

**HR FORUM MINUTES**  
**February 5, 2007 – JCK 460**

Present: J. McBride, M. Moritz, D. Mathews, J. Barnes, L. Hughes, A. Campos, C. Schafer, M. Sanchez, G. Thyberg, K. Whetstone, E. Luera, D. McDaniel, S. Mobley, P Naylor, K. Yaklin, D. Cole, A. Frisbie, T. Alejandro

John opened meeting and asked for items of interest from members. There were no topics mentioned.

- Salary Survey Update: John, Floyd and Jeff attended the President's Council meeting to discuss the salary survey information. There are still some problems but we hope to have those resolved by the end of March. At that time HR will rerun the survey, with the corrections. HR is hoping that a best case scenario will be that any increases that are approved will be in the May paychecks.

John reviewed how the job titles and salary information was derived. He reminded everyone that the last adjustment for classified personnel was done in 2001. Some directors received adjustments in spring 2002, but there have been none since.

HR submitted the recommendation to use CUPA HR data, which will move us from regional information (10 largest public universities in Texas) to national. PC agreed to use CUPA data but once the data was run, it was realized there was a problem with some of the plugs . . . many of which had not been changed or modified since 2002-03. The plan is for HR to meet with each Vice President separately to explain the relationships and work out any changes that the VP's want to make. Once this is completed the figures will be run again for the final time.

John reminded members that there is no mandate to pay the dollar amount on the survey. That decision is up to President's Cabinet.

Lori Hughes asked if internal funds could be used for other adjustments, i.e. if salary is below base. That is up to the director's.

- Mediation and Drug Testing Policies: The mediation program has been at Texas State since 1985. When it was established a selected group of employees were trained to provide the mediation. However, one of the problems with the program was not centralized in one office. Instead a council was formed. Faculty intake was provided by the University Omnibusman; staff intake was provided by Human Resources and student intake was provided by the Dean of Students office.

At this time most of the original personnel which were trained are no longer at the university, and the ones who are do not have the time to spend providing the service. President's Council has disbanded the Mediation Council and deleted the Mediation UPPS. The decision was made to move relevant portions of the Mediation UPPS to UPPS 04.04.40 Disciplining and Dismissing Employees. HR is recommending that mediations be outsourced to an outside vendor. The revised UPPS will be released to the secondary reviewers soon.

UPPS 04.04.45 Drug Free Workplace and UPPS 04.04.48 Drug Free Schools and Communities Act have now been combined with new information regarding drug testing and placed in a proposed new UPPS. There will be provisions regarding “reasonable suspicion”. If a supervisor suspects an employee is under the influence of drugs or alcohol, that employee can be taken to a center to be tested. The cost of the testing will be charged to the departments and will cost approximately \$60.00.

- HR Metrics – “What would you like to see that you are not already getting from HR”  
This item will be RTA for the March meeting.
- General Reminders: HR Customer Satisfaction survey will be distributed soon. Members were encouraged to be sure and complete it.

A follow-up survey on the Managing @TxState course has been sent out to participants. HR is now working on the content of a similar course for Deans and Chairs, at the request of Dr. Moore. We will also be offering a second staff course later in the spring.

Performance Appraisals are due by February 28<sup>th</sup> to Human Resources. They are due to the Vice Presidents by March 15<sup>th</sup>. John reminded everyone **any score above or below a 3 MUST be justified.**

- Update on TDA Roth Accounts: Michelle reported that adjustments have been made to SAP and the hope is the updates will be rolled out April 1. This will be discussed in more depth at the Financial Planning/Retirement Fair on February 28<sup>th</sup>. This is an all day event and all members are encouraged to attend.
- Michelle gave a demonstration on the SAP NOTime entry report (ZNOTIME). She indicated it is best to run this report on a weekly basis. The question was asked if time administrators can see their own time. Michelle will look into this and report back. Anyone with any questions should contact Selma, Teresa or Michelle.
- Spring Break Timekeeping: Michelle reminded everyone that the week of spring break is all energy conservation days. If an employee is working it is considered normal work days. If an employee does not have enough time earned to cover the break they should enter LWOP (leave without pay) on the time sheet. Michelle also reminded the group that the policy is to allow part-timers a chance to earn enough time prior or after the break to cover the time off...i.e., work and be paid for the number of hours they would be losing at spring break.
- Other: John reported on a change due to the Fair Labor Standards Act. All exempt employees must work a minimum of 20 hours per week to earn the minimum amount of money per week to qualify for exempt status. Part timers are in danger of losing their exemption if they do not meet this target. This information will be sent out to the campus and it covers all employees.

- Curt Schafer asked about the status on the Master Data Center. John reported that a meeting has been scheduled during one of the ice days and it had been cancelled. It was rescheduled for Friday, 2/9. There had not been any news on the status.

Having no further business the meeting was adjourned. Our next meeting will be March 5th and we will be meeting in Lampasas 202.