

HR Forum Minutes  
March 5, 2007

Present: Floyd Quinn, Michelle Moritz, Beth Meyer, Lillian Garcia, Eva Luera, Deborah McDaniel, Pat Naylor, Sara Pivonka, Maria Sanchez, Curt Schafer, Noragene Green, Lori Hughes, Arlette Campos, Erin Weaver, Ashley Croan, Melissa Amaya.

Agenda:

- Topics of Interest from the Membership
- Salary Survey Update
- Background Checks of NSNR Employees
- Managing @TXSTATE
  - Post Course Survey Results
  - Managing @TXSTATE – next offering
  - Managing @TXSTATE for Deans and Chairs
- Mediation Program Changes
- Workforce Analytics
  - HR Metrics/BW
  - Executive Interface
    - Demo by Chuck Spradling of Applicant and New Hire Diversity Query (integration of incongruent data formats.)
- New OPAC Testing Software
- New Staff Members
- Eligibility for Retirement
  - What is the magic number?
  - What is the process?
  - Tools available on the HR website

•New Staff Members

Michelle Moritz welcomed everyone to the meeting and then introduced Ashley Croan and Erin Weaver, new employees for Benefits. Both ladies have relocated to our area from Houston and have previous HR Benefits experience.

•Workforce Analytics

Floyd introduced Chuck Spradling, who has been working with HR on the new Business Warehouse. Workforce Analytics are used in any business to measure the work processes... There are actually hundreds of HR metrics available through organizations like the Saratoga Institute. Ideally you try to come up with 25 really solid metrics for the organization and you use those metrics as diagnostic tools. The process Chuck demonstrated allows a user to pull data from the SAP database and analyze that data using the Business Warehouse.

The goal of workforce analytics is to provide managers with an interface that allows for easy access to this data. When a manager logs into the system he or she will find charts, graphs, and tables all designed to assist in managing the organization. Managers will be able to reconcile a budget. They will also be able to review job postings. They will be able to see who has applied for job openings, how applicants learned about these positions, and also view applicant demographics data.

Chuck demonstrated how this information is pulled from the EASY system. He explained the breakdown of the data he was working with (job postings, EEO category, job title, number of applicants who applied, ethnic breakdown and how they heard about the position.) Data can be pulled by division or by specific job posting. There are many different ways to look at the data, which will be beneficial to department managers. HR has provided this information to Equity and Access for approximately a year. It was used in their annual diversity assessment. Without this automated process it would take approximately 40 hours to manually pull this information together into a single hardcopy report. The automated process is about 85% complete. All that's left is the validation of the data contained in the automated report.

• Background Checks of NSNR Employees

We have started running background checks on NSNR employees through DPS. We receive instantaneous results and the cost is minimal. Human Resource would like to be notified in advance when departments are hiring temporary employees. However, when that is not possible we will run a check as soon as the paperwork is received in HR.

Deborah McDaniel asked if this included people hired thru employment agencies. The answer is employment agencies conduct their own background checks. If a department is utilizing an employment agency that is one of the questions that should be asked prior to the retaining them.

The clarification was made that we do not need a Background Check form completed to run checks thru DPS. Also, there is not a minimum period of time for the employee to be working. Again, departments should notify HR in advance of hiring a temp.

Lori Hughes asked what information is needed to complete the check. HR needs to have the employee's name & date of birth. Floyd told the group HR will develop guidelines and send the information out to the campus. At this time we will do NSNR checks thru DPS but at a future date we may be asked to utilize Acxiom.

• Salary Survey Update

Floyd gave a brief update on the salary survey process. At this time HR is meeting with individual Vice Presidents in preparations for a mid-year salary increase. We hope to complete this process by the end of April.

Deborah McDaniel asked if this was utilizing the CUPA data. Floyd responded it was using CUPA data as well as the local market data. He also explained that the survey was about maintenance of the University Pay Plan and any salary adjustments are market based.

• Mediation Services

Floyd reminded everyone that we would be outsourcing the mediation program with TRC (Travis County Mediation Service). The fee for the mediation services is \$35.00 per party if either party resides in Travis County. Otherwise, the cost is \$70 per party. The university will pay this fee. Human Resources will continue to conduct the intake but will forward this information to TRC so they may begin the mediation process.

- OPAC Testing Software

Human Resources has reviewed and purchased new testing software from OPAC. It will be more in-depth and give the departments more options for detailed testing of applicants.

- Managing @TXSTATE

Human Resources conducted a post course survey with the people who attended the first offering of the Managing @TXSTATE. We used the information to modify the course. The next offering of the course will be April 18, 25 and May 2. This will be for supervisors only.

We will also be conducting a course designed specifically for Deans and Chairs, at the request of Provost Moore. It will be offered May 23 & 30. A memo will be sent out soon with the details for registration.

- Eligibility for Retirement

Michelle Moritz distributed a handout of Retirement Process Guidelines and the Retiree Checklist. These are two documents that have been updated recently. The magic number for retirement is the “Rule of 80”, which means when an employee’s age plus years of service equals or exceeds 80 they are eligible to retire. Any prior state service with contributions to Teacher Retirement System is counted toward the total. The way a year of service is counted is by “school year”; or September 1 through August 31. If you work 4 ½ months it will count as 1 year. Employee only needs to be half time, but will get credit of 1 year. Employee can retire at age 65 and 5 years of service but will not have retiree insurance. You must have at least 10 years of service credit to qualify for retiree insurance.

If an employee is a TRS retiree, they need to contact TRS directly and request a packet of information. They can also meet with a TRS representative to go over all the options. Once they decide which month they will actually retire, they need to contact the Benefits office, at least a month in advance to go over all the paperwork. They must check out through Human Resources to complete the process.

Michelle reminded everyone that if they have employees thinking about retiring to remind them to contact Benefits office. Many people get confused about the date they qualify. They think it is their anniversary date, but it is not. Benefits staff can assist with the calculations if they need it.

- Topics of Interest from Membership

Noragene Green asked “Why do we not have vision in our benefits package?”

Answer: ERS has considered a vision plan but has chosen not to implement one yet. Routine exams are covered under the health plan and Health Select has a discount program for glasses and contacts. This is not available to those employees who have waived the health coverage. You may want to consider using the TexFlex Health Care Reimbursement Account for out of pocket expenses.

Lori Hughes asked what the status is for UPPS 04.04.01. Michelle responded that the UPPS had gone for campus review and Human Resources had received the comments back. The

response to the comments had been prepared and we are now waiting for it to be reviewed by PC.

Having no further business the meeting was adjourned. Our next meeting will be April 2<sup>nd</sup>.