



## Alaska Commission on Postsecondary Education

P.O. Box 110505  
Juneau, Alaska 99811-0505

Customer Service Center  
Toll Free: (800) 441-2962  
In Juneau: (907) 465-2962  
TDD: (907) 465-3143  
Fax: (907) 465-5316  
[acpe.alaska.gov](http://acpe.alaska.gov)

### MEMORANDUM

**TO:** Members, Alaska Commission on Postsecondary Education  
**THROUGH:** Diane Barrans, Executive Director  
**FROM:** Worth Barthel, Human Resource Officer  
**DATE:** July 9, 2015  
**SUBJECT:** Human Resources/Administrative Services Report

Since my last report, our Procurement Officer and I have been dedicated to mapping, learning, and finally developing and delivering training to staff on the procurement functions IRIS will offer ACPE. IRIS is a statewide technology project replacing the State's accounting system and adding a procurement function. We have adapted our previous paper-based procurement process to one that is essentially paper-free. We anticipate the IRIS-supported process should increase efficiency and controls in the purchasing and receipt of goods or services.

Thanks to a team effort between Administrative Services and Finance all scaffolding to ensure a successful rollout of IRIS was put in place. As I write this memo the new system went live two days ago and we have not had an opportunity to utilize the procurement function as of yet. Based on Finance's experience with the accounting function we are very optimistic.

With the IRIS rollout we are centralizing the administrative aspects of Anchorage-based staff's travel and procurement to our Juneau office. We anticipate the agency's fiscal environment to reduce the volume of this administrative work to a manageable level for the Juneau travel desk and Administrative Services Unit to be able to absorb this work without any negative impacts to work quality or timeliness.

While not currently a top priority, succession planning activities continue at a deliberate pace. This quarter I met with each senior manager and reviewed their management and key positions. From these positions we identified those positions to run through a tool known as a "Coaching Performance and Potential Grid" or "9-Box." With this tool we map where current staff fall on a continuum of performance and potential related to a specific position in which they have expressed aspirational interest.

We are on schedule to have all 9-boxes completed by the end of July. The next stage of the succession management process will involve senior managers preparing a development plan for each staff member who has been deemed to have high potential and high performance related to a key position. I will take the same approach on this stage of the project and work with each senior manager individually to create these plans which can then be shared with staff members and be used to discuss an approach to execute the plans.

An update to the ACPE Leave Policy was finalized and has been well received by managers and staff. This upcoming quarter I will focus on finalizing an update to the emergency action plans for the Juneau and Anchorage offices. I also look forward to working with the senior management team on launching a Lean continuous improvement model at ACPE.

It continues to be a real pleasure serving our Executive Director and the Commission. 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.