

HR FORUM MINUTES – JULY 2, 2007

1. Items of Interest from Members

J. McBride opened the meeting and asked if members had any topics they wished to discuss. No one had anything, and since the agenda was lengthy, we proceeded with the Work Life Update.

2. Work Life Program Update

R. Trevino reported on upcoming events scheduled through the Work Life Program. On July 26th there will be a workshop on Child Care and June Blades, Director of the Child Development Center will give an overview of the operations of the Child Development Center. Along with that, a representative from Child Care Management Services – San Marcos will give a short presentation on tuition assistance.

There has also been a request from a department for a workshop regarding Raising Teenagers. This will be offered during the Fall Semester and coordinated through Professional Development. Everyone was encouraged to be on the lookout for the announcements regarding these events.

3. Summer Enrollment – Insurance and TexFlex

M. Moritz reminded everyone that Summer Enrollment will begin on July 23 and end on August 17th. We will follow the same process as in past years with on-line enrollment. An intern, Patrice Frost will be working very closely with the Benefits staff as a liaison to departments to assist with communications to individual employees. Please remember that an employee must have a Net ID to get an email with a password from ERS to log into ERS and make changes or enroll for benefits. Labs have been scheduled for August 1st and 2nd to assist any employees with their enrollment.

The Summer Enrollment fair will be held on July 25th on the 11th floor of JCK. It starts at 9:00 am and representatives from ERS and several insurance vendors will be on hand to answer any questions employees may have. Employees can submit an Evidence of Insurability form beginning today (July 2, 2007) as well as SKIP applications. Remember: TexFlex elections will automatically rollover this year. So, if an employee wishes to opt out they must complete an election to do so.

4. New Faculty Orientation

Faculty Orientation is being coordinated by Beth Wuest in Academic Development and Marsha Moore in Professional Development. All tenured track faculty will be invited automatically by Faculty Records. Other faculty members must be invited by individual departments. A list of all attendees needs to be forwarded to Benefits so packets can be made for each attendee. The orientation date is August 17th on the 11th floor of JCK. A reminder will be sent out next week.

Human Resources now has a new process for issuing Texas State ID numbers before a staff employee's PCR is processed. Faculty Records should be contacted for new faculty members. This allows the new employee to receive a Net ID for access to online services such as email and CATSWEB.

6. Survey – Time entry methods

Benefits will be sending a survey to all time administrators in each department to determine how many employees are using self-service to enter time in SAP and how many are still using

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paper timesheets. The survey will also have some questions to determine what future training will need to be provided.

7. The Leave Policy UPPS has been revised and is now with the secondary reviewers. It should be returned to HR sometime in July. UPPS 04.04.01 Misc. HR Policies and Procedures has been completed and is waiting to be posted on the web. It goes into effect when posted on the web. There will be a new form for Enrollment in Academic Course Fee Waiver Request in the new policy. Also, the waiting periods for class release time and fee payments have been eliminated.

8. Background Check Update

F. Quinn gave an update on background checks. We started running these checks on staff employees September 1, 2006. At the present time we have run 271 checks and have had 36 hits, for an overall hit rate of 13.28%. Checks for regular staff employees are run through Acxiom. We have also started running checks on NSNR employees (temps) through the DPS. Unlike checks for regular employees, these checks only include Texas conviction records. At the present time we are experiencing a higher rate of hits on temporary employees than on regular employees.

A question was asked about the felony question on our applications. If an employee answers yes and gives an explanation for the conviction can they still be hired? Yes, it is possible for a candidate with a felony conviction to be hired into a position on campus. A candidate is ineligible for hire if convicted of a felony within the past two years. From two to ten years a candidate is ineligible if the felony was related to drugs, theft, violence, weapons, threats, or destruction of property. After ten years, the hire decision is based on relevance to the job. Human Resources uses a relevancy chart approved by PC for this purpose

To date we have received background check reports from Acxiom and the DPS listing the following types of convictions: burglary, drug possession, theft, assault, homicide, and public lewdness.

There have been some problems with the length of time to get the reports back from Acxiom. At the present time we are researching a new company. More details coming soon.

9. Minimum Wage Increase

A federal minimum wage increase was passed by the House and the Senate on May 24, 2007 as part of HR 2206, the supplemental aid to the Iraq War. The President signed the bill into law on May 25, 2007. The minimum wage will increase in three phases. At Texas State, beginning July 22, 2007, the minimum wage will increase to \$5.85/hour. This will be done automatically without the need for PCRs. However, if an account manager wants to give an additional adjustment a PCR will need to be prepared. The next increase, to \$6.55/hour will take place July 20th 2008 and a third increase is scheduled for July 19, 2009 to bring the minimum wage to \$7.25/hour. A memo is being prepared for all faculty and staff members to inform them of these increases.

10. Performance Appraisal

F. Quinn reported that Human Resources has received 98% of all employees' performance appraisals for 2006. This is a big improvement from previous years. He reminded everyone that to be eligible for a merit increase an employee must have a performance appraisal on file and

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received a score of 301 or higher. Please contact Roxie Weaver if you have questions regarding whether or not an employee's appraisal was received by our office.

11. Salary Review

The Salary Review is now under way for merit increases. Department heads can access salary review spreadsheet on line and should plan to complete their merit allocation by July 13th. Deans and Assistant/Associate Vice Presidents will review these allocations during the period from July 14th to July 20th. Vice Presidents will complete this process with their review of these allocations from July 21st to July 27th.

12. Status of Market Adjustments

It was reported that adjustments to local market pay minimums are now complete and were effective May 1st. Additionally, approximately \$88,000 is available for equity related adjustments for local market titles but awaits distribution to the VPs

The next step in this process is to adjust pay minimums for university market titles. Cost information to accomplish these adjustments was provided to Mr. Nance for presentation to President's Cabinet. These adjustments, if approved, would not be effective until sometime during the Fall Semester. As with the process for assessing local market titles, we will be using 2006 survey data to set our new minimums.

In the future, Human Resources hopes to provide updated salary data to President's Cabinet on a yearly basis.

13. Other

General discussion was held on the process and ramifications of background checks. At the present time the checks are only being run on staff positions. There is no information available on checks for faculty or students.

A question was asked if checks were being run on all current employees. Floyd explained that these checks are tied to employment and are only run if the employee applies for another position on campus and is selected for that position.

John also explained that if an employee does something that draws negative publicity to the University, the University can decide to terminate that individual.

Having no further business the meeting was adjourned.