

# I-9 Working Group Meeting Minutes

Wednesday, October 4, 2023  
 9:00 – 10:00 a.m.

Teams Meeting  
 Pamela Gentry; Julia Zimmerman

## 1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly (TAMUT)	x	Claudia Azua (Tarleton) via Haley De Los Santos		Christy White (TAMUC)	
Alicia Michalek (TFS)	x	Dawn Santo (TAMUS)	x	Sofia Rangel (TEES)	x
Araceli Sandoval (TAMIU)	x	Elizabeth Jones (TDEM)	x	Tanesha Davis (PVAM)	
Carmen Garcia (TAMU,G,HSC) - sent in vote	-	Jessica Chapa (TAMUK)	x	Tia Aguon (TAMUCT)	x
Christina Gomez (TAMUSA)	x	Lesley Simental (TTI) via Robin Elliott & Mai Ramirez	x	Victoria Perez (TAMUCC)	x
Christin Spivey (AL, TVMDL)	x	Meg Kleppel (TEEX) - sent in vote	-	Shellie Haynes (WTAMU)	

## 2. Action Item Review

- a. Purgeable records on duplicate spreadsheet purged by members
- b. SWG discussion of Hire Compliance Checklist/For I-9 To Dos - DONE

## 3. Items

- a. Vote: Make I-9 To Do step optional in Hire
  - i. 14 Yes, 0 No
  - ii. Will be in October HAC
- b. Update: Next step in duplicate record clean-up in Guardian
  - i. Start Merging records on the second tab of the spreadsheet
  - ii. Mix of Active & Terminated – verify if Termination Date on Active record
  - iii. Both Active OR Both Terminated OR Cross Company – Merge to Most Recent Record (Pending most recent record has correct information)
- c. Update/Discuss: Hyland Server Problems – remediation efforts needed
  - i. Run Completed I-9 report in Guardian, filter dates 8/28-9/1, check I-9 Other ID in Workday and manually update if needed.

## 4. Questions/Comments

- a. Merging Records – be sure that “good” record has good info. Don’t default to newest if info is incorrect.

## 5. Action Items

- a. Carmen will share recommendations with the group on remote processing of I-9s

Next Meeting: Wednesday, November 1, 2023