



**Consolidation Committee
Final Report**



Committee Details	
Date:	July 19, 2017
Committee Name:	59 HR, including Position Descriptions and Salary Bands
Committee Co-Chairs:	Cassandra Alexander, Kimberly Carter
Functional Area:	Human Resources
Functional Area Coordinator: Kimberly Carter	

Major Tasks for Committee Tracker from Final Planning Document and Recommendations

Task: *Establish Process and Procedures for Hiring and RIFs*

Recommendation and/or Action Taken:

Recommends including DSC’s Background Investigation Committee (BIC) in the new University’s hiring process.

Recommends that the new University should adopt the processes outlined in the USG’s revised Reduction in Force (RIF) Policy.

Recommends combining the major elements of hiring processes from both institutions.

Recommends requiring online Search Committee training for any employee(s) wishing to serve on search committees at the New U.

Recommends not including Diversity Team Members in the New U’s hiring process; but, do repurpose DSC’s ‘Diversity Team’ for the New U. Diversity Team Members’ attention should be focused on developing diversity programming for the New University.

Task: *Combine Org Charts*

Recommendation and/or Action Taken:

Recommends comparing and contrasting both Institution’s organizational charts with relevant information before combining charts.

Unit Vice Presidents finalized organizational charts and submitted to SACSCOC

Task: *Create New Position Descriptions*

Recommendation and/or Action Taken:

New position descriptions only need to be created for 1) new positions and 2) existing jobs that substantially change



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Task: <i>Establish Workweek Schedule for 12 Month Faculty and Staff</i>
Recommendation and/or Action Taken:
Recommends that the OWG should present scenarios for 52 week work schedule affecting 12 month faculty and staff and deferring final decision making to the President. Scenarios were presented and determined by SVP for Administration in conjunction with HR. Schedules to be posted Fall 2017.
Task: <i>Determine Need for Salary Adjustments</i>
Recommendation and/or Action Taken:
Recommends that OWG 59 review DSC’s pay study that was prepared by Carl Vinson Institute of Government (CVIOG). The OWG will perform an assessment to see if this study meets the needs of the new University. The results of the assessment are to be shared with the CIC.
Recommends adapting the structure provided in DSC’s current Classification & Compensation Plan (Pay Plan) for the new University.
Recommends forming a Compensation Committee comprised of Faculty and Staff members to periodically review, assess, and address pay issues related to position classifications at the new University.
Task: <i>Ensure Effective Implementation of Controls (Flowcharts, Segregated Duties)</i>
Recommendation and/or Action Taken:
Recommends that OWG 59 and Internal Audit should collaborate on <i>the Ensure Effective Implementation of Controls (Flowcharts, Segregated Duties)</i>.
This task has been deferred due to OneUSG Connect implementation. University will develop controls that comply with OneUSG Connect requirements. The university is scheduled to go live with OneUSG Connect in April 2018.
Task: <i>Establish Process and Procedures for Determining Staff Seniority</i>
Recommendation and/or Action Taken:
Recommends identifying relevant competencies that should comprise “seniority” and develop a weighted decision model to be used to determine staff seniority.

Other/Final Comments (if any):

Group has decided to utilize PeopleAdmin until OneUSG Connect goes live