

HR Forum October 6, 2008

Present: Regan Ashford, Eva Luera, Kay Yaklin, Amy Frisbie, Kathy Whetstone, Pat Naylor, Brad McAllister, Debra Boughton, Letitia Tunnell, Rose Trevino, Melinda Olivo, Sharon Nusbaum, John White, Brenda Henderson, Paula Slocombe, Gwen O'Neill, Sara Pivonka, Janet Moseley, Betty Boyd, JoAnn Gardner, Lillian Garcia, Lisa Herman, Pat Prado

1. Items of Interest from Members
Mr. McBride asked if anyone had any items to discuss or questions to ask. There were none.
2. Payroll Office Announces New Service – Electronic W-2
Payroll office will discuss the Electronic W-2 next month. This will not be a mandatory action, employees will need to “opt in” and this will begin in January.
3. Work Life Program Activities – Status Update
Rose Trevino gave an update of planned activities for month of October.
Wed. 10/8 : Workshop will be held on Child Care. June Blades will be the speaker.
10/24 : Cancer Support Group will meet. The American Cancer will have a guest speaker present. The meeting is in JCK 460 at noon.
10/29: 1st Annual Employee Wellness Fair, LBJ Ballroom. There will be door prizes

Rose is presently working with Recreation Center and the Student Health Center to map our walking trails through campus, i.e. distance from LBJ to Jowers and list the benefits (calories burned, etc.). Once the information is formulated it will be placed on the Wellness Website.
4. ORP and TDA Savings Accounts – Update on Changes effective 1/1/09
A list of the final vendors will be available October 16th. Benefits is in the process of notifying employees by email and a phone call whose vendors have quit
5. Summary report of Overtime Payments for FY 2008
Michelle distributed a hand out of the report to all members for their review. This report is run every year to look at overtime payments as a way of tracking money paid out. This year the report was broken out how much of the total was event work, how much was monthly employees and how much was hourly employees. This does not include part-time employees. This report will be given to the Vice President's.
6. Proposed Market Adjustment/Pay Structure Adjustment
Mr. McBride reported an updated set of figures have been sent to Presidents Cabinet with explanations of impact to pay structure.
7. Managing @TXSTATE
Next course dates are October 21, 24 and November 4th.

8. **Administrative Assistants Course**
The focus groups have been held. The 5 Executive Assistants are overseeing the creation of this course and 75 Administrative Assistants were invited to the Focus Groups. This course is being designed to train all administrative assistants on day to day work processes.
9. **JobElephant Advertising Agreement**
Tammy gave a general review of the contracts with Austin American Statesmen, San Marcos Daily Record and San Antonio Express & News. There is a new cut-off day for ads to be submitted. They must be on Bobbie's desk by Wednesday at 12 noon. Ads will be run on Sundays. Bases on FY08 expenditures, we are predicting approximately \$26,000 in savings.
10. **Paperless PCR Project**
Human Resources processes 14,000 PCR's a year. Approximately 4-5 thousand courtesy copies have been made and returned to the departments in previous years. Because of time and cost, the plan is to discontinue copies being returned to the departments. Then in the future, PCR's will strictly be electronic.
11. **Time to Fill a Position Project**
Research has been done to find out how long it actually takes to fill a position. At the present time it appears to take approximately 2 months. There have been some positions open for up to 800 days. Mr. Nance wants to know if those positions are needed. Tammy is in the process to see exactly how long the requisition is held by each person.
12. **Equity and Access Tracking Report**
A new report will now be done each month showing the diversity breakdown in each department. Previously this has been an annual report. The new report will show every position that was posted and the person hired. The information has been tracked since 2007 and contributes to the University Goals and Mission.

Mr. McBride gave demonstration of what the old report looked like. In the new monthly report Athletics will be reported separately; and broken out in classified and unclassified.

Having no further business the meeting was adjourned.