

Staffing Working Group Meeting Minutes

Tuesday, April 25, 2023
2:30 – 3:30 pm

WebEx Meeting
Pamela Gentry; Julia Zimmerman; DeAnna White

1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly, TAMUT	x	Debbie Barak, TAMUCC	x	Robin Elliot, TTI	x
Amber Cervantez, TAMU, HSC, TAMUG	x	Erica Wallingford, TEES	x	Sydni Imhoff, TFS	x
Bianca Ramirez, TAMUK		Jan Aspelund, TAMIU	x	Tammi Thompson, TAMUC	x
Cassandra Casanova, TAMUCC	x	Jana Smith, PVAMU	x	Tia Aguon, TAMUCT	x
Christina Gomez, TAMUSA	x	Joy Bading, AL & TVMDL	x	Wendoline Harrell, TEEX	
Claudia Azua, Tarleton		Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	x
Dawn Santo, TAMUS	x	Pam Young, WTAMU		Derek Gonzales, WTAMU	x

2. Action Item Review

- a. Update: ITWL – still working with TAMU. Plan to have proposed workflow at May meeting

3. New Items

- a. Vote: (TAMU) Limit Annual Work Periods for Graduate Assistants
 - i. GATs & GARs, Primary Position, 4.5, 9 or 9+ Month
 - ii. 14 Yes, 2 No
 - iii. Present to HAC in July
- b. Vote: (TAMUCC) Notification to Employee in Onboarding for Out of State Taxes
 - i. 16 Yes, 0 No
 - ii. Will work with Payroll Team on Verbiage
 - iii. Present to HAC in July
- c. Vote: (TEES) To Do step for Payroll Partner in Personal Information Change BP when Citizenship is changed to a Permanent Resident
 - i. 16 Yes, 1 No
 - ii. Will send to Sri to be discussed in Payroll Working Group
- d. Vote: (PVAMU) NEW: To Do for Visa changes
 - i. Hold vote until next time
 - ii. Discussed that To Do should route to I9 Partner
- e. Vote: (TARL) Add Requisition information to Staffing report(s)
 - i. 17 Yes, 0 No
- f. Vote: (TAMU): (Opt-In Validation) Limit GA Job Profiles to the following Job Profiles:
 1. U9003 Graduate Assistant - Non-Teaching
 2. U9004 Graduate Assistant – Research
 3. U9009 Graduate Assistant – Teaching

4. U9015 Graduate Assistant Lecturer
5. U9020 Graduate Hall Director
- ii. Add: Graduate Student Worker Biweekly, Engineering Graduate Student Worker
- iii. 15 Yes, 1 No
- iv. Present to HAC in July
- g. Vote: (TAMU) Shorten Delegation Period
 - i. 1 Yes, 14 No
- h. Discuss: (TAMU) move the (Graduate) Hall Director title to a staff title, rather than a GA title
 - i. TAMU will discuss with Pay Plan Administration
 - ii. Will revisit at next meeting
- i. Discuss: (TAMU) Faculty Termination (Secondary) Reasons
 - i. Faculty Only, Required, Entered by Manager, available in reporting
 - ii. Will be adding Manager Review step
 - iii. Primary Reason: Voluntary>Resignation / Reasons known or unknown
 1. Secondary Reasons:
 - a. Recruited to another institution or industry by competitive offer
 - b. Recruited to another institution or industry, after receiving negative feedback about tenure, promotion, or progress
 - c. Recruited to another institution or industry, due to family or personal concerns
 - d. Recruited to another institution or industry, after documented personnel concerns
 - e. Unknown
 - iv. Primary Reason: Voluntary>Retirement
 1. Secondary Reasons:
 - a. Retired in good standing
 - b. Retired with documented personnel or productivity concerns
 - v. Primary Reason: Voluntary>Transfer to a non-A&M System agency or institution of higher education with no break in service
 1. Secondary Reasons:
 - a. Recruited to another State of Texas institution/agency by competitive offer
 - b. Recruited to another State of Texas institution/agency, after receiving negative feedback about tenure, promotion, or progress
 - vi. Feedback:
 1. Can the employee see the secondary reason? Yes, they will be able to.
 2. Has this been vetted through Faculty affairs? Yes, requested by Lona Warren

3. Questions and concerns about what role would be responsible for entering secondary reason- Manager is suggested role. Possibility of adding additional role needs to be discussed.
 4. Will need to send this through OGC.
 5. TAMUCC would like to add Involuntary (Non Renewal) as a secondary reason.
- j. Discuss: Add Condition to HR Partner Review step in Edit Position Restrictions BP
 - i. Skip if Initiator
 - ii. No concerns
 - iii. Vote at meeting
 - k. Discuss: Edits - To Do in Change Job to Absence Partner – when an employee goes from a vacation eligible position to a non-vacation eligible position
 - i. Any Concerns? No
 - l. Discuss: (Tarleton) Opt-In/Out Acknowledgement in Onboarding for Required TrainTraQ Courses
 - i. Vote at next Meeting
 - ii. WDS to send example
 - m. Discuss: Driver's License as Government ID
 - i. Required Expiration Date?
 - ii. EIB to move all – 80-90 total
 - iii. Add Prompt to Employee to Enter Driver's License?
 - iv. Will discuss more at next meeting
 - n. Discuss: Add new Reason in Edit Position business process
 - i. Edit Workspace doesn't really fall into any of the 3 current available reasons
 - ii. Add additional catchall reason: Edit Position>?
 - iii. Current Reasons:
 1. Edit Position>Change Title
 2. Edit Position>Change Work Period
 3. Edit Position>Correct Hire Event
4. New Items
 - a. NEW: discuss next month: In Termination, Adding secondary term reasons for Staff Positions
 - b. NEW: discuss next month: In Termination, Adding something that asks if employee gave proper notice
 - c. NEW: discuss next month: (TAMU) Validation on Longevity Job Classification
5. Old Items (Pending/On Hold)
 - a. Flexible Work Arrangements as Sub-BP in Hire and Add Additional Job
 - b. Holistic review of Worker Type combinations for System Dual Employment (Add Job) to address needs for Validation in Add Additional Job
 - c. Worker Documents and Purge

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- d. One Approval (for all parts of a process) – Cross functional discussion needed
- e. Due Dates – Consolidated list of current Due Dates to review

Next Meeting: May 30, 2023