

BUSAC Meeting Notes 7/13/2023

Laura Woolf - Dist. A

Jane Theriault – Dist. A

Brittani Harris – Dist. B

Mel Ptacek – Dist. C

Christie Barone (Chair) Dist. D.

Debby Olins - Dist. E

Lisa DeNicola – Dist. H

Stefanie Borntreger – Dist. K.

Traci Walkup – At Large

Melissa MacKay – Notetaker

Robin Switzer, VP of HR and Lisa Vigliotta, Director of Talent and Learning

The Chair of BUSAC, Christie Barone, welcomed Robin Switzer and Lisa Vigliotta to the meeting.

- Robin shared that the structure of Brandeis' Human Relations Department has changed since he started over three years ago.
- Human Resources has three HR Business Partners who focus on different areas including, Talent and Learning, Employee and Labor Relations, Compensation, Benefits and Occupational Health.
- Lisa Vigliotta shared information about the Talent and Learning area in Human Resources.
 - There was only one recruiter working at Brandeis which proved to be too much from a workload perspective. There is more help now and two talent specialists are assisting the recruiter.
 - Lisa's focus is on understanding the challenges of Brandeis hiring managers and developing a talent strategy. This approach includes:
 - Partnership and a holistic experience for increased manager and candidate engagement.
 - Guidance on steps in the full cycle recruitment and onboarding process.
 - Customized approach for managers desired level of involvement.
 - Sourcing to increase qualified deep and diverse applicant pools both internally at Brandeis and externally.
 - Job fairs and internal events-using each to source candidates.
 - Orientation is now in-person and sessions are run weekly.
 - Question: Could notifications in Workday allow hiring managers to see when new candidates apply?
 - Lisa said if that feature is turned on, it is turned on for every hiring manager across Brandeis. The talent specialists should be checking on applications and communication this with hiring managers.
 - Question: How are internal candidates alerted to career advancement opportunities?
 - HR Business Partners can work with hiring managers to identify where there is an opportunity.
- Robin shared with BUSAC that Brandeis now has an approved policy for out-of-state employees and fully remote employees.
 - Those employees living in Massachusetts, New Hampshire, Vermont, Connecticut, Rhode

- Island, New York, and California may live in those states and work at Brandeis.
- If an employee lives in an unapproved state, this must be approved by Brandeis Senior Leadership in coordination with the manager/department head.
 - For employees who are fully remote, this must also be approved by Brandeis Senior Leadership in coordination with the manager/department head.
 - All employees must go through the approval process, there will be no “grand-fathered” situations per Robin.

Find more information here: <https://www.brandeis.edu/human-resources/policies/remote-working-and-hybrid-arrangements/remote-working-and-hybrid-arrangements.html>

BUSAC Vice Chair Election

- With Ania Morris’ term ending for BUSAC, a new vice-chair needed to be elected.
- Brittani Harris of District B submitted a candidate statement.
- Brittani was unanimously elected as Vice Chair. Congratulations to Brittani!

BUSAC Updates

- Christie Barone shared that Stew Uretsky will be joining BUSAC’s August meeting. Please send any topics/questions to Christie.
- A question was asked as to whether the Total Rewards Committee had heard any information and Exempt Employee and Non-Exempt Employee for the 403b Retirement Account match. Exempt employees have a higher matching amount than Non-Exempt employees.
 - Christie shared that the TRC had reviewed the information and that the any action has been deferred due to large costs.