# Committee Charter

**Title:** OnePurdue Human Resources Advisory Committee

**Effective Date:** June 1, 2005

**Chair**: OnePurdue Process Owner - Human Resource Services

## Introduction

This committee will provide advice, input, and direction to the HR/Payroll Process Owner and Team Lead regarding matters affecting the HR/Payroll track. This committee reports to the OnePurdue Steering Committee.

## Purpose

The HR/Payroll Advisory Committee is a non-voting, advisory committee. Its primary role is to provide input, advice, and information to the HR/Payroll Process Owner to facilitate decision making when the project team requires guidance.

## Objectives

The objectives of this committee are to: 1) provide advice and input to the HR/Payroll Process Owner and the Team Lead on matters relating to the HR track, 2) relay issues and concerns from members' constituents and stakeholders, 3) stay current with HR implementation progress and to share with their constituents and stakeholders, and 4) assist with issue resolution.

## Responsibilities

1. Provide insight and advice from the perspective of represented stakeholders and constituents.
2. Serve as communication conduit to and from constituencies to the Steering Committee and to functional and technical leads
3. Support all phases of the OnePurdue project including business process redesign, configuration, and implementation by regularly attending and actively participating in meetings.
4. Expedite and facilitate issue resolution, including issues requiring Steering Committee action.
5. Provide input on issues as may be presented by the Team Lead - HR/Payroll.
6. Evaluate and endorse necessary customization proposals, as appropriate, to the Steering Committee.
7. Participate in the development of approaches to post-OnePurdue ERP oversight and maintenance.
8. Provide advice and counsel to the HR/Payroll Process Owner and Team Lead. Act as "sounding board" for issues brought forward by the HR functional team.

## Membership Roles (membership is role-, not person-specific)

| Position | Role | Name |
|---|---|---|
| 1. Director, Human Resource Services (HR/Payroll Process Owner) | Chair | John Beelke |
| 2. OnePurdue Team Lead - HR/Payroll | Team Lead - HR/Payroll | Susan M. Davis |
| 3. OnePurdue Technical Lead - HR/Payroll | Technical Lead - HR/Payroll | Anna Tang |
| 4. Assistant Director for Benefits | Benefits | Brent Bowditch |
| 5. Assistant Director for Employment and Compensation | Compensation Recruitment/Employment | Deborah Turner |
| 6. Director, Affirmative Action | Human Relations/Affirmative Action | Diana Prieto |
| 7. Office of the Provost | Office of the Provost | Bill Harper |
| 8. Physical Facilities | Physical Facilities | Pam Nesbitt |
| 9. Housing and Food Services | Housing and Food Services | Brenda Coulson |
| 10. Assistant Comptroller - Disbursements | Payroll | Kendra Merriman |
| 11. Business Manager | Business Manager | Lucia Anderson |
| 12. Internal Audit | Internal Audit | Jennifer Davis |
| 13. Regional Campus | Fort Wayne | Jim Ferguson |
| 14. Regional Campus | Calumet | Mary Beth Rincon |
| 15. Regional Campus | North Central | Sue Miller |
| Constituent Members (periodic meetings, specialized updates and/or focus group sessions): | | |
| Faculty Compensation and Benefits | Constituent Member | Charlene Sullivan |
| CSSAC | Constituent Member | Cindy Yeoman |
| APSAC | Constituent Member | Dan Schuster |
| Student Employment/Financial Aid | Constituent Member | David Reseigh |
| Ex-Officio member: | | |
| a. HR/Payroll Team Lead, BearingPoint | Implementation Partner Representative | Celeste Bailey |

## Meetings

Initially, this committee will meet biweekly for two hours, with the inaugural meeting Monday July18, 2005. Based on actual experience, the committee meeting frequency may be revised. Special meetings or e-mail communication may be required to expedite some issue resolution. A more "targeted" meeting schedule will be enacted for constituent members to coordinate their participation with topics related to their stakeholder base.

## Terms

Appointment terms are June 1, 2005 – June 30, 2008.

Proposed:

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John H. Beelke
Chair, HR Advisory Committee

Approved:

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Dr. Rab Mukerjea
Chair, OnePurdue ERP Implementation Steering Committee