HR Forum Meeting Minutes  
3/1/06


Guests: Kathy Mahan-Michaud, Selma Selvera

AGENDA:

1. Topics of Interest from the Membership
2. HR Staff Changes
3. Status Updates
   Compensation
   Mid Year and Fall FY 06 Pay Increase
   Performance Appraisal
   HR Supervisor’s Course
   Background Checks
   Validation for Degrees and Tests
   HR Website

   Benefits
   University Payment of Tuition/Fees/UPPS 04.04.01
   Online Telephone Directory
   Health Fair
   Financial Planning and Retirement Fair
   Vacation Payments for Grant Funded Positions
   HR Website

   Other
   Conscribed Mailing List/Admin Assts
   PCR Cutoff Dates
   Sex Offender Policy
   HR Bulletin – Contest/Giveaways

4. SAP Update – Training Classes – (Time Administration, Managing Positions and PCR’s)
   Calculation Rules in Time Evaluation

5. Texas Round-Up
6. Wrap-Up/Questions

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

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

**HR Staff Changes – John McBride**

If you go to the HR website and view our organization chart you will see the following title changes:

Heather Phillips, who replaced Mary Riley who recently retired, is now Human Resources Representative. Kathy Mahan-Michaud, a new employee who replaced Heather Phillips is Senior Human Resources Representative. Jeff Lund’s title was changed to Manager, Compensation and Selma Selvera’s title was changed to Human Resources Representative.

**Status Updates – Compensation**

Mid Year Pay Increases – At a recent President’s Cabinet meeting, it was noted that there will be no mid year pay increases. HR will be presenting the salary survey data to President’s Cabinet by March 20th. The data is composed of information gathered from the Southland Conference, University Market, and the I-35 Corridor. The Provost has indicated an interest in using the CUPA salary survey data. In 2001 there was a 1% adjustment to the salary minimum.

Salary Review – There will be a 3% merit pool. No money will be set aside for performance increases. Those eligible for the 3% merit pool are regular staff employees employed on or before 9/1/05 with an evaluation score 300 or higher. Staff who are funded by grants will be eligible for consideration provided grant funds are available. Non-student non-regular employees are not eligible for consideration. Faculty members are eligible for consideration...however the Provost will decide if adjunct faculty will be eligible. Classified staff may receive a 3% merit increase even if it places them above maximum.

**Performance Appraisals**

Performance appraisals should be completed this month and sent to HR. Human Resources will provide a report to PC by mid April identifying those employees who did not receive an appraisal.

**HR Supervisor’s Course**
There was a 37.4% return rate on the recent HR for Supervisor’s course training needs survey which is considered exceptional. The results are being tabulated and should be out soon.

**Background Checks**

There is a move away from using the standard DPS background checks and a move toward the use of third party vendors. All employers, including those in higher education, are expanding the scope of their background checks. We propose to broaden our checks to include the possible use of credit checks, motor vehicle checks, criminal checks, certification checks, and personal identification checks as deemed necessary based on the nature of the work involved. Checks could also possibly include all new hires and current employees as appropriate.

**Validation for Degrees and Tests**

UPPS 04.04.03 Staff Employment is undergoing extensive revisions. These revisions include the following:
- new validation of degrees and employment test procedures
- the use of advertisers with a record of generating highly diverse candidate pools for advertised job openings
- reference check procedures
- background check procedures
- the use of project staff positions
- integrating the use of the EASY system and SAP system
- information on the hiring matrix

**HR Website**

In addition to updating the HR website in appearance, the job specifications have also been updated. All job specifications have been updated to a PDF format. The main classification web page has also been reformatted to a PDF format and the new Texas State logo has been inserted. Additionally, 35% of all job specifications were reviewed for content and updated.

**Status Updates – Benefits**

UPPS 04.04.01 Miscellaneous Human Resources Policies and Procedures, has been updated regarding tuition and fee payments. These updates have been forwarded to the secondary reviewers for comments. We expect to have comments back by March 10th.

**Online Telephone Directory**
In addition to the hard copy of the Faculty/Staff Directory that is distributed yearly, you can now access a PDF of the directory by logging on through CATSWEB from the Texas State homepage.

**Health Fair**

Please stop by and visit the Health Fair that is being held 3/1/06 in the Student Center Ballroom where there will be many booths promoting health and fitness.

**Financial Planning and Retirement Fair**

Invitations to the Financial Planning and Retirement Fair will be sent out by Professional Development soon. There will be many concurrent sessions that you may attend. The fair will be at the Student Center on the third floor on March 29, 2006.

**Vacation Payments for Grant Funded Positions**

When an employee moves into a grant funded position and has a high vacation balance, the lump sum payment for vacation leave becomes the responsibility of the grant. A proposal has been developed to fund lump sum payments from a centralized account.

**HR Website**

Organization of forms and FAQ areas are being updated and should be completed within the next few weeks.

**Other**

Members were reminded of the recent 2/23/06 memo from Mr. Bill Nance regarding FY06 Payroll Deadlines and PCR Processing. Deadline dates are important and must be enforced to allow sufficient time for review and processing. PCRs received after the deadline will be handled on an “as time allows” basis. Remember…prepare the PCR properly and on time. There are five main processing points for PCRs (Faculty Records, Career Services, HR, Office of Sponsored Programs and Graduate College). FAS is providing on-going classes for PCR training.

**Conscribed Mailing List/Admin Assts**

Efforts are being made to notify those who have a Department Head role in SAP (Administrative Assistants) when an account manager receives a memo.

**SAP Update – Training Classes**
Changes have been made to the classes for Time Administration and Managing Positions and PCRs in SAP. You are encouraged to take advantage of the training to learn new ways to get things done.

**Calculation Rules in Time Evaluation**

Corrections have been implemented to some time evaluation rules behind the scenes that calculate overtime and comp time. A handout was distributed to illustrate the appropriate use of 0100 and 3080 (adjust scheduled hours) in SAP.

**Texas Round-Up – Floyd Quinn**

Texas State University will participate in the Governor’s fitness initiative, called the Texas Round-Up. The Round-Up is a statewide effort to encourage Texans of all fitness levels to incorporate daily physical activity and healthy choices into their lives.

It consists of an online, interactive program which allows participants to log their exercise activity, and in the process encourage a more active and healthy lifestyle. Additionally, Texas Round-up Day will take place on April 29, 2006 and is designed to celebrate fitness. Activities include a 10K run/walk, 5K run/walk, a Family Mile, a Health and Fitness Festival, Health Expo, and a Post Race Celebration Concert all on the Texas State Capitol grounds.

You can register online at [www.texasroundup.org](http://www.texasroundup.org).