Meeting Highlights, CAR feedback and Communication Opportunities

The Comprehensive Administrative Review (CAR) Steering Committee met on Wednesday, Nov. 8, 2017 and heard highlights from Vice Chancellor John Fuchko III and steering committee chair University of West Georgia President Kyle Marrero related to recent meetings they attended.

- Vice Chancellor Fuchko shared reactions he received from a recent Chief Business Officers (CBO) meeting he attended.
  - They requested that the steering committee consider building out models for different organizational structures to guide them in evaluating the structures of their varied types of institutions.
  - The CBOs were positive in their reception of the CAR.
  - They emphasized the importance of communication and felt that the communications efforts up to this point were key to their positive reactions.
- President Marrero shared responses he received from various Regents at the October board meeting. He felt that they were comfortable with the process and that their responses also reinforced the value of the communications process.
- Committee members recommended that follow up meetings needed to be held with faculty advising committees, student advising council and staff advising council.

Project Updates from Huron Consulting

Huron Consulting representative John Kaiser presented an update on project progress. He asked President Marrero to share the experiences and lessons learned from the University of West Georgia implementation of the first stage of the CAR.

- President Marrero shared the process and timeline used at UWG. He explained how his campus was developing a “library” of methods and techniques used at his institution for deployment of assessments and the communications process for the deployment.
- John Kaiser explained how the assessments will be distributed going forward using the experience gained from earlier distributions. The goal is for the process to be consistent.
- Huron Consulting representatives will engage with each campus to collect data, finalize assessment participants and schedule interviews before the team begins on-site work.
- Huron Consulting will take into account the changing nature of positions and processes (for example, those processes impacted by OneUSG implementation) as they conduct data analysis. The assessments are one part of the data and benchmarks that will be utilized in developing recommendations.
• John Kaiser acknowledged UWG Associate Vice President of Human Resources, Juanita Hicks as the data point of contact for UWG. Huron Consulting will ask each institution if their identified data point of contact is the appropriate individual. If not, they will be asked to identify a data point of contact as UWG did.
• Juanita Hicks shared her opinion that it is important that the data point of contact on a given campus be someone who works closely with the positions and organizational structure (i.e., Human Resources staff).
• The committee requested that UWG share the time involved in implementing the assessment with other campuses to assist them in their planning. UWG staff agreed that they would do so and also share their “library” of methods and techniques that President Marrero mentioned earlier.

CAR Data Requests

Huron Consulting representative John Kaiser presented an update on the progress regarding the CAR data requests sent to each institution.

• The HR data requests have gone out.
• Mr. Kaiser then discussed the conversations at the University System Office, University of West Georgia and Georgia Tech related to the HR data that will be collected.
• The committee recommended that Huron do a second HR data pull for the remaining 24 institutions to match the data pull scheduled for November 11.

Assessment and Survey Updates

• Mr. Kaiser shared the feedback, calls and emails he received related to questions generated by the survey distribution.
• Committee discussion revolved around the importance of emphasizing to participants the value of printing the document before starting to fill out the assessment tool online. This allows the participant to narrow down the scope of their position and streamlines the online completion process. Mr. Kaiser assured the committee that Huron was making every effort to communicate the importance of printing and reading the assessment prior to beginning online completion.
• Mr. Kaiser pointed out that Huron has not received the supervisor review portion of the assessment. There was discussion of how this will proceed. Huron is also looking at this and will develop ways to streamline the process.

Project Scorecard

Mr. Kaiser presented a screen shot of the scorecard that will be used to track progress. He pointed out various components and explained how access will be provided to the committee as the CAR moves forward.
University System Office and University of West Georgia Project Updater

- Committee members from the USO and UWG shared their experiences and suggestions that they developed as a result of their institution’s efforts.
- UWG shared that they plan to discuss their experiences and what they learned during the process at the next system wide HR meeting.
- Mr. Kaiser thought this was great and suggested that a webinar could be developed for HR leads on each campus.
- The committee agreed to work on developing the webinar.

CAR Website

Mr. Kaiser shared that he has been considering how the CAR website can be utilized for document storage and a resource library. Suggestions and ideas for the website and other communications vehicles were offered by committee members. Vice Chancellor Fuchko told the committee that John Vanchella will be serving in a key role as communication and website needs grow for the CAR. Mr. Kaiser told the committee he has already been working closely with Mr. Vanchella on communications and that they will collaborate to develop the website to address the document storage and resource library needs.

Next CAR committee meeting:
- Wednesday, Dec. 6 at 2 pm.

Timeline and Phases
The timeline for the project can be found on the CAR website.

Please do not hesitate to contact us with any input, questions, or other guidance.

Respectfully submitted,
Comprehensive Administrative Review Steering Committee
Office of Organizational Effectiveness