



Alaska Commission on Postsecondary Education

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MEMORANDUM

Date: December 22, 2015

To: Commissioners
Alaska Commission on Postsecondary Education

Thru: Diane Barrans
Executive Director

From: Aaron Gelston
Human Resource Officer

Re: Human Resources/Administrative Services Report

Since the last report your Human Resource and Administrative Services unit underwent a significant change when Human Resource Officer Worth Barthel left ACPE after nearly five and a half years of service. November 16, 2015, was HR Officer Barthel's last day with ACPE, and I began my new role effective November 23, 2015. To ensure ACPE Human Resource needs continued to be met expeditiously and to assist in a smooth transition from my role as HR Manager at Department of Law; HR Officer Barthel conducted cross-training with me November 11-November 16.

Thus far, a significant amount of my time has been spent supporting managers engaged in recruitment efforts. At the time of this report the following positions are in either the planning, active recruitment, screening, or selection phases: Executive Secretary, Payment Processing Supervisor, Customer Service Lead, Quality Assurance Analyst, and two Customer Service Specialists. During cross-training, HR Officer Barthel and I identified areas where ACPE recruitment processes could benefit from improvement. Specifically, the process of referring applicants to hiring managers can be streamlined through more judicious use of the NEOGOV system. This process improvement initiative lends itself to application of LEAN skills, would increase manager investment in the hiring process, and reduce administrative staffs' total processing time.

During my third week with the organization I attended procurement training in Anchorage. This training ensures appropriate backup support of the Procurement Officer position. To continue to develop my knowledge, skills, and ability to support the Procurement Officer in her role I am

now regularly working in IRIS to approve procurements as well as engaging in leasing and contracting support activities.

Also, during my time in Anchorage, I was able to meet with Anchorage staff and familiarize myself with the Anchorage office space and reply to a question regarding the current status of the Anchorage office lease agreement. Through interaction with the Procurement Officer and Department of Administration, Leasing Contracting Officer, we identified the Anchorage lease is secure until the end of May 2018, if we choose to continue to renew the lease.

As you know, the major HR initiative within the first quarter of 2016 will be recruitment efforts to identify a suitable successor for the Executive Director position, prior to Ms. Barrans' planned departure late in fiscal year 2016. HR Officer Barthel provided a comprehensive road map and planning documents for my use moving forward. In January and February I will be working closely with the Commission Chair and selection committee to ensure expeditious continuation of these efforts. I look forward to the process of familiarizing myself with the operations of the agency, identifying areas we can improve in HR and Administrative service delivery, and sharing those improvements with you.

I look forward to serving with the Executive Director and the Commission in my formative time with the agency. Please contact me if there is any way I can assist you or if you have any questions on the content of this report.