Meeting Agenda: May 10, 2024

Location: https://rochester.zoom.us/j/98522747830

9:00 – 9:15 AM – Welcome and Housekeeping
- Group Norms / Zoom etiquette
- Approval of April meeting minutes
- Co-Chair updates
- Committee report-outs

9:15 AM –10:00 AM –Review of 2023 GSC orientation/Plan for 2024 orientation

10:00 – 10:15 AM – Break

10:15– 10:55 AM – UR stars feedback session and myURHR update

10:55 – 11:05 AM – Debrief

11:05 – 11:15 AM – Break

11:15 – 11:50 AM – Co-Chair succession plan review and discussion

11:50 – 12:00 PM – Wrap-Up
- Matters arising
- Summary, wrap up, and takeaways
- Good news

Attendees: Co-Chair Jane Bryant, Co-Chair Jon Powers, Melinda Adelman, Chennel Anderson, Laura Ballou, Kristi Brock, Jamie Brown, Leah Brown, Amanda Carter, Karen Cera, Lindsay Chasse, Marisa Chiodo, Kris Condello, Jazmin Dunham, Maria Fagnano, Scott Fearing, Dylan George, Mary Hallinan, Shari Hoffman, Arian Horbovetz, Austin Jackson, Charles LaBrake, Aaron Landcastle, David Lanni, Hannah McClow, Patrick Meagher, Darrin Meszler, Andria Mutrie, Michael Occhino, Ted Pagano, Katie Papas, Brenda Pitoni, Tacarah Reyes, Nate Ridley, Lauren Sageer, Marc Seigfred, Amanda Sharpe, Ashley Smith, Sarah Siddiqui, Molly Snyder, Jessica Syposs, Thuy Tran, Dan Watts, Joe Williams, Paul Wlosinski

Guests: Amy Happ, Josh Jacobs

Co-Chair Jon Powers welcomed the representatives and reviewed the day's agenda and group norms. Council Secretary Karen Cera presented the April meeting minutes for approval. The minutes were approved by the present Council members.

Co-Chair Updates

Jane Bryant: So that everyone is aware, we had a conversation with Kathy Gallucci recently based on a funds request from AS&E, and we now have very specific guidelines that are not yet written about how we can use our funds, specifically for engagement opportunities. Kathy's preference is for us to have events available to all our constituents, rather than district-specific requests. We will discuss this further in the future.

Jon Powers: I sit on the Public Safety Advisory Committee, and those meeting minutes are being posted on the website if you are interested in the work that group is doing. Due to scheduling conflicts, our Co-Chairs meeting with Kathy Gallucci and Sarah Mangelsdorf was postponed until mid-June.

Jane Bryant: The Faculty Senate Co-Chairs are interested in trying to have a meeting with various non-HR leadership about our CPM recommendations. We'll see where that goes after their leadership transition later this month.

Jon Powers: You all received the pre-read report that we provided to the Board of Trustees. The plan is that I will be on stage with Norma Holland having a "fireside chat" conversation, talking about the work of the GSC. We are rescheduling the August 9 GSC meeting to the following week, August 16, due to scheduling conflicts. Our July GSC meeting will be in person, location details to come.

Orientation planning activity

Jane Bryant: We are going to go through the goals and objectives of GSC orientation, and get a sense of what items are most valuable to include in orientation.

Review of #1: Objectives of orientation—Learn basic structure, function, and operations of the GSC; understand your role and responsibilities as a GSC rep; recognize how our work relates to "One University"; Make connections with each other; Gain a clear sense of upcoming actions related to your district and committees.

Dylan George: I came in mid-term, so perhaps consider people who do need to miss orientation for whatever reason. Some sort of opportunity to really go through this information could be helpful. I've had a sense of feeling a bit disconnected going into some of these meetings, so maybe an hour-long expedited orientation for people who may join later.

Jane Bryant: Thank you, that's a great suggestion. We've also been talking about creating some kind of orientation document or handbook that contains all helpful information for new members.

Sarah Siddiqui: Suggest a section for Teams or relevant technology training.

Kristi Brock: Idea for an objective focused on establishing connections between new members and established members.

Dan Watts: The seminar room we used last year was great for the presentations, but not so much for small group activities and individual introductions. Perhaps we can explore a more flexible space for this year's orientation.

Reviewed #2: Introductions: each person introduced themselves, their department, their district, how long they've been a GSC rep, and a fun fact.

Kristi Brock: Maybe we could create a slideshow using the info we already collected during the nominations/elections process, and then we can use the remainder of that time for a more interactive ice-breaker activity.

Hannah McClow: Maybe we could have all this info added to the "face sheet," and then the intros could just be the fun facts.

Review of #3: 'About the Council' section. Everyone felt that this section was good as-is.

Review of #4: Council Co-Chair role overview.

Amanda Sharpe: Marc's presentation of the Co-Chair role is very engaging. I suggest he delivers that presentation again.

Marc Seigfred: Maybe there's an opportunity to do rotating small groups or stations where you have seasoned members of the Council presenting on specific topics to smaller groups, so that it's a more interactive setting, more conversational.

Laura Ballou: Perhaps some of the information could be pre-recorded as short videos, so that we can limit the time of the presentations.

Jon Powers: Perhaps we could even have some of the pre-recorded presentations sent out ahead of time for people to watch before orientation.

Review of #5: Presentation from person outside the Council (ex. Joe Testani re: strategic plan), and #6: Greeting from University leadership.

Karen Cera: If there's anything that could be removed in favor of more social time, I would say remove this because we do this throughout the year at various meetings.

Amanda Sharpe: Part of the intention with these presentations is to highlight how the work of the Council relates to the "One University" philosophy. But maybe we can cut the presentation to a half hour rather than an hour.

Kristi Brock: Having leadership involved in some way is important, but maybe they could just do a short greeting at the reception portion, rather than a full presentation.

Review of #7: Expectations of a council representative. Perhaps this is one that could be broken out into smaller group discussions.

Jon Powers: One note, we do lose the ability to record and preserve portions of the meeting that are small breakout groups. So keep that in mind in case there are people who are not able to attend orientation. But maybe we can record one of the breakout groups.

Review of #8: Tools and resources—Microsoft Teams, GSC website, Communications templates, Listservs, Ex-officio members, University community, etc.

Review of #9: What should a representative do/not do, and scenario examples.

Melinda Adelman: It might be helpful, rather than having scenarios that we've made up, use actual submissions we've received. How did we respond to the feedback we received?

Review of #10: District breakout activities and #11: Committee breakout activities (new).

Karen Cera: From someone in a smaller district, as much as it's helpful to hear what everyone is doing, it's not something we could implement into our own spaces, so I'm not sure if I get much out of the district breakout sessions.

Dan Watts: In AS&E, we met after elections with our newly elected members before orientation. I would recommend that if district breakouts don't happen during orientation, there should be some way for bigger districts to meet before or right after orientation.

Lauren Sageer: As a new rep, meeting with the other smaller units was helpful to brainstorm and get to know people. I would also recommend that outgoing reps meet with the incoming district reps to talk through what they had done previously.

Amanda Sharpe: In the past, there has not been a great way to transfer knowledge from people who are rotating off the Council, so it would be great if those members could plan to attend this portion of the orientation.

The group also discussed the reception, and potentially not serving alcohol this year in order to be more inclusive and welcoming to all. Some members expressed concern about being drained at the end of the day, and perhaps the reception could take place after a different meeting. Others expressed wanting to build connections at the end of orientation.

UR Stars Overview

Josh Jacobs: I am the manager of employee recognition at the University of Rochester, a newer position created a year ago. We have a new employee recognition program called UR Stars. This platform will enable us to send recognition across our entire University system. This is a web-based platform you can log into using single sign-on. The system will automatically follow your downline, so if you manage a team, it will automatically follow your team, your supervisor, and the other people that your supervisor manages. But you can curate your feed to look however you want it to. You will see UR Star iCare values or Meliora values, and you will also see e-cards. There is also something called MyCompany, a real-time feed of all recognition happening across the entire university system. You can submit recognition for individuals or a group of staff. When a UR Star gets sent, the

person's manager gets notified of that recognition. The manager then can approve, deny (in specific cases), or transfer the recognition to another manager if necessary. The manager can also comment on the recognition that their employee received. The employee will get an email letting them know they've been recognized, and they also receive a certificate. E-cards do not get sent to managers, that's just a one-on-one thing (Ex. celebrating work anniversaries, birthdays, etc.)

Jon Powers: Can someone set in their own settings if they don't want any of the recognition going to the public wall?

Josh Jacobs: Yes, you can update everything from your pronouns, to your preferred name, to your privacy settings.

Jon Powers: If your manager does not approve these, is there a notification for the sender?

Josh Jacobs: There's an auto-approve feature after 10 days without a manager response.

Jon Powers: Can you recognize student employees?

Josh Jacobs: Student employees are in the system. We don't have targeted communications for them yet, but we will be working on that this summer.

Jon Powers: Is there an intent to include the affiliates?

Josh Jacobs: Right now, we do not include the affiliates, but that is something we're looking to include in a future phase.

Jon Powers: Can community members (non-employees) overall utilize the system?

Josh Jacobs: Not yet, but we are working to build an API to do this. But patients will be able to use the paper cards like they have in the past for iCare, and that will be put into the system as in the past. We are working to make that more digital.

Jon Powers: Does this have a direct feed to mypath for when annual reviews come up, or is there a recommendation in mypath for managers to review their recognition history?

Josh Jacobs: There's no feed into mypath, but you can download a report by person for the whole year, so the manager can use that in their review. The records do not expire. And one more thing, this is an app, and everything I just showed you is also available on the app.

myURHR update

Amy Happ: Thanks everyone for your time today. I am the Executive Director of the myURHR project. myURHR will launch shortly after UR Stars, on September 23. This is the transition from our current HRMS system to 2 new systems: Workday and UKG. Workday is the HR and payroll processing side of the system. UKG will be our system for timekeeping and time tracking activities, including leave management. Some of you might be involved with our change network, a group that meets monthly and distributes information to their colleagues and departments. Training on the systems will start this

summer. We are in the middle of demo days, which give sneak peaks of the new systems. We do have some demo days coming up this spring, and we record all of these sessions. We are also getting ready for the Summer Readiness Tour, which will try and reach as many stakeholders as possible in a casual way to increase awareness and provide an additional engagement channel. Please stop by the tables if you see us!

Jon Powers: You mentioned that e-learning will be required for all employees. What kind of timeframe will that be, from when it opens to when it needs to be completed?

Amy Happ: The training for all staff opens in August, employees will need to complete it by end of October at the latest, and it's a 1.5 to 2-hour training. This is a message we've been communicating to leadership to encourage them to make time for their employees to take the training, ideally before the go-live date.

Jon Powers: How will you ensure that employees who don't regularly work on computers receive the training?

Amy Happ: We are working on a plan for that now, and reserving spaces in areas with computers for those who need it or who usually take these trainings together.

Debrief

Amanda Sharpe: Just a clarification, all recruitment for staff will happen in myURHR, but all recruitment for faculty will happen in a parallel system.

Laura Ballou: I do think there's a lot more work to be done, especially with all we've heard from staff after CPM. Staff will want to know how their job titles or wages will be addressed. This recognition program may fall a bit flat. Will all departments be funded to do a UR Stars recognition lunch? As a Council, this is a place we need to continue to advocate. There are UR Stars champions, so if there is an overlap between GSC and the UR Stars champions, maybe we can work together collectively to continue to advocate.

Co-Chair succession planning discussion

Jon Powers reviewed the current bylaws language, and proposed changes. Primarily, the changes cover what will happen when a Co-Chair needs to step down prior to the end of their term. An interim Co-Chair can be appointed for a term of no longer than 6 months. Interim Co-Chairs are eligible to run for Co-Chair election. The Council will be discussing what should happen in a scenario where both Co-Chair elections need to happen at the same time—how will it be decided which Co-Chair gets the longer term. Possibilities include two separate elections—one for the shorter term and one for the longer term—or one election where the candidate receiving the most votes is elected to the longer term seat.

Sarah Siddiqui: Could the person who gets the most votes choose whether they want the shorter or longer term?

Amanda Sharpe: If that's the option that you go with, typically there are usually not that many candidates that run for GSC Co-Chair. So I would worry we would not get as many takers willing to make a two-year commitment.

The Council decided to go with option #1, holding two separate elections: one for the one-year Co-Chair term and one for the two-year Co-Chair term. That way, candidates know what they are signing up for and those willing to run for a two-year term are knowingly agreeing to that. Someone who gets elected to a one-year term is eligible to run again to serve a full Co-Chair term.

Melinda Adelman: If you have an election where someone gets elected to a 1.5 year term because someone vacated, when does the second-year of being a Co-Chair start? Because second-year Co-Chairs vacate their district seat.

Jon Powers: The way I would expect that to work, if someone is in a term longer than a year such that they would be in that role across the time when district elections would occur, their seat should go up for election during that summer election (if they have a full year left).

Melinda Adelman: So maybe the bylaws should read "in the final year" of the Co-Chair term, they are no longer a district representative, rather than in the second year.

Jon Powers will work on this language and will send out the proposed changes prior to the June meeting. The group will vote on the bylaws changes at the June Council meeting.

Wrap-Up

Laura Ballou: (Special Projects Update) If we can collect all of the GSC UR Stars champions, that would be helpful. We also wanted to let everyone know that Dan Salamone did meet with a subset of the Special Projects committee to follow up on the conversation we had about student employment supervisors and the role in the CPM process. It was a positive meeting, and we are following up with him after commencement. If anyone has information they want to be shared, please be sure to send it to me. Finally, we're one of the committees that had to restructure how we work. We are focused on Staff Retention; Health Plans & Retirement Benefits; Tuition Exchange & Other Benefits; Employment Anniversary Awareness; Role of HR Business Partner including Supervisor/Leadership concerns; Wage Increases based on Education/Certification. If you have anything to share on any of these topics, please let me know.

Jon Powers: Our August meeting will be on August 16, and will be virtual. Our next in person meeting will be held in July. A reminder that we will soon be asking who is planning to run for re-election. Everyone, please keep the September orientation date on your calendars.