Meeting summary for IRC meeting held 11/19/2010

In attendance: Mary Banks, Mario Bernardo, Neela Chevli, Dr. Marcia Greene, Bob Vines, Dave Jaeger, Jordan LaCrosse, Angela Meyer, Pat O'Connor-Benson, Neal Snyder, Charlie Weaver and Susan Bauer from Human Resources

Updates from the PBC and SCIEC committees were given by Dave and Mary

Pat, Mario and Charlie were suggested as IRC representatives to the Budget Committee. This group will assist in working on technology related budget issues. Dave will e-mail Joe Shepard to let him know.

Technology staff retention:

1. Susan may be able to provide a turnover report to the committee

2. Susan will meet with technology heads to make sure our employees are classified correctly.

3. Pat will share the data she has from HEITS, Higher Ed Information for Technology Services with the group.

4. Human Resources has created Job classifications from the job descriptions that were established five years ago by Pat, Mary and Georgia Allen. A sub-group was established to work with Human resources on this and will include: Pat O'Connor-Benson, Neal Snyder, Charlie Weaver, Dave Jaeger, Mary Banks, Mario Bernardo, Neela Chevli.
   a. Susan will set up two meetings the first will be to assist the areas who need to create additional job descriptions and the second will be with Pat, Mary and Mario to make progress in reclassifying employees.

Process Improvements:

1. Pat presented a draft idea to create one technology phone number to make it easier for faculty and staff to know who to contact. Mary suggested a distribution list for all technology employees. Dave suggested a calendar for events to be shared for all technology groups. This list will be worked on for the next meeting.