire (individual negotiations with list of eligible faculty) and negotiations will continue with faculty union. Dr. Erickson inquired about options that remain for non-faculty employees and Rex agreed to address it.

Bill notes that there has been a reduction in spending and positions have not been filled. Also, graduate assistants have been cut to reduce costs. Dr. Erickson noted the spending in athletics as discussed in The Plain Dealer. Dr. Erickson presented our committee report to UC, which was prepared prior to the announcement that the buyout plan was not moving forward. Our hope is that our report is a part of the process (whatever that may be) for going forward. Asked that report be passed on to relevant groups for future planning purposes. Rex noted that most units across campus are already engaged in some form of succession planning. However, we want to ensure such planning is being required by all units on campus.

Committee reviewed the revisions to our report and everyone approved of the changes and recommendations.

Leadership was meeting with faculty last week. Have not yet heard results. Our committee still encourages planning rather than individual conversations in various units.

Next, we reviewed the email sent from Kim regarding topic recommendations for an upcoming special information session of the Board. We reviewed the Plain Dealer article regarding athletics spending. We discussed the proposition that the budget committee and/or facilities committee should take a look at Athletics spending and other uses for InfoCision stadium.

Discussion about how we could effect cost-savings by joining efforts with other local NE Ohio universities.

Alternatives to reducing employee costs while maintaining programs and services/Alternatives to Retire/Rehire:

- Pool of staff to be shared with departments (savings would be by not filling open positions).
- Temporary holds on salary increases across the board.
- Salary cuts/spending cuts, including in athletics' salaries.
- Note: no increases in salary since 2014 for non-bargaining until staff.
- Reduction in time (10 month, 9 month contracts).
- Furloughs (would be scheduled, planned). Ex: shutdown the week of July 4<sup>th</sup>. Would not apply to faculty.

Next meeting, we will finalize our recommendations and combine with our prior report.

Meeting adjourned at 10:07 AM.

## REPORT OF TD&HR COMMITTEE TO UNIVERSITY COUNCIL

APRIL 14<sup>TH</sup>, 2017

Since the last meeting of University Council, TD&HR has continued its bi-weekly meetings (March 24<sup>th</sup> and April 7<sup>th</sup>). The agendas involved continued discussion on the retirement plan options and the need to remind UC of the workshop on goals we had been asked to organize.

### *I .Retirement rehire/replace plan and other personnel options*

Via the UC Executive Committee, The Provost sent us the draft of the TARP, made specifically to faculty only. (attached) Below is our reply.

TO: Rex Ramsier, Provost

FROM: Liz Erickson, Chair TD&HR Committee of University Council

SUBJECT: Comments on draft TARP document

TD & HR Committee of University Council have the following concerns about the TARP program being proposed for faculty at UA.. .

- 1) We are very concerned that this program is only being made available to faculty. At the University Council meeting in March both the President and Provost stated that non-faculty would also be able to participate in a Transitions After Retirement Program. We understand that the transition options would be different and perhaps this is why this document only applies to faculty. However, if the administration no longer plans to include non-faculty, we would like to know the reasons for the change. As participants in the planning process, we want the opportunity to provide our input into that decision. Members of our Committee consider that a TARP should also exist for non-faculty.
- 2) Our recommendations to you for planning retire/replace/rehire included the following as a major point:-

*“That the Provost require that departments and units have a discussion between all their members on how retirements with rehires/replacements could be managed to maintain the long-term quality and viability of their programs and/or services, over a 3 year period. The results of those discussions would need to be passed on to those involved in deciding the allocation of personnel budgets. Units and Departments should be given the criteria that will be used by decision makers in allocating their budget as well as what that budget is likely to be.”*

The document on TARP does not include any mention of this planning process, it is stated purely in individual terms between a Chair and a faculty member. As part of this process, will you also, as Provost, contact Chairs and supervisors asking them for 3 year plans developed with discussion of their units? We strongly recommend such a request, as part of a required planning process which we consider is unlikely to occur otherwise.

- 3) It is not clear to us what the estimated cost savings from TARP are likely to be. In some fields the option of summer pay for teaching might encourage retirement, but it is a very different

percentage of base pay by field. In earlier discussion, the Provost spoke of putting 30% of money saved by retirements into the rehire/replace fund. Is this still the case being budgeted?

- 4) Comments from Committee constituents included concern about the short time period (April 19<sup>th</sup>) for discussions and negotiations.

And Provosts response

**From:** Ramsier,Rex D

**Sent:** Thursday, April 06, 2017 2:11 PM

**To:** Erickson,Elizabeth B <[ee2@uakron.edu](mailto:ee2@uakron.edu)>

**Cc:** Haverkamp,Kimberly A <[kh1@uakron.edu](mailto:kh1@uakron.edu)>; Huth,Patricia A <[phuth@uakron.edu](mailto:phuth@uakron.edu)>

**Subject:** RE: Feedback on TARP document

Thanks Liz to you and the committee.

Faculty are the largest employee unit with the largest salary pool that was not affected by layoffs, so is our main focus, and this is a joint program with AAUP so other employee groups are not part of our discussions.

My directive for planning discussions is not part of TARP, it needs to be happening anyway. That statement will be in my cover letter to deans when we launch.

We don't know the savings, but I will be able to get about 1/3 of the funds back to reinvest.

We must rush this, everyone knows it is coming, and we need to implement asap.

Rex D. Ramsier

Sr. VP and Provost

The University of Akron

The Committee discussed this interaction and developed the following points.

1. TD&HR considers that it would be to the benefit of the university to have a program of equivalent to TARP for non-faculty. We understand that the opportunities for rehire would be more limited, especially as there has been a significant reduction of these employees over the past few years. However, both from the point of potential cost savings and fairness, we feel that the option should be available and suggestions made on what "connections" could usefully be made. We note also that planning needs to be done within the frame work of longer-term planning that UC passed at its last meeting. That is, that the members of units need to be involved in planning how potential retirements would affect the services of units and how the maintenance of services can be organized.
2. TD&HR has had initial discussions on what connections might be included, noting that planning early retirements of those with 30 years eligibility but who are less than 65 needs to address

access to medical insurance. Potential retirees stressed this issue, also discussed by the buyout consultants.

3. TD&HR notes that the option of facilitated retirement for non-faculty is part of a wider issue of how to maintain morale in an era of cost reduction. We note that the non-faculty were the ones faced with layoffs and no salary increases over a number of years as the methods of cost reduction, while the faculty have salary increases and a negotiated TARP. There is the perception that faculty have been given carrots while the non-faculty have had to cope with sticks. That perception, however unfounded, leads to morale problems. These are made worse by the continued uncertainty of non-faculty that with continuing cost problems they will again be targeted with cuts.
4. TD&HR are discussing two aspects of this last issue:-
  - a. Plans for personnel cost cutting that have positive aspects, rather than just negative. The initial suggestions included:-
    - Asking non-faculty whether they would consider the option of 9 month or 10 month appointments, taking advantage of slow periods at UA. Some people would welcome the option of free time when children are out of school, for example.
    - Expanding the review of planning for retirements and personnel leaving to include interunit planning for sharing resources, for example administrative assistant pools for some activities. This planning should include those involved at the ground level.
    - If furloughs are being considered that dates not be mandated, but be chosen by employees at the times which are most satisfactory to them.
    - That the options considered should include closing the campus down for specific dates, which would affect all employees equally
    - That if salary cuts are considered, those at cabinet level should take equal or greater cuts
    - That if further layoffs are considered for non-faculty, the alternative of renegotiating union salaries of faculty and unionized non-faculty be evaluated seriously.
    - That hopefully the personnel budget of the athletic department (whose budget is above average to our peers) can be cut. We note the opportunities that arise when coaches leave.
  - b. Ways to provide positive rewards and incentives to non-faculty. Morale would improve if non-faculty feel they are valued. Even if that cannot be done by increased salaries, there are

numerous other possibilities to reward people on a one –time basis. The Committee is continuing the discussion of ideas, and asks for input from others in University Council.

**Resolution:** TD&HR asks UC to endorse our continued analysis of these issues, including discussion with members of the administration towards developing a plan for non-faculty retirement options.

*II Preparation for Workshop on goals for 2017-2018 for UC Committees*

TD&HR notes that the Executive Committee of University Council had asked us to provide a workshop to help committees discuss and decide on goals for the coming year. Our Committee had asked Dean Ransom if she would be willing to run such a work shop and she agreed. The Executive Committee asked that the Workshop take place in May 2017, so we are hoping to work with them to organize this event.

*II Preparation for Workshop on goals for 2017-2018 for UC Committees*

TD&HR notes that the Executive Committee of University Council had asked us to provide a workshop to hel committees discuss and decide on goals for the coming year. Our Committee had asked Dean Ransom if she would be willing to run such a work shop and she agreed. The Executive Committee asked that the Workshop take place in May 2017, so we are hoping to work with them to organize this event.



# **Talent Development & Human Resources**

## **Minutes**

July 21, 2017 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Alisa Benedict O'Brien

Type of Meeting: Talent & Development UC Committee

Attendees: Alisa Benedict O'Brien, Bill Viau, and Joe Minocchi.

Alisa noted that she was facilitating the meeting on behalf of Dr. Erickson, but that Dr. Erickson would be back on campus in August, for the remainder of the school year.

Bill Viau provided a brief update from the July University Council meeting and noted that our Committee report will be due in February.

Since we had a small group today, at the next meeting, we will introduce all new committee members and finalize our goals for the 2017-18 year.

We reviewed our committee goals from the 2016-17 year and discussed our goals for the 2017-18 year.

Goal 1 – Performance Reviews:

- We noted that our committee did assist with removing the “Vision 2020” language from the performance review forms this year.
- We agree that reviewing the performance review process at UA is important and may be something our committee looks at going forward, but at this time with the University budget, and these reviews not being tied to pay increases, or a lack thereof, this goal may not be the best use of our committee’s time at present, but something we should revisit when University finances improve and performance reviews may be tied to pay increases.

Goal 2 – Layoff/Succession Planning:

- Our committee put together a detailed report that was submitted to University Council during the past year.

### Goal 3 – Talent Development/Training for Employees:

We had a good discussion about retention efforts of current employees. While appreciating there is no budget right now for pay increases, what could UA potentially be doing to show employees we care and want them to stay here? Our committee or a subcommittee should research what other universities are doing with regard to retention efforts, employee appreciation, recognition initiatives, etc. in lieu of monetary rewards.

We also discussed ways to deliver programming to employment including 1) skills development and 2) talent development. Many employees may be interested in skills development, i.e. PeopleSoft, Microsoft Suite, etc., while others may desire to grow with UA and want to participate in leadership/management training, if offered. We might see if there is a budget for such training, and if not at this time, something or committee can help plan for the future. We should also research utilizing the CBA faculty and programs, graduate students, etc.

### Goal 4 – Working with Recreation and Wellness on benefits (health care savings):

Our committee chair should reach out to their committee chair to set up a meeting. We would like to continue to explore health care incentives/savings for UA employees. The issue we will face in setting up any benefits programs is that we have 5 bargaining units on campus, while navigating EEOC laws.

Our recommendation for the coming year would be to focus on Goal 3 and Goal 4, and we are looking forward to consulting the rest of the committee. Dr. Erickson will preside over the August meeting. We will need to schedule a date to meet.

Meeting adjourned at 3:44 PM.

# Talent Development & Human Resources

## Minutes

September 5, 2017 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Alisa Benedict O'Brien, Bill Viau, Mary Jo MacCracken, Joe Minocchi.

Dr. Erickson called the meeting to order . She thanked Alisa for chairing the committee this summer in her absence. All committee members introduced themselves as we have some new members. Dr. Erickson also noted that Mary Jo will hit 50 years of service the UA this year.

We noted that we need to reach our designated student representatives about attending the meetings.

We reviewed our committee goals from the 2016-17 year and discussed our goals for the 2017-18 year.

### Goal 1 – Performance Reviews:

- We noted that our committee did assist with removing the “Vision 2020” language from the performance review forms this year.
- We agree that reviewing the performance review process at UA is important and may be something our committee looks at going forward, but at this time with the University budget, and these reviews not being tied to pay increases, or a lack thereof, this goal may not be the best use of our committee’s time at present, but something we should revisit when University finances improve and performance reviews may be tied to pay increases.

### Goal 2 – Layoff/Succession Planning:

- Our committee put together a detailed report that was submitted to University Council during the past year.

### Goal 3 – Talent Development/Training for Employees:

We had a good discussion about retention efforts of current employees. While appreciating there is no budget right now for pay increases, what could UA potentially be doing to show employees we care and want them to stay here? Our committee or a subcommittee should research what other universities are doing with regard to retention efforts, employee appreciation, recognition initiatives, etc. in lieu of monetary rewards.

We also discussed ways to deliver programming to employment including 1) skills development and 2) talent development. Many employees may be interested in skills development, i.e. PeopleSoft, Microsoft Suite, etc., while others may desire to grow with UA and want to participate in leadership/management training, if offered. We might see if there is a budget for such training, and if not at this time, something or committee can help plan for the future. We should also research utilizing the CBA faculty and programs, graduate students, etc.

Goal 4 – Working with Recreation and Wellness on benefits (health care savings):

Our committee chair should reach out to their committee chair to set up a meeting. We would like to continue to explore health care incentives/savings for UA employees. The issue we will face in setting up any benefits programs is that we have 5 bargaining units on campus, while navigating EEOC laws.

Our recommendation for the coming year would be to focus on Goal 3 and Goal 4.

Dr. Erickson noted that she will share ITL (Institute for Teaching and Learning) history left to our committee and that we can also look to see what other departments are doing with regards to talent development. Noted that the library is offering trainings at the library and will share the program schedule with us.

Our SEAC and CPAC representatives will ask their respective committees what trainings, employee benefits, talent development offerings, etc. they would like UA to consider providing and bring that information back to our committee.

Dr. Erickson will also contact the Chair of Health & Wellness to arrange a joint meeting to discuss health care savings and benefits, and a collaboration between committees. We will schedule a joint meeting.

The committee agrees to meet every 4 weeks on Tuesdays at 3PM (the first Tuesday of each month). Our next meeting will be Tuesday, October 3<sup>rd</sup> at 3:48PM.

Meeting adjourned at 3:44 PM.

## Talent Development & Human Resources

### Minutes

October 3, 2017 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Alisa Benedict O'Brien, Bill Viau, Mary Jo MacCracken, Kathy Rex, Joe Minocchi, Melanie McGurr, CJ Peters, and Bonnie Bromley.

Guest speakers today: Anthony Serpette, Janet Bean, Michelle Byrne, Amy DeChambeau, and Wendy Lampner

Dr. Erickson called the meeting to order and made a motion to approve the September Minutes. Motion was seconded and Minutes were unanimously approved.

Discussion of new ITL. Leadership Team of ITL, out of the Provost's office. Goal is to combine efforts to offer sessions for faculty and provide programming for faculty. Limited scope at this time. Workshops on curriculum mapping, assessment efforts, and faculty focus with limited resources. Library hosts "Gather" series which has a faculty focus. Staff and Contract Professionals are always welcome to attend faculty trainings. ITL team shared a list of proposed programs for staff development. Our committee would be in a good position to offer staff training, with the list as a good starting point. Opportunity for faculty to provide training/teaching to staff on various topics. ITL Leadership Team can share their information and resources with us. Going forward, our committee can assist these efforts with a focus on staff development.

Sick Leave Bank. State of Ohio budget summary included that Ohio universities can now have a sick leave bank. The Executive Committee asked us to review the following:

- TDHR will need to obtain the current policy form the State of Ohio to review
- What problem are we trying to solve?
- How many employees at UA have an issue with needing additional sick leave each year?
- UA has operated on a case-by-case basis in the past and has helped employees who need additional assistance with sick leave

SEAC already has a draft of a policy. General Counsel is already aware of the new law. Alisa to share the draft of the policy with the Committee for review for the next meeting. UA employees that can donate are non-union faculty, non-union staff, and contract professionals. Bargaining Units cannot participate in donating sick time. Employees have exhausted and run out of sick time so there is a need for a policy at UA. It would also boost morale. Anthony suggested that bargaining units might include a provision in their collective bargaining agreements, subject to negotiations. Our committee will review the proposal and vote at the November meeting.

Next, we discussed our goals for the 2017-18 year.

1 - Offer talent development/training for UA employees: deliver programming and training to employees in a cost-effective and innovative manner, including 1) skills development (ex: PeopleSoft, Microsoft Suite) and 2) talent development (ex: leadership training, management training);

2 - Implement Health Care Savings/Incentives for UA Employees (ex: preventive health measures to reduce the cost of health care; discounts for scheduling annual wellness exam, attending health screening fair, exercise/fitness seminars, etc.); and

3 - Resubmit Sick Leave Bank Policy to UC for adoption.

Motion to accept the goals of the Committee was made and seconded and unanimously passed. Alisa will send on to Kim.

Our next meeting will be Tuesday, November 7<sup>th</sup>. Note to change the December meeting date.

Meeting adjourned at 3:57 PM.

## Talent Development & Human Resources

### Minutes

November 7, 2017 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Bill Viau, Alisa Benedict O'Brien, Mary Jo MacCracken, Kathy Rex, Joe Minocchi, Melanie McGurr, CJ Peters, Bonnie Bromley, and Brittany Hartman.

Guests today: Sarah Kelly and Nathan Mortimer

Dr. Erickson called the meeting to order and made a motion to approve the October Minutes. Motion was seconded and Minutes were unanimously approved.

Discussion of TARP by Nathan Mortimer. UA is revisiting the buy-out option for faculty; looking to revise the plans and pursue faculty only buy-out. Plan design is underway. Plan is to have the Board consider Buy-out in December. The buy-out option would close in early spring and faculty who accept the buy-outs would transition out by May. Faculty can choose TARP or buy-out. Next, leadership will look at developing a program similar to TARP for staff and contract professionals; will be developed from December – February for staff and contract professionals. Nathan invited our committee to give input on the process between now and then. Essentially, the plan will be modeled after TARP. Employees electing TARP will remain in roles for up to 3 years. Staff and CPs will apply for the program; if approved, will be approved for 1 year; will be permitted to work for maximum of 26 hours per week, and 75% of base pay; ability to be extended for second year upon approval. Employees can elect to take program if they are eligible to retire. There will be a transitional health care set-aside and pay-out. Nathan noted UA will take the Program Review into account as they develop the plans.

Dr. Erickson shared information from our committee report to UC from March 4, 2017. Mary Jo and Dr. Erickson noted the importance of protecting program quality at the University. Committee discussion and questions with Nathan.

Bill noted there are federal laws and limitations to buy-outs that must be observed in the process.

Our next meeting will be Tuesday, November 28<sup>th</sup>.

Meeting adjourned at 4:25 PM.

## Talent Development & Human Resources

### Minutes

November 28, 2017 – 3:00 PM

Leigh Hall Room 416

Meeting Called by: Elizabeth Erickson

Type of Meeting: Talent & Development UC Committee

Attendees: Elizabeth Erickson, Bill Viau, Alisa Benedict O'Brien, Mary Jo MacCracken, Kathy Rex, Joe Minocchi, Melanie McGurr, CJ Peters, Bonnie Bromley, and Brittany Hartman.

Dr. Erickson called the meeting to order and made a motion to approve the October Minutes. Motion was seconded and Minutes were unanimously approved.

Bill noted that the TARP program for staff and contract professionals will be reviewed by the Board in December. Dr. Erickson noted that our committee had expressed a desire to the UC in early 2017 to be consulted and involved in any future buy-outs/TARP.

Dr. Erickson reported from the November UC meeting. She noted the buy-out plan was not raised by the President or Provost. UA Leadership is approaching AUP regarding the details of the faculty buy-out. Dr. Erickson raised the issue and it was briefly discussed at UC meeting.

Next, we turned our attention to a topic submission.

**Topic or Issue Description:** It's not clear if the University of Akron has a workplace bullying and harassment policy. We do have a policy that covers those with a protected status, but for issues outside of those definitions, there is not a clear process for how to handle aggression and unprofessionalism in the workplace. Many workplaces are now developing and training employees about ways to handle these concerns.

**Specific actions requested:** Guidelines and a procedure that involves HR and not just immediate supervisors should be developed.

Bill noted that discrimination and sexual harassment are covered by current EEO policies on campus. Dr. Erickson noted that our committee should look at the current policy (on HR website under EEO section). Bill noted that the policy has been regularly updated. Workplace bullying is currently dealt with on an ad hoc basis. If we adopted a policy, we would have to notify the various bargaining units. Noted that bullying is difficult to define and currently we do not have a definition universally used for issues presented to HR. Suggestion to look at other universities and what they have done. CJ has offered to poll other law schools and Melanie will research other Ohio universities. Bill noted to check what resources are available to implement any policies.

Sick Leave Bank discussion: Joe noted that CPAC discussed the sick leave bank policy and asked how the initial bank will initially be seeded with donated hours. There will be annual open enrollment and emergency enrollment.

Motion to re-submit the Sick Leave Bank policy to UC. Seconded and unanimously approved. Dr. Erickson will submit the policy. Note: this will apply to non-bargaining unit employees.



Forming subcommittees to achieve our remaining goals.

1 – Working with ITL for staff/CP programming and training.

Melanie, Bonnie, Joe, CJ

2 – Working with Recreation and Wellness for health savings and benefits/initiatives.

Alisa, Mary Jo, Brittany, Elizabeth

(Mary Jo noted that Pam Krutkiewicz – the Oswald Companies has offered to come and offer wellness consulting)

Our next meeting will be in January.

Meeting adjourned at 4:10PM.