HR Forum Meeting Minutes  
1/5/05


Agenda:

- Discussion – Topics of Interest from the Membership
- Equity and Access Issues in the Hiring Process

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

- Sick Leave – In FY04 there were 16,000 work days lost which cost the University around $2.4 million. Records are available for review.
- January and February, 2005 is the evaluation season for CY04. Refer to the old UPPS 04.04.20 and forms when evaluating for CY04. Use the new UPPS for CY05 evaluation purposes.
- The following UPPS’s have been revised. UPPS 04.04.03, 04.04.11, 04.04.20, 04.04.32 and 04.04.30. The UPPS’s include TCHR, SAP and other changes.

Discussion – Topics of Interest from the Membership

- A question was asked if there were hiring preferences for citizens vs. non-citizens. McBride believed that one should give preference to citizens in the hiring pool. Don Volz requested that this and other issues regarding non-citizen employment be examined in detail at a Forum meeting.
- A member asked a question regarding when would the pay plan reflecting the pay grades and other SAP changes will be posted to the web. McBride said that HR is working on getting this accomplished.
- Another question was raised regarding how SAP is noting promotions, transfers and demotions. Prior to SAP sometimes transfers were viewed as demotions. McBride indicated that there should be no problem with this issue and the revised UPPS 04.04.11 should clarify this process.
- A member asked if HR has anything to do with the justification reasons for adding a new position to a department budget. McBride replied that the account manager/supervisor is responsible for the justification reasons to his/her supervisory chain for adding the position. HR only recommended the classification of positions.
- McBride remarked to the membership that because PC requested that HR make SAP/Payroll a high priority in December, other issues from University staff had to be put on hold for a short time.
Equity and Access Issues in the Hiring Process – Dr. Gilda Garcia

Dr. Gilda Garcia, Director of Equity and Access gave a presentation on Equity and Access Issues in the Hiring Process. Dr. Garcia fielded many questions. The text of the presentation was not currently available and is hoped to be added at a time in the future.

Closing Remarks

- McBride stressed the importance of being honest with the hiring process and to go with the goals of the University.
- Keep your GOJA updated because the KSA’s that you will need will be in the GOJA. A review of the GOJA is actually required by UPPS 04.04.20 during the annual Performance Appraisal process.
- Testing must be able to be validated to be used as a legitimate screening device. Information gained from non-validated tests should not be used to disqualify applicants.
- If you have any questions, please e-mail us. HR and Equity and Access will be developing some FAQ’s for clarification and guidance.
- Reminder: Dr. Garcia will be conducting a professional development workshop on 1/31/05 on the hiring process. (Note: The date of the workshop has been delayed. An announcement of the new date will be made at a later time.)
- Jane Elliott will be on campus 1/27/05 (conducted the “Brown Eyes vs. Blue Eyes” experiment.)