

## **S<sup>3</sup> Meeting Group – Charter**

### **I. Purpose Statement and Core Values**

- a. Statement – To share information, scale solutions, and solve problems collectively
  - i. Provide advice and guidance on HR policy matters combining HR expertise and knowledge of University operations.
  - ii. Address and resolve or make recommendations to University leadership when needed regarding universal issues and problems identified within the HR Community.
  - iii. Inform HR community about topics that effect their work, such as new initiatives, new or changing policy and HR best practices via the HR Community Circle or via S3 official communications.
  - iv. Find new and creative approaches for the HR Community to effectively support the success of our customers and of our HR Community membership.
  - v. Make recommendations on process in concert with the Chief Human Resources Officers in consultation with appropriate University partners.
  - vi. Make policy recommendations via the Chief Human Resources Officer to the Policy Review Committee
- b. Core Values
  - i. We are customer and solution focused with a commitment to action.
  - ii. We are transparent and honest in our interactions, sharing information, communicating clearly, and making fair and balanced recommendations.
  - iii. We respect and leverage each other’s diverse backgrounds, strengths, and unique contributions.
  - iv. We actively listen to the views of others and are open to new ideas and feedback.
  - v. We follow through, support and depend on one another, and hold each other accountable.

### **II. Meeting**

- a. Scheduled time - Every three weeks or as needed.
- b. Format – in-person 90 minute working session.
- c. Agenda – meeting coordinator calls for agenda items one week before meeting. Coordinator also tracks progress of open issues and notes their status.
- d. Scribe - Meeting coordinator takes and distributes notes.
- e. Posting, updating and communicating strategies and recommendations, distribution via:
  - i. web site for archived agendas, notes and responses to inquiry
  - ii. list-serv email

### **III. Membership**

- a. Represented units

- i. HR leaders in academic and administrative units as invited by the Academic Chief Human Resources Officer in consultation with S3 membership.
  - ii. Group is intentionally kept to a small number to remain nimble.
- b. Membership expectations
  - i. Makes meeting attendance a priority.
  - ii. Is knowledgeable of school/organization mission and business/academic operations and represents the interests of their school/organization based on this knowledge.
  - iii. Considers fully how school/organization operations, HR best practice and compliance combine in order to problem solve.
  - iv. Communicates with colleagues to obtain input from their perspective to inform proposed solutions.
  - v. Conveys meeting highlights to management to ensure appropriate dialogue, input, and support for recommended solutions.
  - vi. Be collaborative and solution-oriented with a focus on the best interest of the entire University

#### **IV. Additional Resources**

- a. Working Issues List maintained by meeting coordinator.
- b. UFirst/S3 website.
- c. Other resources to posted on agenda/notes as they relate to the meeting topics.