HR Forum Meeting Minutes  
9/6/06


**Agenda:**

1. Topics of Interest from the Membership
2. HR Webpage: Contains HR Forum Membership Suggestions
3. Work Life Webpage: Request HR Forum Review
4. Managing @ Texas State: Begins October 19
5. Background Check Policy: Began September 1
6. HR Training: What’s Coming
7. BRP Changes for September 1
8. Workers Compensation Injuries: No More Treatment at Student Health Center
9. Drug/Alcohol Testing: Should We Have It?
10. Avian (Bird) Flu Pandemic Planning: Update
11. Other

John McBride welcomed everyone to the meeting. The following information was presented to the membership.

**Topics of Interest from the Membership – None**

**HR Webpage: Contains HR Forum Membership Suggestions – Stan Moore**

Stan Moore addressed questions and comments received from HR Forum members regarding changes to the Human Resources website.

One question received asked whether the “Ask the Director” link was anonymous. Stan directed HR Forum members to the HR drop down box where “Ask the Director” and “Feedback” links allow users to post questions or comments anonymously or personally.

Another question received asked if the “Ask the Director” questions are answered. “Ask the Director” questions are answered each month in the Human Resources Bulletin.

Several comments had been received from the membership about the difficulty in reading text in some areas because of the color. Changes were made to improve readability.
Comments were also received about links that were inactive while the website was under construction. These links are now fully operational.

Stan Moore presented a tour of the updated Human Resources website which included the following changes:

- Employment section: allows users to access quick links to employment opportunities for faculty, staff and students as well as other helpful employment related information.

- Benefits section: provides information about the many opportunities and advantages offered to employees. A summary of benefits is provided for faculty and staff. Separate links are provided including insurance, retirement programs, retiree information, leave and time reporting and workers’ compensation.

- Compensation section: this button allows users access to the university pay plan and other compensation related links such as compensation policies, forms and documents.

- Forms: Compensation, employee relations, employment, insurance, leave & time reports, new hire, retirement, workers’ compensation and miscellaneous forms can be selected from the drop down menu.

Any additional comments or suggestions can be emailed to Stan Moore at sm36@txstate.edu.

Work Life Webpage: Request HR Forum Review – Rose Trevino

Rose Trevino, Work Life Program Coordinator, demonstrated the Work Life webpage located at [http://www.worklife.txstate.edu/work_life](http://www.worklife.txstate.edu/work_life).

- What’s New: this link will be a point of contact to Work Life Task Force members and also provide links to helpful articles.

- Benefits: this link allows users to navigate the Human Resources website where Texas State benefits information can be accessed. There is also a link to the BlueCross BlueShield website.

- Family Friendly Policies: this link provides access to Texas State University policies such as enrollment in courses, flex-time, telecommuting, leave policies, wellness program, and links to several documents and policies.

- Child Care: this link provides access to the Child Development Center at Texas State, Child Care Facilities information provided by the Texas Department of Family and Protective Services, and mentoring programs such as The Greater San Marcos Youth Council.
• After School Programs: this link provides access to The Sunset After School Program, Texas State University Mathworks Department and the Sylvan Learning Center.

• Summer Camps: this link provides information on summer camp programs offered by Texas State University and by the local community.

• Eldercare Facilities: this link provides access to retirement community and assisted living websites; wellness programs, transportation assistance and other elder care related resources.

• University Resources: this link contains a comprehensive list of helpful and informative resources available to staff and faculty.

Forum members are asked to review the website and provide feedback in the next two weeks to Rose Trevino rt24@txstate.edu.

Managing @ Texas State: Begins October 19 – Floyd Quinn

The modules for Managing@TXSTATE are being prepared and are scheduled for review by the end of September. The “go live” date is October 19th for the first course. The course is designed to be a three day course scheduled over a three week period. The session dates are 10/19, 10/26 and 11/2.

For the initial registration, the VPs have been provided with registration quotas for their respective areas which are as follows:

President 1
Athletics 1
Provost 8
VPFSS 7
VPIT 6
VPSA 4
VPUA 1

Registration names are due to Human Resources by September 29th at which time they will be forwarded to Professional Development for entry, registration, and tracking. Maximum registration for this training course is 30 participants. HR will be offering the Managing@TXSTATE again in Spring 2007.

Smoking Policy

The University has established policy guidelines regulating smoking on campus which apply to faculty, staff, students and visitors.
- Smoking is not permitted in buildings and vehicles owned, leased, or under the supervision of the University.
- Smoking is not permitted within 20 feet of a building entrance, open window or air intake.
- Smoking is permitted in outdoor areas provided that they have not been designated as smoke-free areas.
- The Quad, Alkek Library and Academic Service Building breezeways have been designed as smoke-free areas.

Employees or students who observe violations of this policy should make the person aware of these restrictions. Refusal to comply or continued violations should be reported to the appropriate management official who ensures enforcement.

**HR Training: What’s Coming**

Professional Development and Human Resources are offering the following training courses:

- Pre-Award Services Available to the University Community – September 12th and 13th
- Compliance Issues for Grant Managers – October 16th and 17th
- Managing Positions and PCRs in SAP – November 7th
- Job Classification – November 16th
- Performance Appraisal – November 30th

**Background Check Policy: Began September 1**

New job postings received on or after September 1, 2006 will indicate the security sensitive nature of the position. A criminal background check form, “Criminal History Check Pre-Employment Inquiry Release”, in PDF format is available at the HR website under the employment section. This form should be signed by applicants who are interviewed. The completed form should be forwarded to HR. Departments should submit the background check forms along with the hiring matrix. Additional background checks can be done with the approval of your vice president.

**BRP Changes for September 1 – Michelle Massey**

Effective September 1, 2006 HR will roll Benefit Replacement Pay (BRP) into regular base pay. Final testing of this process in being conducted in SAP. Once this change is implemented, a memo will be distributed to department heads and administrative support staff describing the combining of BRP with regular salary. A separate notification will be distributed to those individuals directly affected. This notification will be distributed after the October 2 pay date.

For those individuals who have access to PA20 *Display HR Master Data* a history of separate BRP amounts can be viewed through August 31, 2006. HR will continue to maintain eligibility records for required reporting to the state.
Workers Compensation Injuries: No More Treatment at Student Health Center

The Student Health Center will no longer treat workers compensation injuries for employees. An announcement will be distributed shortly describing this change and listing the facilities that handle workers compensation injuries. A list of physicians and facilities that handle workers compensation injuries is available through the HR website.

Drug/Alcohol Testing: Should We Have It? – John McBride

HR is currently drafting a drug and alcohol testing policy. While federal law requires that testing be done for positions requiring a commercial driver’s license, there is no policy at Texas State which addresses specific issues such as suspected drug or alcohol use. This policy will serve as a tool to help managers with drug or alcohol problems in the workplace. The policy will be in the review process shortly.

Avian (Bird) Flu Pandemic Planning: Update

Dr. Emilio Carranco, Director, Student Health Center, has completed a draft plan which will be presented to President’s Cabinet. This plan addresses specific steps to be taken at different levels. The first level outlines what should be done when an outbreak occurs somewhere in the world. The second level addresses steps to be taken if an outbreak happens in the United States. The third level indicates what should be done if an outbreak occurs close to the Texas border. The fourth level addresses specific steps should an outbreak occur on campus.

Should an outbreak occur within the university community, communications to students, faculty and staff will primarily be email based. A website containing pandemic information will provide further information.

Other

Reminder: Future HR Forum meetings will be held on the first Monday of every month from 2-3:30 in JCK 460.

January 2007 HR Forum meeting will be held on Wednesday, January 3rd in JCK 460 from 10-11:30.