HR Forum Meeting Minutes
2/8/06


Non-Members: P. Graham

AGENDA:

1. Topics from the Membership
2. Update on new processes: ORP/TDA Vendors, Online Exit Survey, Employment Vendors
3. HR Supervisor’s Course Survey
4. Mid-year Pay Increase – Salary Survey Status
5. Pay Increase for 9/1/06
6. Performance Appraisal process reminders
7. Online Recruitment – EEOC ruling
8. Disciplinary action records
9. Status of 04.04.01 – Tuition Payments
10. Account Manager email distribution list
11. Change in Meeting Locations

Mr. Floyd Quinn welcomed everyone to the meeting and introduced Emily Ando. The following information was presented to the membership.

Topics of Interest from the Membership - None

New Posting Service and Diversity Initiative Through Use of Outside Vendors – Floyd Quinn

The HR Employment section is committed to increasing the number of diversity applicants for posted job openings. To this end we are pursuing services from four vendors; Chronicle of Higher Education, IMDiversity, and InsideHigherEd.com, HigherEdJobs.com.

Quick update…on IMDiversity alone our postings received quite a bit of attention.

As of January 30th:

Results for Texas State University-San Marcos's open positions
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Days Posted</th>
<th>Searched</th>
<th>Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant II - Grants and Restricted</td>
<td>43</td>
<td>7,880</td>
<td>108</td>
</tr>
<tr>
<td>Accountant III - Accounts Payable</td>
<td>18</td>
<td>6,043</td>
<td>80</td>
</tr>
<tr>
<td>Assistant Director Accounting - Payroll</td>
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<td>7,642</td>
<td>108</td>
</tr>
<tr>
<td>Assistant Director, Administrative In...</td>
<td>17</td>
<td>6,298</td>
<td>199</td>
</tr>
<tr>
<td>Director, Testing Center</td>
<td>43</td>
<td>7,556</td>
<td>299</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety Special...</td>
<td>43</td>
<td>9,450</td>
<td>195</td>
</tr>
<tr>
<td>Grant Specialist - Center for Childre...</td>
<td>44</td>
<td>6,961</td>
<td>184</td>
</tr>
<tr>
<td>Grant Specialist - Dept of Geography</td>
<td>15</td>
<td>5,755</td>
<td>111</td>
</tr>
<tr>
<td>Grant Specialist-Business Analyst</td>
<td>24</td>
<td>5,892</td>
<td>92</td>
</tr>
<tr>
<td>Grant Specialist-Business Analyst</td>
<td>24</td>
<td>6,026</td>
<td>120</td>
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<tr>
<td>Grant Specialist-Center for Safe Comm ...</td>
<td>0</td>
<td>590</td>
<td>15</td>
</tr>
<tr>
<td>IP Contract Specialist - Office of Sp...</td>
<td>43</td>
<td>7,594</td>
<td>105</td>
</tr>
<tr>
<td>Internal Auditor - Audit and Compliance</td>
<td>14</td>
<td>4,877</td>
<td>83</td>
</tr>
<tr>
<td>Nurse Practitioner</td>
<td>21</td>
<td>3,942</td>
<td>54</td>
</tr>
<tr>
<td>Physician</td>
<td>21</td>
<td>4,172</td>
<td>57</td>
</tr>
<tr>
<td>Procurement Analyst (E-Procurement) - ...</td>
<td>43</td>
<td>7,662</td>
<td>116</td>
</tr>
<tr>
<td>Telecommunications Analyst - Telecomm...</td>
<td>42</td>
<td>7,220</td>
<td>118</td>
</tr>
</tbody>
</table>

We are soliciting similar reports from our other vendors. In addition, we have added these vendors to our application process. We will be able to cross match information on how candidates learned about openings with their self-reported EEO information in a standard report as part of our diversity initiative.

**HR Supervisor’s Course** – Survey is out today. The survey was sent to employees with a supervisory role in SAP. Also, we are working with Dr. Keri Stephens, Communication Studies, to assist in our course development by interviewing campus managers focusing on the kind of long term effect such training should provide. We will also use her services with post course interviews of managers of attendees (after 90-120 days) to evaluate the workplace effects of our training.

**Mid Year Pay Increase Status** – Local market analysis should be done by the end of the week. We have survey data from 6 Southland Conference schools and UH (surveyed for interest only). The University market and CUPA analysis is ongoing. Our target to present our information to FAS for analysis is 2/13 with final analysis to VPFSS on 3/1.

**9/1/06 Pay Increase Status** – Preliminary indications suggest a 1% performance, 2% merit.

**Appraisal Process** – Just a reminder…supervisors must provide justification for scores above and below a 3. This is intended to encourage supervisors to provide more adequate
feedback to their rated employees regarding highly satisfactory and substandard performance.

Question: Several members brought up the concern of an employee not wanting to sign the final performance appraisal. Does the employee need to sign?

Answer: If the employee refuses to sign, then the supervisor should have that fact acknowledged on the appraisal form and ask a witness to sign verifying that fact.

Online Recruitment – The EEOC has published a letter, dated October 27, 2005, regarding Internet hiring. The letter cautions against a reliance on online recruitment and suggests a broader distribution of job postings such as newspapers, magazines, newsletters, etc.

The inference is that such practices may “unfairly impact seniors and economically disadvantaged individuals who lack regular Internet access or sufficient computer skills”.

Question: A member indicated that the on-line process has caused a decrease in applicants due to lack of computer skills. Could the department’s job advertisement include HR as a source for assistance with EASY?

Answer: Advertised job openings already contain language referring the reader to the Human Resources website if they have any additional questions. We often do receive calls regarding the online application system and work with these callers to insure their applications are processed properly. We will also inform them of our availability to assist them at the HR office using our computer resources and staff. Recommend adding the office phone number in addition to the website URL.

Disciplinary History – A question was recently raised regarding the use of disciplinary records from a previous supervisor and whether that was permissible. The point was whether or not a new supervisor had to “start over”. As a general rule, we handle all matters of discipline on a case by case basis. So much is dependent upon the nature of the infraction and the work history of the employee. But yes, we do look at the employee’s work history. The record is not expunged simply with the assignment to a new supervisor. Regardless of who is supervising the employee, the institution is viewed as a single employer. The employee’s work history is retained throughout their employment at Texas State and is used in determining an appropriate disciplinary response.

Question: What is the internal process for HR on requests for employment verifications? What information does HR release via form or telephone inquiry?

Answer: Internal requests are handled the same as an external request with regard to open records. Without a written release from the employee/applicant, HR will only release information that is considered open records (for example, dates, title, salary, job duties, FTE).
Update on New Processes: ORP/TDA Vendors – Emily Ando

This is just a reminder that you can look up our updated ORP/TDA vendor list by going to the HR website to the Benefits link and click on “Approved ORP and TDA Vendors & Representatives”. Also, please place on your calendars that on March 29th we are having our Financial Planning Fair. We look forward to seeing you there. If you have any questions email me at ea01@txstate.edu.

On-Line Exit Survey – Process in place 1/1/06 and is going well. Employees are able to log on and complete the survey in the HR lobby while Benefits staff process other routine termination checkout information.

Status of 04.04.01 Miscellaneous HR Policies & Procedures (Tuition Payments) – A draft with changes to Section 2 regarding enrollment in academic courses has been distributed to secondary reviewers.

Account Manager Email Distribution List – John McBride and Michelle Massey met with Don Fehlis in Administrative Information Services to brainstorm alternatives using the “Dept Head” security role in SAP. Research underway-in process.

Change in Meeting Locations – Please note the following location changes.
On the first Wednesdays of March, April, May, June and August the HR Forum will meet in JCK 460 from 10-11:30. The July meeting will be in Alkek 105/106 at the same time.

During FY07 the HR Forum will meet on the first Monday of each month in JCK 460 from 2-3:30.