

HR Forum Minutes  
November 3, 2008

1. Questions/Comments from Members

Mr. McBride opened the meeting and asked members if they had any questions or comments. Introduced the Staff from Payroll.

2. Electronic W-2s

Dave Herrington gave a brief presentation regarding the new Electronic W-2 process. This is not a mandatory process; employees need to opt-in to be able to print their own W-2 from SAP. A hand-out was distributed outlining the instructions for signing up in ESS for the process. Many of the members had already done so. An email had been sent out from VPFSS office with the instruction early this morning. The process is very simple. Dave explained that employees are able to sign up now and choose to terminate the process at a later date, however if an employee terminates employment with Texas State, their access to the process is automatically revoked. The last day to elect this access will be early January. Paper W-2s will be mailed to those who do not sign up by February 2, 2009.

Payroll website has many new updates – check it out.

Dave Herrington's email is dh43

Diana's is ds19

3. Work Life Events Scheduled for November

November 12<sup>th</sup>: Monthly Brown Bag: Building a Strong Financial Foundation  
JCK 460

November 14<sup>th</sup>: Parents Helping Parents – Networking opportunity with other parents  
The purpose of this group is to bring parents together to network, discuss challenges and practical advice about child care.

November 15<sup>th</sup>: 11:45 – 1:00 pm at Child Development Center  
5K walk, food, entertainment, Health Fair  
Fiesta Gardens, Austin, Texas

November 18<sup>th</sup>: Cancer Support Group – a group of employees, friends, and families who have gathered together to share with each other support, ideas, and information.

Mr. McBride reported an EAP proposal has been formulated and will now be sent to the Women's Council for their review. Once it is approved, it will then be forwarded to President's Council for approval. Rose Trevino will be the coordinator for our campus.

There will be a Financial Planning Fair April 2, 2009.

4. Updates on Changes to ORP and TDA Programs Effective 2009

There will be an increase in limits effective January 1 paycheck. They will increase from \$15,500 to \$16,500 per year. Any employees 50 and over can \$22,000 in each program.

There will be 5 Vendors who have elected not to participate any longer. The active list of vendors will drop to 8 active vendors.

Another change will be the Universal availability which will open the door to some of our hourly staff. If the work at least 1,000 hours in calendar year, they will qualify.

The Return to work for retirees must have 1 full calendar month off before returning to work.

5. Staff Demographics – Legislative Workforce Survey

It was reported that we now have the availability to run a Global Headcount Report from Business Warehouse. The number as of October we have 6,713 people. Mr. McBride explained that the next step will be the rules for using the data. There needs to be one official number for the university. The report will be run three times per year.

Michelle distributed a copy of the Legislative Workforce Summary Survey for Higher Education and reviewed the information with the members. Data showed the Average number of employees per fiscal year, number of voluntary separations, number of involuntary separations and number of retirements; as well as Demographic category by gender, age and ethnic group.

Mr. McBride reported HR is working on expanding the reasons on the check-out forms for employees leaving Texas State employment.

6. Advertising with Jobelephant

Floyd distributed a handout showing the difference of the line ads previously used in the newspapers to advertise job postings and the display ads we will now be using with Jobelephant. There is an anticipated cost savings of \$25,000 using Jobelephant. The display ads, with the Rising Star emblem are part of the branding effort of the university.

7. Upcoming MDC Training Events. – See MDC Website.

8. NEW Human Resources Master Data Center Web Page!

Floyd demonstrated the new MDC website. It has been up approximately 1 week and we have had many positive comments. All scheduled training classes will be listed on this website.

9. Introducing the Mediation, Grievance, and Complaint Checklist

A draft of the new checklist was distributed to all members for their review and comments. This checklist contains and identifies the steps and instructions to be used when requesting mediation of filing a grievance or complaint. All comments should be sent to Floyd or Tammy (FQ10 or TC23). This checklist will be utilized by the staff in HR to make sure everything is covered properly.

10. Mr. McBride gave an update on the UPPS's relative to Drug Testing. UPPS 04.04.45 and 04.04.48 will remain in effect and the new UPPS will cover Drug Testing requirements for staff only. It is now in review and the senior reviewer is now the University Attorney. Curt Schafer asked if it was then assumed that all faculty are drug free. Mr. McBride stated that this was under the Provost jurisdiction and he would be the one to decide when to address the faculty situation.

Mr. McBride also reported a study is being made on the time to fill a position report. This will be distributed at a later date.

The Equity & Access committee met with PC on the universities diversity strategic goals. The committee will evaluate the reports, which will be refined. Athletics will be treated as separate entity.

Curt Schafer asked the status of filling the Director, Equity & Access position. Mr. McBride reported the 1<sup>st</sup> time the position was posted no candidates were found to be acceptable. The position is now reported with a revised job description. The President has decided this will not be a cabinet level position.

The Salary Survey Data is still on hold. The President's Cabinet is waiting to see what happens with the economy. The Board of Regents and Legislature do not want us to raise tuition. We will have more information after the Board meets this month.

Having no further business the meeting was adjourned.