Date: 9/21/2021

Time: 11:00 am

Location: WebEx

1. Welcome & Attendance

| Name |  | Name |  | Name |  |
| --- | --- | --- | --- | --- | --- |
| Kami Xiong | X | Jennifer Hobbs |  | DawnAnn Wilson | X |
| Tina Flores-Nevarez | X | Kristen Suehs |  | Dr. David A Giles | X |
| Elizabeth Schwartz | X | Kay Schubert | X | Shelly McCune |  |
| Kelli Holt | X | Martha Alexander | X | Debra Cortinas | X |
| Laura Quirino | X | Keisha Lamb | X | Lloyd Butler |  |
| Brad Blair | X | Tricia Landers |  | Elvia Oliva | X |
| Tina Pennington | X |  |  |  |  |

Additional attendees: Meagan Kuitu, Amy Suter, Angela Crosby, David Gutierrez, Sergey Nyrkov, Wally Wellborn, James Ross, Sri Kamarthi, Nancy Hamilton, Carey Hutchison,

1. Announcement on resource changes
2. Action Item Review
	1. Update to System Member Representation in Working Group
		1. Expanding working group to have representation from each System Member
		2. Welcome Elvia Oliva and Tina Pennington, representing TTI and TAMUG
3. New Item
	1. Review additional turnover reports
		1. Annual Turnover by Company
			1. Date prompts defaulting to the past 5 years. If we display as a worklet rather than just a menu link, is 5 years appropriate?
				1. Elizabeth Schwartz: yes- this is preferable to 3 or 4. Eventually we’ll have the full 5 years, and as long as people are aware of the start date, it would be fine.
				2. Kay Schubert, Keisha Lamb – recommends holding off on inclusion of partial year until 5 full years of data is available.
				3. Elvia Oliva – recommends 3 years to start with. The data should be accurate (and incomplete data is misleading).
				4. Dave Giles – recommends leaving it at 5 years to avoid changes going forward
				5. Debra Cortinas - displaying inaccurate data impacts WD credibility
				6. Decision: Starting prompt to be defaulted to 9/1/18 (FY19), add prompt instruction to avoid confusion
				7. Clarification on running by calendar year: although not impossible, we would need further research to develop this
				8. Headcounts are summed per month and divided by 12 to get average headcount
			2. Note prompt instructions related to fiscal years – it will automatically include whole fiscal years based-on the date range.
			3. Keep in mind the Workday implementation date in December 2017; data for FY18 is a partial year.
			4. Feedback from Elizabeth Schwartz – I like it; it is simple. The rate and counts together is helpful.
		2. Quarterly Turnover Comparison Year over Year
			1. Elizabeth, Tina: this is a great report
		3. Note: these are on the Reports menu within the Turnover Analysis tab of the Executive Dashboard; seeking feedback on whether we should replace existing reports displayed in the dashboard instead.
			1. Decision: moving forward with new reports on the menu, not removing reports from the dashboard.
4. Next Step and Action:
	1. Next meeting: Tuesday, November 16th, 11 – noon
5. Decisions
	1. Annual Turnover by Company report to start with FY19 until 5 full years of data are available
	2. New reports to be published in the reports menu, not replacing existing dashboard reports
6. Questions/Comments
	1. Note from Elizabeth Schwartz: TAMU has dropped syncplicity too but I think with the right links we can still use
	2. Note from Kay: AgriLife Extension is not using Syncplicty as of Dec 31