

1 - Working Group Members

Name		Name		Name	
Alexandra Kelly	X	Claudia San Miguel		Robin Elliot	X
Alicia Michalak	X	Derek Gonzales		Wendoline Harris /Sydney Everett	X
Allie Prejean		Jody Ramirez	X	Kahlei Declue on behalf of Tammi Thompson	X
Bettsy Hucker	X	Joni Foster	X	Tia (Hadley) Aguon	X
Christina Gomez	X	Joy Bading	X	Valerie Townsend	
Claudia Azua		Melinda Ho	X	Warren Pitt	X
Claudia Martinez	X	Rita Bowden	X		

2 - Discussion Areas

- Items in progress
- Staffing changes in Workday Service
- Moving offer letters to Workday Docs functionality
- Request for those not using offer letters in Workday to email us information about what is keeping them from doing so
- Generate document step for Offer- each System Member has their own step and can narrow down which roles receive the step if they would like to
- Job Requisition opt in/opt out option for Department Head- there was no interest in this functionality at this time
- Reference check functionality in Workday
- Change meeting to every other month

3 - Decisions

- No desire for opt in/opt out option for Department Head approval of Job Requisition at this time. Can revisit later if desired.
- Meetings will be rescheduled to every other month.

4 - Action Items

- **Members:** if desired, submit request to narrow down roles that can generate offer letters
- **Members not using offer letters:** Email Amy and Justin about needed changes to utilize functionality



- **Workday Services:** Check on status of reference check functionality in Workday for possible implementation
- **Workday Services:** Send updated invitation for working group meetings

5 - Next Meeting

- June 13, 2023