

March 2, 2009 – HR Forum

- Questions from Representatives – None
- GMS Relocation Services – Tammy Coyle  
T. Coyle introduced Ben Phillips, Stacey Black, and Amanda Burris. They gave a brief overview of services GMS offers to potential employees for Texas State University. These services will include Homeowner support, financial services, Pre-move services and support, as well as Van line services. More information can be obtained from Tammy Coyle ([tc23@txstate.edu](mailto:tc23@txstate.edu)) or you can call 245-2557.
- P-Card Process – Keith Hickman  
Mr. Hickman reviewed the general processes in place for the use of P-Cards. An audit has been completed and found problems and offences found are:
  - a) Split charges: purchases charged on two separate tickets (violation)
  - b) Transaction logs are not being kept as required.Mandatory training will be held for administrative assistants and account managers, by groups and one-on-one. A new manual is being developed. Another area addressed was purchase of food on P-cards. New limit for single purchase is now \$1000. Anything above this must have approval from purchasing.
- Work Life – Rose Trevino  
Ms. Trevino distributed a flyer of events scheduled for the month of March. More information can be found on the HR Website under “What’s New”.

March 11	10am – 12pm	Understanding the Challenges Teenagers Face
March 27	12pm – 1pm	Parents Helping Parents
March 31	12pm – 1pm	Cancer Support Group

Information is still being gathered for President’s Cabinet regarding the Employee Assistance Program. Reminder: Financial Planning Fair will be April 2.
- Benefits – Michelle Moritz  
Financial Planning Fair will be April 2 in LBJ Student Center. Registration for the Fair will be sent out Monday after Spring Break.  
  
Summer Enrollment dates are July 6 – July 31, 2009. All changes must be made during this time. Texas State will not be hosting an ERS Enrollment fair this year.  
  
New Faculty orientation will be August 21  
  
Dr. Moore will hold Tenured Track Faculty Orientation August 24.
- Task Workers – Bobbie Brandenburg  
A list of all task workers hired for summer camps needs to be submitted to B. Brandenburg so back ground checks can be run prior to their working. Documentation packets can be found under NSNR application forms. We are now using a shortened version of the NSNR packets.

- Performance Appraisals – Floyd Quinn  
All appraisals must be in Vice Presidents office by April 1 and to HR by April 15. Make sure the correct forms are being used. Copies of all GOJAs can be obtained thru Jeff Lund (JL21).

Next Managing @Texas State course will be April 8, 15<sup>th</sup> and 22<sup>nd</sup>.