Facilitator Mark Dunt called the meeting to order at 2:02 p.m.

Approval of December 7, 2010 minutes
A motion was made by Susie Baker, seconded by Brad Bauler, to approve the minutes. Motion carried.

Agenda Items:
Repeat staff orientations (follow up)
Lori Hoffmann presented her findings regarding follow up orientation processes. She found UNI is very comprehensive compared to other universities in the orientation programming. Other activities are contributing to the onboarding and continual education process such as benefits staff participating in the wellness fairs where questions are answered and information is provided. The HRS web site also contains accessible resources and HRS is in the process of creating additional offerings.

Lori suggested perhaps a summary sheet could be created to provide contact information on topics employees may want to further access after they settle into their new position. Discussion on this option led to the decision for HRS to work on a summary sheet and bring back to the labor management group for feedback. It was suggested this could be distributed to all employees to be sure those who never received an orientation were reached.

Employee promotion/demotion opportunities
Susie Baker expressed her concern over employees applying and interviewing for promotion, transfer or demotion opportunities and continually getting turned down over less senior and/or less experienced employees. There was some discussion over potential training needs for things such as interviewing skills. The group agreed further discussion was warranted on this topic.

Temporary assignment opportunities
Susie Baker expressed her concern for temporary or special assignment opportunities not being made known to all employees within the department. A brief discussion over how to to communicate these opportunities ensued. The group agreed further discussion was warranted on this topic.
Adjournment
Mark Dunt adjourned the meeting at 2:55 p.m.

Respectfully Submitted,
Michelle Byers
Human Resources