

HR Forum Meeting Minutes  
April 2, 2007 – JCK 460

Present: Beth Meyer, Debra Boughton, Eva Luera, Sharon Nusbaum, Sarah Pivonka, Maria Sanchez, Curt Schafer, Letitia Tunnell, Kay Yaklin, Noragene Green, Angie Mendez, Kathleen Whetstone, Tamara Alejandro, Michelle Moritz, John McBride, Deborah Mathews

Agenda:

- I. Topics of Interest from Membership
- II. Background Checks Update – For NSNR & Regular Employees
- III. Performance Appraisal
- IV. FAS Project Site
- V. Mid-Year Salary Increase (Market Study) Update
- VI. Work Life –Caring for Aging Family Members and Cancer Assistance – Where you can get help
- VII. Good Friday Timekeeping Reminders – What you need to do
- VIII. Other

J. McBride opened the meeting and welcomed everyone to the meeting. He asked if anyone had any topics of interest they wanted to discuss. There were none so we proceeded with the agenda.

Mid Year Salary increase

Human Resources has been conducting a biennial salary survey (every 2 years) and the last one was done Fall of 2005. We have now changed the source of the data from a regional market to a national market. When we ran the numbers it was evident the the pay plan relationships had not kept up to date. All the vice presidents are updating their plug relationships. Now we have a meeting scheduled with all vice presidents and HR to finalize these pay plan relationships. The meeting is scheduled for April 9<sup>th</sup>.

One of the issues we are dealing with is that the original data used for the analysis was for 2005. This process has taken so long to finalize that HR received the 2006 data, updated the survey information with this data, and then, before any decisions were made regarding the analysis the 2007 data was received by HR. At the meeting on the 9<sup>th</sup> a decision will need to be made regarding which data will be used for staff increases. HR has recommended that we wait and make the increase effective June 1<sup>st</sup> and utilize the 2007 data for the analysis. Once the decision is finalized HR will run the numbers again and submit the analysis for approval. Our approach to implementing increases based on market surveys is changing. Now that we use CUPA data for the university market and can buy local market data we can review market relationships annually.

The hope is that market increases will be effective June 1 and be included in the July 1 pay checks.

The question was asked “Since it has taken so long will they make it retroactive”. The answer is no, there has not been any talk of making these increases retroactive.

The Texas House of Representatives has passed a revenue bill but it does not include a raise for Higher Education.

President's Cabinet has approved a 3% merit pool for all employees. The funding of the increase is based on the increase of tuition. If the state passes a pay increase, then our Chancellor will only approve a tuition increase in the amount to cover the 3% merit increase. We will only receive a flat 3%, total. We will not get 3% merit from university and 2 ½ % across the board from the state. Also everyone should remember that merit increases are at the discretion of the account manager plus evaluation score over 300. The eligibility date to participate in merit increases has not been decided. PC will make that decision shortly. If the state passes an across the board raise, they may set the date for employees to be considered eligible. If the state doesn't pass the raise, then PC will set the eligibility date. If an employee has not been employed long enough for an evaluation to be on file, then the department will need to certify that the employee is eligible for the merit raise.

### Background Checks

Jeff Lund reviewed the changes in processing background checks for new employees. The checks are now being done through a third party vendor. A change has also been made to run background checks on all non-student non-regular (NSNR) staff employees through DPS, prior to their reporting to work. If a department hires an NSNR staff employee, they must contact Bobbie Brandenburg and Roxie Weaver with the full name and date of birth of the person to be hired. Bobbie will then run the check and notify the department of the results. Curt Schafer asked why this did not apply to faculty. John explained that the VPAA/Provost's office was working on developing a policy for faculty.

If a department hires the employee through a temporary agency, they need to confirm with the agency that a background check has been done. It is the agency's responsibility to run checks on any temporary employees they place with the university. Also, it is very important that the temporary employee does not report to work until the background check has been run.

### Performance Appraisals

Jeff reminded everyone that staff evaluations must be to be to division vice presidents by April 11<sup>th</sup>. The vice presidents have until April 15<sup>th</sup> to submit these evaluations to HR. Academic affairs send their evaluations directly to HR. After April 15<sup>th</sup> a list of all delinquent departments will be prepared and submitted to Mr. McBride. Jeff also reminded everyone that employees should have a performance plan for the new year by March 15<sup>th</sup>.

There will be a workshop in May on preparing and processing performance appraisals.

### FAS Project Site

Michelle Moritz informed everyone that the link to the old FAS Project Site has been reactivated. It had been out of service for a short period of time, but has now been reconnected. Also on the Technology Resources new home page, at the bottom of the SAP link there is a link to FAS Project Site. The site is being redesigned, but for now it is back like it was originally. The next time administrator class will be posted on the site shortly. The next one is in April and then another one in May.

## Work Life

There are a couple of events coming up. One is a session on “Walking thru the Stages of Aging Family Members” and the announcement for registration will be out soon. The workshop is scheduled for April 17<sup>th</sup>, 1:30 – 3:30 in the Reed Parr Room of JCK. Rose Trevino will be the moderator for this workshop. There will be a representative from Hospice Care and Home Health of CTMC. Michelle encouraged everyone to sign up for this informative session.

Another resource we have is Dr. David Jones from the Center for Cancer Care in San Marcos. He was the speaker at the Cancer 101 Workshop and has also presented to the HR staff during a staff meeting. They have a wealth of information available at the center and you don't have to be a patient at the center to utilize the information. Dr. Jones has made himself and his staff available to answer any questions, free of charge. The website and contact numbers for the Center will be in the May HR Bulletin. You can also pick up literature at their office.

## Long Term Care Insurance

ERS has negotiated a new policy for Long Term Care Insurance through John Hancock and is offering an open enrollment period from March 26 – April 27. Active employees do not have to prove insurability during this period but their family members do. They have mailed out information to Texas State employees home addresses. Also there is information on the ERS website: [www.ers.state.tx.us/Insurance/default.htm](http://www.ers.state.tx.us/Insurance/default.htm) or you can call John Hancock Customer Service Center at 1-800-400-9396. You can go to the website and request an enrollment kit to get the details and cost. If an employee has not received the information they need to check with the Texas State HR Benefits Office to verify their address is correct

## Good Friday Timekeeping Reminders

A memo has been sent out stating that Dr. Trauth has authorized a half day holiday for regular faculty and staff. The timekeeping memo has also been sent out to campus. This especially impacts people who don't normally work on Fridays. They will receive a half day holiday whether they work on Friday or not. It also impacts part-time employees. If they are over their FTE for the week and don't adjust their schedule earlier in the week they will get paid that extra amount.

## Other

John reported the HR Customer Satisfaction Survey is due to be mailed out April 9<sup>th</sup>. This survey is done every 3 years and the department uses the results to better improve the services provided by Human Resources. Everyone was encouraged to respond when they receive the survey.

UPPS 04.04.20 is close to being approved. The major change in this UPPS is HR is asking that employee's GOJA's be certified as correct on a yearly basis. It was also noted that the appraisal totals can include fractions. Also, if an employee scores 300 or below the date of the re-evaluation is to be specific.

UPPS 04.04.17 on Drug Testing is pending final approval. John reviewed the changes with the group. Previously the university has had mandatory testing of CDL drivers. The new UPPS will have random testing of all employees, with Vice President's approval. It also added the statement “cause of

reasonable suspicion". The testing will be done by a licensed facility in San Marcos and there will be a charge.

HR has submitted the Employment UPPS for final approval.

John announced that Deborah Mathews was promoted to the Administrative Assistant III position in Human Resources.

Curt Schafer asked if there was any news on the Master Data Center. The concept has been approved, but final decisions have not been approved. Academic Affairs and Payroll will not be participating in the Center.

It was also reported that IT is working on a version upgrade for SAP.

Having no further business the meeting was adjourned. The next meeting will be May 7<sup>th</sup>.