**Administrative Leadership Team**

**Monthly Meeting Notes**

**March 5, 2023**

**10:00 – 12:00 pm**

**E254 AJB**

**Present:** Angie Bellew, Liz Cecil, Troy Fitzpatrick, Pat Goodwin, Sarah Horgen, Julie Jones, Justin Kahler, Sasha Khmelnik, Becky Kick, Ruthina Malone, Gabbie McDermott, Heather Mineart, Shonda Monette, Barb Pooley, Alli Rockwell, Rosie Ver Steegh, Tammy Siegel, Becca Tritten, Lindsay Vella, Chuck Wieland

**Absent:** None.

**Guests:** Merry Aamodt, Tom Koeppel, Melia Pieper, Julie Rothbardt, Tiffany Schier

1. **Welcome and General Announcements**

Tiffany Schier welcomed the group and started the meeting with updates from Finance. Later Becca Tritten provided the following updates:

* CLAS Executive Committee continues to discuss and work on the charges initiated by Dean Sanders throughout the College. These include the Environmental charge, the DWLLC charge and the social inquiry charge. The Environmental and DWLLC charges are progressing and with presentations provided to EC this past month. In addition to the charges, Professor and DEO Michael Cowan attended EC this week and had a conversation with EC regarding the current state of the Department of Cinematic Arts and their goals to help tackle the growing majors and student interest.
* The Dean’s Office has submitted the faculty mid-career award nominations.
* Maggie sent out a guide/best practices regarding building hours in CLAS buildings hours. The plan is to have Maggie come to a future meeting.
* During this time of year, the Office of the Dean is actively working on the renewal and nomination process for faculty named appointments.
* Faculty elections:
* **Elections**
* NOMINATIONS: March 20 - March 27
* VOTING: April 24 - May 1

1. **Updates**

Tom Koeppel, Julie Rothbardt, Melia Pieper, Tiffany Schier, and Rosie Ver Steegh provided the following monthly updates:

**Julie & Melia updates (HR):**

Julie: Please see PowerPoint presentation, provided as attachment

Melia:

1900 Search Updates

* Emily Hurst, Senior Behavioral Health Clinician
* Cody Droz, Senior Application Developer
* Interviewing, Research Support Specialist

Provost Projects and Initiatives

* Survey of faculty who declined offers
* Conversation with HR with faculty who leave the institution prior to going up for tenure
* DEO job code

Planning for August 2024

* CLAS HR August vacation blackout
* UHR OTAC support
* UHR I-9 assistance
* HR Intern
* Service Level Agreement
* I-20 available in July for incoming graduate student teaching and research assistants

**Tiffany updates (Faculty Affairs):**

* **Notes…**

**Tom updates (Finance):**

Tom…

**Rosie Ver Steegh (Staff Council):**

* Elections open this week?

1. **Position Management**

**Bi-weekly – create new when do new appointment**

**If you provide a position number – that is amazing**

**When do appointment, my team needs to be looking to see if anything is available (sometimes the reports we can pull are conflicting)**

**There is nothing to stop you from using the same number twice**

**Position Number is: tied to your pay**

**You CAN change position number from one dept to another**

**If right pay group – you can change the position number within that category.**

**Pay Group is a vital piece of information. If not correct, the To be Paid report may be wrong. But for reporting, this would be helpful.**

**Employe ID (feet) – this is your constant. Position Number (shoe) can change.**

**Reports: If Academic Appointment, effective date is always the 1st of the month.**

1. **ALT – Group Discussion**

Introductions…

**End of Meeting.**