Dear Regents of the University of Michigan and Presidential Search Committee:
This letter represents the concerns of the Association of Black Professionals, Administrators, Faculty and Staff (ABPAFS) on the attributes of the next president of the University of Michigan. ABPAFS is an organization of over 3,000 African American employees on the University of Michigan campuses (Ann Arbor, Dearborn, and Flint). We have been an active organization at the University of Michigan for over 25 years.

The Association of Black Professionals, Administrators, Faculty and Staff (ABPAFS) feels that the candidate selected as the new president of the University must have a documented history of a strong commitment to racial diversity. We request that the selection committee obtain and address documented data that support the selected candidate’s successful work in promoting racial diversity in a university setting. In addition, the selected candidate should have a verifiable history of having supported and instituted policies that promote the recruitment and retention of African American faculty, staff and students.

December 2, 2013

Regents of the University of Michigan
Presidential Advisory Search Committee
University of Michigan
Ann Arbor, Michigan
One of the most important attributes of a successful and vibrant University is the cultural diversity of its students, faculty and staff. Given the current climate of the University of Michigan, with growing African American student dissatisfaction and protest, and the filing of Equal Employment Opportunity Commission (EEOC) complaints from African American staff in the Health system, we believe it is essential that the new president is aware of and willing to act upon such issues as poor recruitment and retention of African Americans in many units around campus. In many instances the lack of recruitment of African Americans is directly related to current departmental policies and processes that allow failed and ineffective practices to continue to exist. Furthermore, in many units, African Americans are undervalued and not appropriately promoted. We are also concerned about the lack of presence of African Americans in the skilled trade positions within the University and in the workforce of suppliers and contractors. Additionally, we request that the new president embrace and support health system executive leadership in continued effort to make the Health System a more inviting, accepting, engaging and equitable place for African American staff/faculty and patients.

The new president must also be supportive of developing programs that foster collaboration and partnerships between the University and its neighboring institutions and communities (Detroit, Metro Detroit, Ypsilanti, Eastern Michigan University and Wayne State University). The new president should also build relationships with the city of Ann Arbor to help create a climate in the city of Ann Arbor that is welcoming to all students, faculty and staff. The experiences of faculty and students are not only affected by the campus climate but also by the climate of the adjoining city, and the new president should join other area leaders in improving the climate.

We request that the final candidates meet with our organization, ABPAFS, during their on campus interview sessions for a question and answer session. Once a candidate is selected for the position we request that the new president regularly meet with our organization to continue the dialogue and work of addressing issues that affect African Americans on campus. Concrete institutional goals and systemic practices must be established to significantly improve the recruitment, retention and satisfaction of African American faculty, students and staff. Additionally, we request that interval assessments be conducted to evaluate the University’s progress in meeting these goals.

Sincerely,

The Association of Black Professionals, Administrators, Faculty and Staff
Executive Board
blackstaffexecboard@umich.edu

Leon Howard III President
Sonja A. Brandon Vice President
Darquillius Johnson Treasurer
Terrance Wilbert Assistant Treasurer
Shelley Clifton Secretary
Charles G. Ransom Member
Jeffery Harrold Member
Join APBAFS on Friday, December 13th 6:00 pm to 9:00 pm @ Dance With Elegance Dance Studio as we celebrate each other and the Holiday season with food, music, song, laughter and reflection.

**Activities will include making fleece blankets (extremely quick and easy to make SEE LINKS BELOW) to donate to a local charity,**

a non-perishable food drive, as well as festive games.

*If you are able please bring a nonperishable food item to donate.*

**Dance With Elegance Dance Studio is located on 2894 Washtenaw Ave, Ypsilanti**

Please fill out the form below by Wednesday, December 11 2013 5:00 pm so we can plan appropriately

RSVP HERE: https://docs.google.com/a/umich.edu/forms/d/1-9t3cgQI7TTOtLMgRwMDK-PZzBKXtTc38_O400iuB88/viewform

**Fringe Fleece Blankets Instructions:**

Utube video on how to make Fringe Fleece Blankets

http://www.youtube.com/watch?v=oLazeRC0j9M

Instructions step by step pictures only

http://pinkpolkadotcreations.com/2012/03/13/fringed-fleece-blankets/
Colleagues,

This is a request for your assistance with helping to generate diverse applicant pools for the vacancies summarized below. All of the vacancies are currently posted on the Careers web site (http://umjobs.org/) and interested individuals are highly encouraged to formally apply by the respective posting end-dates.

- **Human Resources Coordinator (#89962) -- University Library:** posting ends 12/16/13
- **Program Coordinator (#90101) -- HR Professional and Organizational Development:** posting ends 12/04/13 (end-date may be extended)
- **Training Assistant Intermediate (#90179 -- part-time) -- UMH Home Med Administration:** posting ends 12/09/13

Thanks in advance for sharing this announcement with your internal and external networks.

Jean

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**Human Resources Coordinator (#89962): University Library**

**How to Apply**

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position, include your salary requirements and outline skills and experience that directly relate to this position.

**Job Summary**

The University of Michigan Library (U-M Library) in Ann Arbor is one of the largest university library systems in the United States. In locations all over the Ann Arbor campus, the University of Michigan
Library holds more than 8.5 million volumes. Each year, we add the equivalent of 2.5 miles of new material to one of the finest and most comprehensive collections of any academic library in the world.

Library Human Resources strives to be a collaborative, innovative and service-oriented partner to the leadership, librarians and staff of U-M Library. This role helps our team to proactively support and engage the 500 librarians and staff working in our multiple facilities across campus. This position provides administrative support to the Library Human Resources Department and ensures prompt, efficient and professional responses to issues. This position provides support and guidance to librarians, management, staff, and students; facilitates effective communication; assists with the resolution of concerns; and promotes the Library community. Reports to the Director, Library Human Resources and under the direction of Senior HR staff.

**Responsibilities***

> Assists in the annual librarian promotion process, and provides administrative support and service to librarians for librarian specific policies.

> Supports recruiting efforts including advertising openings, scheduling interviews, communicating with applicants and arranging travel.

> Prepares spreadsheets and graphs to track metrics, enters relevant information and data, and runs reports. Runs queries and compiles data reports.

> Updates the human resource information system. Processes job changes, annual salary adjustments, and additional payments.

> Advises librarians and staff on HR policies including tuition support policy; processes tuition support requests from staff.

> Maintains the HR department’s website.

> Coordinates the planning and execution of logistics for HR and staff development programs and/or meetings by managing logistics, gathering materials, communicating with attendees.

> May perform general office duties, including greeting visitors, correspondence, scheduling meetings, preparing expense reports and procurement card reconciliation.

**Required Qualifications***

> Five or more years related human resources coordination and processing including creating HR reports and documents.

> Possess effective written and oral communication skills to explain HR-related issues.

> Strong organizational skills and the ability to successfully complete multiple tasks within established and changing deadlines.

> Must have successful experience in a professional team-oriented environment with commitment to customer service.

> Ability to establish and maintain good working relationships and effective channels of communication at multiple levels and with diverse groups inside and outside the organization.

> Demonstrated proficiency with Word, Excel, and PowerPoint as well as Google tools and forms or survey tools. Software testing may be required as part of the interview process.

> Data entry and report writing experience with an HR information system, preferably PeopleSoft.

> Previous experience promoting inclusion, awareness and understanding of diverse thought, cultures, race, gender, and other differences.

**Desired Qualifications***

> Bachelor’s degree in Human Resources, business or related field.

> Experience with recruiting, academic human resources, and HR reporting.

**Application Deadline**

Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled anytime after the minimum posting period has ended.

**U-M EEO/AA Statement**

The University of Michigan is an equal opportunity/affirmative action employer.
Program Coordinator (#90101): Human Resources

Job Summary

Human Resource Development (HRD) seeks a full time Program Coordinator to serve as the registrar and main coordinator for its programs and services. HRD is a major provider of career and professional development services at the University of Michigan. HRD is a fast paced environment with a strong customer service focus, and values and encourages creative and critical thinking, personal initiative, and team collaboration.

HRD Value Proposition

Delivering best-in-class career and professional development opportunities for staff and faculty at the University of Michigan

Responsibilities*

Serve as HRDs primary point of administrative contact. Resolve customer issues and concerns or escalate appropriately. Guide participants and managers in training program selection.

Manage logistical arrangements for events and conferences, including: manage facility selection, negotiate pricing, determine audio/visual needs; assemble materials and set up facility; make travel arrangements for presenters; create and execute participant registration; organize on-site facilitation.

Manage, support, troubleshoot and update database system to collect registration, attendance and billing of all HRD training participants.

Prepare reports and organize data to measure effectiveness of programs. Initiate improvements and system design changes in collaboration with ITS. Identify and implement process changes to enhance efficiency.

Serve as functional supervisor over receptionist, including hiring recommendations, training, workload,
and development opportunities.

Other duties as assigned.

Work Schedule: 40 hours/week, days, Monday-Friday. Occasional flexing will be required during conferences and special events.

**Required Qualifications**

- 1-4 years of previous experience in an office environment
- Proficiency in Microsoft Word and Excel
- Aptitude to learn U-M’s central training administration system MyLinc,
- Demonstrated strong customer orientation and excellent service skills
- Strong attention to detail and follow-through
- Demonstrated ability to successfully manage multiple tasks and projects
- Ability to take initiative and show strong critical thinking and problem solving skills
- Demonstrated ability to collaborate with others and actively contribute to team’s work

**Desired Qualifications**

- Experience in retail working environment
- Strong project management skills and ability
- Experience with creating surveys and survey applications
- Excellent written and verbal skills
- Experience working with MyLinc and knowledge of University policies and procedures

**U-M EEO/AA Statement**

The University of Michigan is an equal opportunity/affirmative action employer.
Home Health Care  
Human Resources  

Training Assistant Inter (#90179 -- part-time): UMH Home Med Administration

Job Summary
This position is responsible for supporting the HCS Education and Quality and Compliance programs to plan, organize and assist in developing training curriculum, educational materials and multimedia development and conducting programs to meet specific training needs.

Responsibilities*
- Supports orientation and other designated education or Quality & Compliance project activities.
- Assists with onboarding of new employees, including entry into the computerized learning management system(s).
- Assists with developing, maintaining, and updating the education program's learning materials, tracking systems and documentation.
- Troubleshoots issues in the computerized learning management system(s), and resolves issues with competency assignment and completion.
- Schedules, coordinates and maintains master schedule of training programs and use of equipment, space and facilities.
- Provides additional trainings/resource for HCS staff to improve technological skills and support work processes.
- Creates educational videos for demonstrations, presentations, patient education, etc.
- Assists with development of a formal education evaluation process and assesses learner satisfaction, proficiency testing and job performance enhancement.
- Prepares reports, statistical summaries, and other documents necessary to support educational and Quality/Compliance initiatives.

Required Qualifications*
- Bachelor's degree and/or equivalent education and experience
- 2 or more years of relevant training and development experience
- Experience with MLearning and other learning management systems
- Proficient with Microsoft Office software and familiarity with other computer software applications
- Excellent organizational and interpersonal skills, with strong attention to detail.
- Ability to effectively communicate both verbally and in writing
- Ability to work independently and effectively with others
- Ability to travel from point A to point B throughout the workday as assigned.

Desired Qualifications*
- More than 2 years of previous experience in the education/training arena
- Experience with Outlook, Adobe products, Dreamweaver, and Qualtrics
- Ability to utilize new technology to enhance training sessions
- Ability to work in a fast-paced environment
- Good problem solving skills

Work Schedule
Part-time, 20 hours per week.

Background Screening
The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Mission Statement
The University of Michigan Health System improves the health of patients, populations and communities through excellence in education, patient care, community service, research and technology development, and through leadership activities in Michigan, nationally and internationally. Our mission is guided by our Strategic Principles and has three critical components; patient care, education and research that together enhance our contribution to society.
Application Deadline
Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled anytime after the minimum posting period has ended.

U-M EEO/AA Statement
The University of Michigan is an equal opportunity/affirmative action employer.

W. Jean Tennyson
Diversity Recruiter & HR Consultant
University of Michigan
UHR - Recruiting & Employment Services
3003 S. State St., Rm G250
Ann Arbor, MI 48109-1281
(734) 615-9040

MEN’S FELLOWSHIP BREAKFAST

ALL MEN WELCOME
BRING A FRIEND!
• Hot breakfast
• Medical experts

Saturday, December 14, 2013
Breakfast: 8:30 – 9 a.m.
Program: 9 – 11 a.m.

Washtenaw Community College
Morris Lawrence Bldg.
4800 E. Huron River Dr.
Ann Arbor, MI 48105

TO REGISTER:
• Call 734.998.7071
• mcancer.org/outreach
Please submit the name of any black administrator, faculty, or staff member who has started working at UofM within the past year. This info will be used for programming purposes and to help update our list serve. Thank You!

NEW PERSON FORM
https://docs.google.com/forms/d/1DuHWdWzXEZvs-iOP0ctNnA86chNVl6y-it-ot8LPKg/viewform