Human Resources Liaison Meeting
Wednesday, May 23, 2012
3 – 4:30 p.m.
HR Training Room 218, Airlie Commons

**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.**

**Index Cards**
JoAnn McDowell passed out index cards to the liaisons and asked them to provide feedback on “What can HR do for you?” The UNCW Support Staff Conference and Expo will be held on July 24 and HR is soliciting suggestions for what the campus would like HR to present in breakout sessions. Other topics include, “What is important to you personally?” and “What information is important to new employees?”

**SkillPort**
Dana Ward, ITS, gave a SkillPort demonstration. SkillPort, found through mySeaport, contains over 6,000 courses and 21,000 books and can be used for personal training and career development. The UNCW Staff Senate wants to promote SkillPort to supervisors across campus to make sure that employees are aware of this service and are given time to use it. It was suggested to have open hours in a computer lab so that employees can get away from their offices and be able to devote quiet time for SkillPort study.

**TealWare**
Jarrett Piner, ITS, presented a Tealware demonstration [http://www.uncw.edu/tealware](http://www.uncw.edu/tealware) Tealware allows the campus community (either on-campus or off-campus) to access UNCW software (including Microsoft Office) through a secure, private cloud. Work done on Tealware can be saved to your personal computer or Sammy folder.

Jarrett advised the group that using the Remote Desktop function through Tealware is preferable than using the Virtual Private Network (VPN) if you are off campus and need to access files saved to your computer. Jarrett reminded the group that computing classes are taught at ITS, including a class on iPads.

**Organizational Chart**
Every two years HR asks all departments to send a current organizational chart. Andrea Powell presented an easy and efficient way to create departmental org charts in Visio that are consistent with the latest updates in Banner. To begin the process, contact Andrea [powella@uncw.edu](mailto:powella@uncw.edu) 962-2652 to request the updated Excel data. Follow the steps in the attached guidelines and contact Andrea or Denise Matroni [matronid@uncw.edu](mailto:matronid@uncw.edu) 962-3698 for help.
**PeopleAdmin**
PeopleAdmin version 7 is estimated to be ready to implement in September/October, 2012, and go live around the end of the year. The new version will have reporting functionality and promises to be more user-friendly. Similar to Consensus, the new version can use search committees to independently rate applicants.

**IT/HR Work Group**
An IT/HR work group has been developing an electronic workflow to process new hire documents through ImageNow. This electronic system will use secure signature imaging to approve and route, preventing the need to print documents. Kristin Nice, university college, will pilot the new program.