HR Forum Meeting Minutes
7/5/06

Present: M. Gonzales for M. Aguilar, P. Naylor, S. Nusbaum, T. Ryan, C. Schafer, L. Tunnell, K. Yaklin for M. Nielsen,


Agenda:

1. Topics of Interest from the Membership
2. Avian Flu Pandemic – Dr. Emilio Carranco, Director of the Student Health Center and Chair of Pandemic Flu Planning for Texas State
3. Website Feedback
4. Work Life Program
5. New Conscribed E-Mail Listing (From HR Forum Member Request)
6. Managing @ Texas State (New HR Supervisor Course Update Including Schedule)
7. Other

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

Topics of Interest from the Membership

Q. We seem to have a low attendance this time. Are you tracking attendance John?
A. We have been tracking attendance this past year and we will be notifying the Vice Presidents of attendance by their respective areas.

Avian Flu Pandemic – Dr. Emilio Carranco, Director of the Student Health Center and

Dr. Carranco serves as Chair of the Pandemic Flu Planning for Texas State. He reviewed the University plan for responding to a possible pandemic influenza. He distributed a handout and discussed the following topics:

Texas State University-San Marcos - Preparing for Pandemic Influenza
Emilio Carranco, M.D., Director, Student Health Center

- Historical Perspective (Past 100 Years)
- Definitions
- Reasons For Concern
- Confirmed Human Cases of Avian Influenza
- Laboratory Test for Avian Influenza
- Vaccines and Medications
- Pandemic Influenza Projections
- Potential Consequences of Pandemic
- Texas State Pandemic Preparedness Plan

The Texas State Pandemic Preparedness Plan provides the following components:

- Designation of a Pandemic Flu Planning Team
- Develop a Pandemic Plan with triggers and phased-in responses
- Coordination with state/local authorities; continuity of education and business operations; infection control policies and procedures; communications (internal and external)
- Timeline for Plan completion
- Documentation of action plans
- Education of the University community (employees, students) and parents

The full details of the discussion are included in the handout distributed by Dr. Carranco, which is provided as an attachment.

**Website Feedback – John McBride**

John McBride thanked Forum Members for their feedback on the HR Website updates. HR will review these suggestions and implement as many of the suggestions as feasible.

**Work Life Program – Michelle Massey**

Chris Brady has been hired as an intern for the Work Life Program and will work on the project this summer.

Roseann Mandziuk, Chair of the Work Life Advisory Council, has agreed to provide HR with a comprehensive work life link. HR will maintain this information.

Other universities with work life programs have been contacted. Several have been helpful in providing information and sharing their experiences with their work life programs.

The Work Life website link should be available at the end of the summer.

Any questions or comments about the Work Life Program should be addressed to the Work Life Coordinator, Rose Trevino at rt24@txstate.edu.

**New Conscribed E-Mail Listing (From HR Forum Member Request) – Michelle Massey**

The new conscribed e-mail lists have been completed. Last month we announced that these lists were being developed. One e-mail list would consist of department heads with a SAP security role. The other list identifies administrative support staff who have the same department head security role in SAP. An e-mail will be distributed to the campus in the near future announcing the completion of the e-mail lists.

Michelle Massey also provided the following information to the members.

**Summer Enrollment**

**July 24 - August 18, 2006**

**Benefits/Rates**

- No benefit changes—September 1, 2006. For full time employees, the state will continue to pay 100% of the health premium for employees and retirees and 50% for dependents premiums.
- HealthSelect premiums will increase by approximately 5% and HMO premiums will increase 6%. The increases will only affect employees and retirees covering dependents and part time employees.
The premiums for the Dental Maintenance Organization (DMO) administered by Aetna Dental will increase by 7.4%.

There will not be premium changes for the Dental Choice Plan administered by GEHA, Optional Life, Dependent Life, Long or Short Term Disability or Accidental Death and Dismemberment (AD&D).

SKIP, you must re-apply to avoid a break in the SKIP supplement for your children's health care premiums.

TexFlex, you must re-enroll. 1.) **Grace period:** Members have until mid-November to spend this year's account balance. 2.) Members will receive the **new debit card** by 9/1, if re-enroll On-Line by 5 p.m. on Friday 8/11. Enrolling after 8/11 means new card may not be sent until 9/15. Current cards will expire 8/31.

**ERS On-Line**

- SEN process will continue to be paperless by utilizing the On-line service. (divisions assigned to a specific week during SEN at Benefits Office)
- If you do not have your password from last year, you can request a new one anytime (instructions in June HR Bulletin)
- August 2 and 3 Human Resources/Technology Resources holding labs in the Academic Services Building (ASB-South 203) for employees who need assistance. These labs will be available to access ERS On-Line. A prerequisite for these labs is a current Net ID. Should you have any questions about lab slots, please contact Emily Ando or Heather Phillips.

**Fairs**

- August 9, SEN fair hosted by TSU open to all state employees and retirees.
- Sponsored by ERS from 10 a.m. to 1 p.m. in JCK 11th floor. ERS will provide overview of the insurance plans, costs, EOI, SKIP and TexFlex. HR staff will be available.

**Other**

- HR will have a SEN link on website (SOON): information, reminders etc.
- Time Admin/Admin Assts to receive e-mail from **ea01 asking them to service as SEN Liaison in helping HR (as in the past years) with providing their employees with SEN info, reminders etc.**

**References:**

ERS Password [www.ers.state.tx.us](http://www.ers.state.tx.us) click on the blue button labeled "ERS On-Line" on the left-hand side of the main screen.

SKIP eligibility and application process [TexCare](http://www.texcarepartnership.com) at (800) 647-6558 or visit their website at [http://www.texcarepartnership.com](http://www.texcarepartnership.com).

EOI applications to FDL 7/l. Application form at [http://www.humanresources.txstate.edu/pdfforms/EOI.pdf](http://www.humanresources.txstate.edu/pdfforms/EOI.pdf)

Long Term Care (CNA) EOI application at [www.ers.state.tx.us/insurance](http://www.ers.state.tx.us/insurance)

Texflex [www.ers.state.tx.us/texflex](http://www.ers.state.tx.us/texflex)
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<th>July 24-July 28</th>
<th>Information Technology</th>
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<td>July 31-Aug 4</td>
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<td>Aug 7-Aug 11</td>
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**Managing @ Texas State (New HR Supervisor Course Update Including Schedule) – Floyd Quinn**

The course schedule will consist of three full days over a three week period. The first course date is scheduled for October 19, the second course date is October 26, and the final date is November 2nd. There are a total of eight modules that participants will attend. The first module consists of an entry level informational stage in which attendees will receive information on employee relations, benefits, and record keeping. The second module will provide information about compensation and reclassification, and the final module will provide information about effective communications, EEOC, and employment training.

These courses will be included in the Professional Development course offerings.

Divisional vice presidents may wish to identify attendees from their division.

**Other – John McBride**

John McBride announced that the wording on the e-mails sent to exempt staff regarding their comp time expiration dates will be revised. Dr. Trauth has expressed concern that some exempt staff may be interpreting the notice that the expiring leave is an entitlement and must be taken. The new notice will explain that exempt staff are not required by law to be granted compensatory time off. Any compensatory time off must be approved by the supervisor and within the limits of your divisional compensatory time off policies. Please refer to UPPS 04.04.16 section 2.04 regarding compensatory time information and restrictions….and refer to your divisional vice president’s policy on the taking of comp time by exempt staff in the division.