

Talent Development & Human Resources

MINUTES

FEBRUARY 13, 2020

4:00 PM

LH 413

MEETING CALLED BY	Mary MacCracken
TYPE OF MEETING	Monthly Meeting
PRESIDER	Mary MacCracken
NOTE TAKER	Peggy Walchalk
ATTENDEES	<p>Members in attendance: Laura Conley, Brittany Hartman, Renata Janosi, Rachel Keay-McVay, Sarah Kelly (via teleconference), MaryJo MacCracken, Melanie McGurr, Jonathan Minnich, Christopher Peters, and Peggy Walchalk</p> <p>Absent with notice: Chathumadavi Ediriweera, Liz Erickson, and Joe Minocchi.</p>
Agenda topics:	
4:00 P.M.	CALL TO ORDER MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> Mary MacCracken called the meeting to order. Members made introductions and welcomed the newest member, Jonathan Minnich (representing USG), to the committee. The proposed February meeting agenda was approved. Members reviewed and approved the January 8, 2020 meeting minutes.
4:10 P.M.	OLD BUSINESS MARY MACCRACKEN
DISCUSSION	<ol style="list-style-type: none"> Chair MacCracken had created and shared an in-depth PowerPoint presentation for TD/HR's presentation at the next UC meeting. Members were asked to review and make any suggested revisions. There was discussion on nursing mother's stations being planned or implemented but we have not received news that the stations have been completed for use. Those areas might include Bierce Library and Adult Focus. Dean Peters shared his communication with Human Resources, Purchasing and General Counsel regarding the Employee Discount topic submission. It was agreed that the committee is ready to respond by making a recommendation to implement an Employee Discount program. Melanie McGurr will draft a recommendation for the committee's review. Members continued discussion on the Pedestrian Crosswalk (Hill Street and University Avenue). Dean Peters motioned the committee make a recommendation to the appropriate UA representative(s) to install a crosswalk at said intersection. Rachel Keay-McVay seconded the motion and all were in favor. Melanie McGurr volunteered to prepare draft the recommendation.

	<ol style="list-style-type: none"> 4. Sarah Kelly announced that she and her team are researching areas to create guidelines in reference to the Bullying Policy topic submission. Sarah will share an update at our March meeting. 5. Succession planning was discussed. Melanie McGurr located some information from other MAC schools (Illinois, Michigan and Buffalo). Peggy Walchalk sought input from the OSCHE membership noting that Kent State University encourages team building exercises within their departments. Some of our committee members recognized this idea as being similar to culture building. It was suggested that there be a ‘best practices / knowledge transfer’ outline or template in place. Sarah Kelly will research the possibility and feasibility for creating a tool-kit or checklist process. She will plan to share those findings at our March committee meeting.
4:30 P.M.	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">MARY MACCRACKEN</p>
DISCUSSION	<ol style="list-style-type: none"> 1. No new business to report.
4:35P.M.	<p style="text-align: center;">ADJOURN</p> <p style="text-align: right;">MARY MACCRACKEN</p>
DISCUSSION	<ol style="list-style-type: none"> 1. A Doodle Poll will be generated to determine the next meeting date. Peggy will confirm a location and send a meeting invitation. 2. Meeting adjourned at 4:40 p.m.