HR Forum Meeting Minutes  
6/7/06

Present:  L. Garcia, K. Whetstone for J. Heath and L. Hughes, D. McDaniel, J. Moseley,  
M. Sanchez for P. Gulley, K. Yaklin, G. O’Neill, S. Pivonka, Tracy Ryan, C. Schafer, L. 
Tunnell, J. White

Absent:  M. Aguilar, J. Barnes, M. Bird, D. Christian, J. Dorsey, S. Estaville, N. Green,  
P. Gulley, L. Hanson, L. Herman, E. Luera, J. Major, P. Naylor, S. Nusbaum, J. Phillips, 
P. Prado, G. Thyberg, T. Trip, D. Volz, Y. Volz, C. Waggoner

Agenda:

1. Topics of Interest from the Membership
2. Demo/Feedback for HR Website Changes
3. Announce Work Life Coordinator Appointment
4. BRP Project (BRP Counted as part of Base Pay in Salary Surveys)
5. New Faculty Orientation Process
6. Status on Conscribed E-Mail List for Dept Heads/Admin Support Staff
7. Access to Salary Survey Data
8. Past Due Performance Appraisals
9. HR Supervisor’s Course Update
10. Other

Michelle Massey welcomed everyone to the meeting. The following information was 
presented to the membership.

Topics of Interest from the Membership

Q. When will we be able to get a PCR completed and automatically routed to the 
appropriate people?  
A. More functionality is being developed to meet Finance and HR needs. Electronic 
PCR routing (workflow) is scheduled for next calendar year.

Q. There is still some confusion about the 3% merit increase. Will there be further 
information to employees to clarify this?  
A. The department heads and managers need to communicate to their employees how the 
3% merit pool will be allocated.

Demo/Feedback for HR Website Changes – Stan Moore

Stan Moore, System Support Specialist II in HR, gave a brief demonstration of the 
changes that have been made to the HR website. This link http://147.26.149.191 was 
provided to Forum members so they will be able to view the proposed changes. 
Comments about the changes should be submitted to Stan Moore at (sm36@txstate.edu) 
within the next 2 weeks. The revised website is tentatively scheduled to be up for 
viewing by the first week in July.
Announce Work Life Coordinator Appointment – M. Massey

President Trauth, faculty and staff previously expressed a great deal of interest in implementing a work life program at Texas State. Because of these concerns, Dr. Trauth appointed a Work Life Task Force Committee to review work life issues and develop recommendations. One of the committee’s recommendations was to hire a full-time Work Life Coordinator. This position would serve as a centralized source for information about general and Texas State work life issues. The position was not funded; however, an interim solution has been found. Rose Trevino, a HR staff member has assumed Work Life Coordinator duties on a part-time basis. She will devote 20% of her duties to work life issues. The change was effective on June 1, 2006.

Ms. Michelle Massey introduced Ms. Rose Trevino who stated the following:

- The Work Life Program will provide a centralized website information source for work life issues such as child care and elder care.
- The website will also provide a centralized area for policies regarding work life issues.
- August 2006 is the target date for access to the website.
- Mr. Bill Nance will notify the campus community of this program.

BRP Project (BRP Counted as Part of Base Pay in Salary Surveys)

Individuals who were employed by any State agency as of August 31, 1995 have part of their FICA tax paid as an additional benefit. This benefit is called Benefit Replacement Pay (BRP). Individuals employed after August 31, 1995 do not receive this benefit. Currently, more than 1,000 Texas State employees receive BRP. In the past, BRP has not been included in total salary for positions reported in salary surveys in which we are participants. We will now include BRP when salary information is provided in response to salary surveys.

The amount of BRP will be rolled into the regular salary in SAP. However, we will also continue to track eligibility and the amount separately to meet state reporting requirements.

New Faculty Orientation Process

HR is working with Professional Development and Faculty Development Services to coordinate an orientation process for new faculty that mirrors new staff orientation. A new website has been developed for new faculty and can be linked through the HR home page. New faculty orientation has been scheduled for August 18th in the Alkek Teaching Theatre. A memo will be distributed to departments requesting them to notify HR of new faculty who they have invited to participate in new faculty orientation. An additional orientation for new tenure track faculty will be held on August 21st.

Status on Conscribed E-Mail List for Dept Heads/Admin Support Staff
Progress is being made in setting up a conscribed e-mail list which consists of department heads and administrative support staff. One list will be comprised of department heads that are identified in SAP as having the Department Head security role. The second list will be comprised of administrative support staff for these department heads with the same security role. These lists should be available soon.

**Access to Salary Survey Data**

HR conducted a mid-year salary survey. This information was provided to President’s Cabinet a few months ago. Since that time, CUPA-HR, which provides administrative and management staff salary data, published the annual salary survey data. HR has incorporated this salary data into the data previously collected and plans to present the revised information to the President’s Cabinet in the near future for their review. Once this information has been reviewed by PC, individuals who are interested in reviewing the information can call or come by the HR office.

**Past Due Performance Appraisals**

As of June 6, 2006, 87% of staff performance appraisals have been submitted to HR. If HR does not have an appraisal or score on record for an employee, these employees will not be eligible for a merit increase. Additionally, employees who receive a score below 301 will not be eligible for merit. Please make sure that appraisal scores in your area have been submitted to HR.

Q. Have you communicated this information to the supervisors?
A. This information was communicated to President’s Cabinet by Mr. Bill Nance.

Q. Is this something that is happening across campus or is it isolated?
A. A couple of divisions have been identified as not submitting scores to HR. It is not isolated.

In addition, we want to clarify that the 3% merit increase is not an across the board adjustment. Everyone will not necessarily receive a 3% merit increase. Salary increases will be based on merit. The 3% represents a portion of the salary budgeted for a fiscal year that is allocated for merit pool dollars. This method of distribution is determined by the Vice Presidents. The actual amount of merit increases will be determined by the VP, supervisor, or department manager, based on how the money is distributed.

**HR Supervisor’s Course Update**

There was some discussion as to whether the HR Supervisor’s Course should be mandatory so that some management issues can be more effectively addressed, especially communication issues. Concerns were expressed by Forum members regarding how managers communicate important information to their employees. Forum members also expressed concerns about the possibility of an across the board increase to help defray the cost of living increases.