**\*HUMAN RESOURCES ADVISORY COUNCIL\***

MEETING MINUTES FROM 2-1-13

ATTENDANCE:

* Dr. Pogue, Waheeda Lillieuik, Jason Jordan, Ida Woods, Kerri Tillet, Cathy Weng, Sharon Shivers

1. Introductions: Each attendee introduced himself/herself to group.
2. (Kerri T.)
3. Climate Survey: Purpose was explained and copies were distributed to group.

Survey is currently under review by IRB and is slated for mid-March 2013 release to entire TCNJ campus community, approx. 7,000 individuals. Survey was created to gauge comfort levels of everyone on campus.

1. Marketing of Survey: discussion of vehicles to introduce survey to campus, i.e., Electronic copies and hardcopies for individuals w/o PC access.
2. (Ida W.)
3. Training Strategic Plan: Identify stakeholders and collaborators to assist in notifying all STAFF that HR provides numerous Training workshops, modules onsite and online as needed by EE. (Benefits, Emotional Intelligence, Performance Evals, etc…)
4. An effort to promote Learning for all on Campus.
5. Contact/meet with Key individuals in each dept. to disseminate HR Trainings and HR Website for self-service. (secretaries, managers, deans…).
6. Discussed Vehicles to promote HR Training: TCNJ Minute, “The Signal”, flyers, various emails, include HR Training information on SCREENS on campus for all to read.
7. Promote Customer Service throughout campus. Provide information to work together.
8. Possibly conduct a NEEDS ANAYSIS for Training and Professional Develop. Courses.
9. (Dr. Pogue)
10. Incentives: Staff is more likely to complete Training if incentives were provided.
11. Discussed improving campus communication to increase HR awareness onsite and online.

\*UPDATE on above actions to be provided at next HRAC meeting!