Human Resources Liaison Meeting
Wednesday, March 28 2012
3 – 4:30 p.m.
Fisher University Union, Azalea Coast Room A

**Reminder: As a committee member of HR Liaisons please remember to pass the following information to other employees in your department who may need to know the following. If you are unable to attend future meetings please send a representative.

**Uncw Support Staff Conference and Expo**
Rick Whitfield, Associate Vice Chancellor - Finance, presented information about the upcoming UNCW Support Staff Conference and Expo being held on Tuesday, July 24. The conference portion of the event will provide an opportunity to attend breakout sessions on subjects such as travel and motor fleet, HR processes, budget processes, conflict management and the new facilities work order system, etc. The expo portion of the event will allow opportunities to interact with various departments within business affairs. The cost of the all-day event is $25 which includes lunch. Rick asked the HR Liaisons to save this date on their calendars and said that more detailed information will be forthcoming.

**HR Website**
The new A-Z index on the HR website and the new search feature were demonstrated. Liaisons are asked to provide feedback on the website and to send comments or suggestions to Andrea Powell at powella@uncw.edu

**HR Relocation Status**
The HR Benefits Office staff have moved to their new temporary location in Friday Annex. Directional signage within the building has been posted. Temporary parking for off-campus applicants is being addressed. Eventually all of HR will relocate to Friday Annex and have an on-campus presence for the first time in 10 years.

**Locator Report**
The liaisons are reminded to continually review and update the SSRS Locator Report. https://uncwreports/Reports/Pages/Report.aspx?ItemPath=%2fUNCW+Reports%2fLocator+Report The accuracy of this report is important for campus safety and security as well as for space planning purposes. It also affects the accuracy of information found in the UNCW online telephone directory. E-mail changes to the report to Erica Tadlock tadlocke@uncw.edu

**State Health Plan Annual Enrollment**
The deadline for the State Health Plan annual enrollment is Friday, March 30. Only employees who wish to make a change to their current plan need to take action. Although there is a 5.3% increase in premiums there were no increases in copays, coinsurance, or deductibles.
Organizational Charts
In the past, HR asked departments to send updated organizational charts. These charts were then manually compared to Banner information and it was a very labor intensive process. The group discussed ways to automate this process by creating reports from data in Banner and uploading it into Visio. The org charts should reflect the information in Banner. A subcommittee will be meeting to define the steps and will present a demonstration at the next HR Liaison meeting.

Printed Telephone Directory
Ann Glossl reported that the UNCW telephone directory will no longer appear in printed form. Ann encouraged the group to complete the online survey to share your feedback about the components of the printed directory that you use. This is another reason why the locator report needs to be kept up to date.

Staff Installation Celebration
Lee Prete reminded the group that all employees are invited to a staff celebration welcoming Chancellor Gary Miller on the occasion of his installation. Departments are encouraged to send welcome photographs to be shared at the event. Refreshments will be served at the April 11 event. The formal installation ceremony will be at 10:30 a.m. on Friday, April 20, on the Hoggard Lawn.

Future HR Liaison Meeting
JoAnn reminded the group to send your suggestions for agenda items to Amy Evans to be discussed at future liaison meetings. JoAnn encouraged participants to make these meetings interactive and share best practices.