



Alaska Commission on Postsecondary Education

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MEMORANDUM

Date: October 9, 2014

To: Commissioners
Alaska Commission on Postsecondary Education

Thru: Diane Barrans
Executive Director

From: Worth Barthel, SPHR
Human Resource Officer

Re: Human Resources/Administrative Services Report

The new performance evaluation template has now been in use for the last quarter with positive results; managers and staff alike have received the new template well. I have already begun gathering feedback with an expectation I will review the template in light of two quarters' data and make any appropriate revisions. Before the end of the calendar year I will produce a "Rater's Guide" to assist current supervisors in using the new template and serve as a training tool for new supervisors.

I have been facilitating the Senior Management Team's succession planning. We are fortunate to have access to a logical and efficient succession planning system made available by Chair Johnsen, who has experience with the system in other organizations. The team decided it would be most effective to work all management positions through this succession planning process. Further, each Senior Manager has reviewed their entire staff to determine their subject matter expert staff who will also be included in this process. Currently, Senior Managers are preparing a "9-Box" for each position slated for inclusion in the succession plan. In this stage a single-page document is used to assess and document where individual internal talent falls in relation to taking on the responsibilities of other specific higher-level positions. This grid system takes into consideration the staff members' potential and performance (both documentable skills and abilities as well as intangibles such as demonstrated drive, attitude, etc.).

Our health benefits system, AlaskaCare, has developed new wellness services and initiatives which are offered to staff at no cost. In both our Anchorage and Juneau offices we have offered wellness events in which staff can attend seminars with titles such as "Shop Health, Shop Smart" and "Know Your Numbers" along with individual coaching sessions. This, in combination with

our very active Juneau Weight Watchers at Work group, is expected to play a part in sustaining a healthy and positive work environment at the Commission.

On a broader scale, I recently accepted an invitation to be a member of the AlaskaCare Wellness Committee. During my brief tenure on the committee I have gained access to wellness offerings, such as flu shot clinics, with plenty of time to pass this information along to ACPE staff and encourage participation. I plan to continue active participation in this committee for as long as it brings positive returns to the organization.

Multiple resources have been dedicated to creating the ANSWERS Program Management Office (PMO) within our Juneau office. Administrative Services oversaw the procurement and installation of two cubicles and procured the office system for the ANSWERS Director's office. Recruitment activities have been brisk relative to staffing the ANSWERS PMO; we have recently filled the ANSWERS Business Analyst, are in the final stages of the selection process for the Project Analyst, and have active recruitments underway for a Programmer/Data Analyst and the ANSWERS Director.

For two weeks spanning the end of September and the first part of October, Procurement Officer Cheryl Sams has been working alongside ACPE Finance Division staff in statewide IRIS system testing activities titled "Integrated system Testing Pass 3 (IST3)". On July 1, 2015, IRIS is scheduled to replace the State of Alaska accounting system and also provide State of Alaska agencies with a software system to manage the procurement of goods and services while streamlining the approval and payment of invoices. While two weeks was a large time commitment for Ms. Sams, we anticipate significant process improvements once this new system is implemented. Further, having Ms. Sams as an experienced user should provide for our organization's ease of transition.

Ms. Sams worked closely with Division of Program Operations management on procuring a new grant and scholarship management system and is preparing to assist Program Operations management with a request for proposal solicitation for a collections vendor.

Looking forward, the remainder of the calendar year will be focused on succession planning, conducting a slight refresh on the ACPE Business Attire Policy, finalization and distribution of the ACPE Rater's Guide along with managing routine HR and Administrative Services functions.

In summary, I am confident that this quarter's activities are reflective of a positive and forward-looking organization and I continue to enjoy serving our Executive Director and the Commission in advancing the agency mission. Please do not hesitate to contact me if there is any way I can be of assistance or if you have any questions on the contents of this report.