Date: 3/29/2021

Time: 11:00 am

Location: WebEx

1. Welcome & Attendance

| Name |  | Name |  | Name |  |
| --- | --- | --- | --- | --- | --- |
| Candice Sutterfield | X | Jennifer Hobbs |  | DawnAnn Wilson |  |
| Tina Flores-Nevarez |  | Kristen Suehs | X | Dr. David A Giles |  |
| Elizabeth Schwartz | X | Kay Schubert | X | Kem Morgan |  |
| Kelli Holt | X | Martha Alexander |  | Debra Cortinas | X |
| Laura Quirino | X | Keisha Lamb |  | Lloyd Butler |  |
| Brad Blair | X |  |  |  |  |

Additional attendees: Meagan Kuitu, Rachel Habiger, Wally Wellborn, Amy Suter, Nancy Hamilton, David Gutierrez, Kami Xiong, Randy Guillot, Carey Hutchison, DeAnna White, Meredith Fox, James Ross, Sri Kamarthi

1. Action Item Review
	1. HCM Executive Dashboard update
		1. HRO Demo and Promo Video (delivered via email) are complete. Feedback from working group is positive. Would be helpful to know how many executives watched it. A&M CFO has watched it.
		2. Webinar scheduled 4/6, to be short and include demo, two follow-up emails 4/7 based on webinar attendance.
			1. To attendees encouraged to schedule 1-on-1
			2. Those who missed, encourage attendance of repeat session
		3. (Kami) – met with AgriLife regarding county funding – decision to add a separate field that includes county funding alongside salary measures. Current dashboard salaries include base pay only and will not be removed.
			1. Planning meeting to consolidate allowance list to drive this calculation. Please send recommendations of people who can help decide which allowances to include in new salary + allowances field.
				1. Kay Schubert, Elizabeth Schwartz request to be included, and to include start and end dates in discussion.

Elizabeth – administrator allowances present a challenge, and could be helpful to reflect it like base pay.

* + - * 1. New report to audit compensation. Compares allocation dates and annual work period dates flagging potential discrepancies. Also includes outstanding Regular Pay allowances that should be converted to base pay.
			1. Future enhancements: turnover report including transfer-out (current report only includes terminations) – to begin development soon, trending reports (headcounts, hires/terminations) – on hold.
			2. Decision: per request to add recruiting tab, should we add a tab or create a separate dashboard for recruiting? Information on new tabs will still be constrained based-on security roles. Kami to test whether those without access will still see the tab with no data.
				1. Kay, Elizabeth – if executives will see a tab with blank data, recommend separating into new dashboard.
				2. Candice – perhaps they should see the data and we should give them access. We can decide based on content.
				3. Kay, Elizabeth – can grant access and get feedback on the data during 1-on-1 sessions
				4. Debra – doesn’t support recruiting tab, but could add link to open requisitions on position tab. Compensation tab would be beneficial. Recommends expanding scope in later phase to give people time to become comfortable with current configuration.
				5. Decision is to hold off on expanding scope of the dashboard.
1. New Items
	1. Are communications clear and engaging?
		1. Confirmed personalized (i.e. first name in the email) went to CFO and HRO groups
		2. No feedback on communications at this time.
	2. Gather Additional Feedback on Executive Dashboard
		1. Hispanic/Latino flag – Feedback from Elizabeth is to translate true/false into yes/no. Didn’t come directly from executives, but seems more intuitive. Kami to research options to convert to text value.
		2. Facet Filters - from the dashboard, click View More under a report, and you see options for filtering on the left side of the screen
			1. Jerry Strawser (A&M CFO) had question about Hispanic/latino presented as separate items on facet filters.
2. Next meeting: Tuesday, May 11th, 11 – noon
	1. No scheduling conflicts expected
3. Decisions
	1. Kay and Elizabeth to be included in allowance discussions
	2. Hold off on adding new recruiting tab to dashboard at this time
4. Questions/Comments