
From: Announce
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Subject: Human Resources: Update on Reorganization

Human Resources: Update on Reorganization

Earlier this summer we announced the reorganization of Human Resources to the campus and promised to follow with additional information on transitions, locations and access to services. Effective September 1, 2008, Human Resources has been divided into three units: 1) Faculty Affairs, 2) Staff Human Resources Management, and 3) Payroll, Benefits, and HR Information Systems.

A significant amount of work has been accomplished in anticipation of the transition. Throughout the last month we have worked with staff and sought input from various campus groups to identify service enhancements we might achieve through the reorganized structure. We are excited and enthusiastic about some of the suggestions that have been offered, which we hope to begin implementing soon. Following are more details regarding the three offices:

Office of Faculty Affairs

The Office of Faculty Affairs (FAAF) will be housed in the Office of the Provost, Kendall 106, and will be headed by Vice Provost Leslie Nix-Baker. This relocation is expected to occur on or about September 15, 2008. *All telephone numbers for this area will remain the same; main number x5029.*

Faculty Affairs will provide personnel and labor relations services for faculty, librarians, counselors, and coaches (Unit 3), as well as to TA, GA and ISA employees (Unit 11). Faculty Affairs is currently recruiting for a new administrative support staff member to replace Karen Zacharias who has accepted a position in HFA. Nyima Bieber and Clarice Reutlinger will provide staff support for FAAF.

The **Faculty and Staff Assistance Program (FSAP)** will report to Faculty Affairs with a secondary reporting relationship to Staff Human Resources Management and will continue to serve the needs of both faculty and staff. *The telephone number for FSAP will remain x4645.*

Staff Human Resources Management

The Office of Staff Human Resources will be housed in the Division of Business and Finance and will temporarily be headed by Jackie McClain, Special Assistant to the President, who will serve as Interim Chief Staff Human Resources Officer, reporting to Vice President Lori Hoffman. Jackie is the former Vice Chancellor for Human Resources for California State University.

Staff Human Resources Management will provide personnel services and labor relations for staff employees.

A number of moves will occur on or about September 15th to create the **Office of Staff Human Resources Management (SHRM)**. Jackie McClain will move to Kendall 118.

Beverly Gentry has agreed to join Staff Human Resources Management as Training Coordinator and Special Assistant to the Interim Chief HR Officer, effective September 1, 2008. She will coordinate and

expand professional development activities for staff. Beverly, Jorge Salinas, Director of Labor Relations, and Regina Buckner, Labor Relations/Employment Practices Coordinator, will also move to Kendall 118.

Staff Human Resources Management is currently recruiting for a confidential staff position and, in conjunction with Faculty Affairs, will be recruiting later this fall for a Director of Employment Practices/Dispute Resolution to manage a variety of non-union complaint procedures.

It is anticipated that the phone numbers for these individuals will remain the same; however the new telephone number for Staff Human Resources Management will be x4666 effective with the move.

The previous **Staff Human Resources unit will report to Staff Human Resources Management and now be known as Staff Human Resource Services.** The office will remain in the current location, Kendall 222. Anita Washburn will return to her HR Manager position September 1.

Other units within Staff Human Resources include **Disability Programs and Workers Compensation.** *Telephone numbers will remain the same.*

Payroll, Benefits and Human Resources Information Systems (PBHRIS)

PBHRIS, serving all employees, will be assigned to the Division of Business and Finance and will continue to be headed by Director Andi Beach, who will report to Vice President Lori Hoffman.

PBHRIS is currently getting ready for Benefits Open Enrollment, which will include a Benefits Fair to be held 9:00 to 3:00 September 4, at Selvesters. *No moves or changes in telephones are planned for this area.*

We are in the process of updating web pages for all of Human Resources with correct contact information. As soon as all office and telephone numbers are finalized these changes will be implemented. In addition, work is underway on the design of a new General Human Resources homepage, which will provide ease of access to information pertaining to each of the three HR units. We anticipate that it will be available by September 15, 2008.

There are many logistics involved in the reorganization and the moves. Please understand that communication and other changes may take several days to complete. We ask for your patience as implementation of changes and relocation of offices occurs.

Sandra Flake
Provost and Vice President for Academic
Affairs

Lori Hoffman
Vice President for Business and
Finance