HR Forum Meeting Minutes
1/4/06


AGENDA

1. Topics of Interest from the Membership
2. New Posting Service and Diversity Initiative Through Use of Outside Vendors
3. Retiree Insurance – New law 1/1/06 for Part Time Employees
4. Retirement Programs – ORP/TDA Vendors Updated Effective 1/1/06 – Financial Planning Fair Scheduled 3/29/06
5. University Tuition Payments for Staff and Faculty – An Advance Look

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

Topics of Interest from the Membership

Q. Which forms do employees need to use for timekeeping?
A. If you go to the HR Forms link, you will see what employees should be using. This form was developed to assist time keepers with leave entry. However, the form is not yet linked to the UPPS 04.04.30.

Q. Regarding the employee exit survey, is there a Spanish version available?
A. No, we do not have a Spanish version, but if the employee comes to our office we have some people who can assist in interpretation.

Q. Have you updated the salary survey that was done in the fall?
A. We have received information from the local market and from the Southland Conference. However, we are still missing some data. Once we get this information we will send it to PC. We anticipate that we will be finished by the end of January or early February.

New Posting Service and Diversity Initiative Through Use of Outside Vendors – F. Quinn

The University and Human Resources is committed to increasing the number of diversity applicants for posted job openings. To this end we are pursuing services from three recruiting vendors; Chronicle of Higher Education, IMDiversity, and HigherEdJobs.com.

IMDiversity – cutoff salary of $30,000 annually; exempt titles

- The regular cost of a posting (online only…just text, no graphics) is $200 for a period of 90 days.
• Contract options are available for annual savings of $100 - $500.
• Fees are paid up front with no refund for unused postings. Extension of expiration date is possible.
• We are requesting a membership which includes unlimited job postings, unlimited resume access, and a school profile that includes our logo and a link to our employment site.

Chronicle of Higher Education – Limited to Director-level and above, Professional Librarians, and faculty

• These ads are text, display, and web only...insure you specify the type of ad...HR will assume you want us to post a display ad.
• Display ads are priced at $132 per column inch plus a free 30 day posting on ChronicleCareers.com.
• Display ads will be discounted from 5%-15% depending on the specific provisions of the contract.
• Only display ads count towards the contracted amount.
• Failure to meet contracted amount would require additional cost (invoiced difference in price between what was paid at the discounted rate versus the regular rate) but no penalties.

HighEdJobs.com – cutoff salary of $30,000 annually; exempt titles

• Currently in place
• Just text...no display ads.
• Unlimited postings for one year (until 1/8/07)
• Allows for the tracking of search activity
• Costs borne by Equity & Access

In addition:

• We are submitting standard artwork for all display ads posted in the Chronicle of Higher Education (Chronicle).
• We would like to limit the number of line ads run in the Chronicle due to limited effectiveness, not contributing to the contract quota, and the university’s branding campaign.
• In addition to the Chronicle, we are in the process of contracting with two other service providers to allow for greater circulation of our advertised openings.
• In general, except for a small number of certain special faculty positions, all staff postings for the Chronicle, HigherEdJobs.Com, and IMDiversity must be routed through HR and will be posted by HR with these vendors.
• We will collect information on web site/resource usage via the EASY system. This will be done by way of a self identification question on each job posting combined with self disclosed, voluntary EEO information. With this information
we will be able to query the system for a count of the total number of minority applicants per resource.

Note: When requesting an audit, please put in your cover letter the reason and justification. This information will help us in expediting the audit.

**Retiree Insurance – New law 1/1/06 for Part Time Employees – M. Massey**

Beginning January 1, 2006, if you are a part-time employee eligible for insurance when you retire, you’ll continue to receive the part-time contribution (50% retiree; 25% dependents) on your health insurance premiums. You must be full time for three consecutive months prior to retirement to qualify for the full-time contribution (100% retiree; 50% dependents).

This new rule is a result of SB1176 passed last legislative session.

**Retirement Programs – ORP/TDA Vendors Updated effective 1/1/06**

If you go to the HR website, you will see that the ORP/TDA vendor list has been updated. In the past, we had as many as 40 vendors and now we have about 11 who offer great services.

**Financial Planning Fair Scheduled – 3/29/06**

We have scheduled the next Financial Planning Fair for March 29th. You should be able to register through Professional Development. They will be notifying the campus in early March of this event.

**University Tuition Payments for Staff and Faculty – J. McBride**

HR is proposing some major changes to 04.04.01. This UPPS will be going to the secondary reviewers for comments by the end of this week. Some of the major changes in Section 02 are:

- Departments may use state funds to pay for staff and faculty to enroll in courses that are directly related to their current or prospective job duties. Departments must use their own funds for this purpose. Enrollment and payment must be approved by the appropriate approval authority.
- The three year full time service eligibility requirement has been dropped.
- The fee payment for Texas State University credit courses remains the same.
- The release time limits remain the same with the exception that the 12 months full time service requirement has been dropped.
- The release time limits apply to Texas State courses, courses at an off campus site, at another institution, and online or through distance learning.
• The Enrollment in Texas State Academic Courses form will be updated to reflect these changes.
• In some instances there may be some IRS considerations regarding payment of tuition and fees. Further clarification is needed from the Associate VP and Treasurer.
• Employees terminating or dropping classes must reimburse the University for any and all tuition and fees paid by the University.
• The University has not set aside a “pool” of money designated for tuition payment.

Q. Is the requirement that you have to sign a document that states that you must stay with the university for a certain number of years still apply?
A. That requirement applies to certain 04.04.35 programs and not 04.04.01.

Q. If an employee terminates or drops a class how does the University track this for reimbursement? How is the department going to know if an employee drops a class?
A. The University tracks this activity for Texas State courses through internal procedures, but not for non-Texas State courses. Divisional guidelines should be developed to monitor this process. Requesting employee transcripts may be an option for the department to consider as proof of course completion.

Other

The HR Supervisor’s Course Survey should be out this month. It is a web based survey that will go out to account managers and other selected supervisory personnel.

Q. Can HR Forum members receive this survey too? Can Administrative Assistants be included too?
A. We will look into seeing if we can include these additional people.


Mary Riley, HR Representative will be retiring January 31, 2006 after 20 years of service. Heather Phillips has been promoted to fill Mary’s position.

Next year’s Christmas holidays may again permit a 10 day break period.

NOTE: The next HR Forum will be on February 8th in Alkek 105/106.