

I-9 Working Group Meeting Minutes

Wednesday, November 1st, 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	x	Christy White (TAMUC)	x
Alicia Michalek (TFS)	x	Dawn Santo (TAMUS)		Sofia Rangel (TEES)	x
Araceli Sandoval (TAMIU)		Elizabeth Jones (TDEM)	x	Tanesha Davis (PVAM)	x
Carmen Garcia (TAMU,G,HSC)	x	Jessica Chapa (TAMUK)	x	Tia Aguon (TAMUCT)	x
Christina Gomez (TAMUSA)	x	Lesley Simental (TTI)	x	Victoria Perez (TAMUCC)	x
Christin Spivey (AL, TVMDL)	x	Meg Kleppel (TEEX)	x	Shelli Haynes (WTAMU)	x

2. Action Item Review

- a. Members to indicate merging records on the LLX tab of spreadsheet

3. Items

- a. Update: Updating Section 3 to “Supplement B (Formerly Section 3)” in near future
 - i. When will it be updated in Guardian
- b. Update: Equifax has requested we send them the Duplicates spreadsheet by 12/1/2023
- c. Update: Integration Troubles Resolved
 - i. Integration now picks up files every day, but will load them into WD once a week on Thursdays. Error log will continue to be sent out once a week.
- d. Discuss: (TAMU) Review remote options to give option of attaching documents
 - i. HAC approval needed
 - ii. Voted No in the past. Revisiting because of updated flexibility
 - iii. Remote or Employee Section 1
 - iv. Consider document capture option for remote employees only, not all employees
- e. Discuss: (TAMU) Enabling alternative document review procedure by location
 - i. HAC approval needed

4. Questions/Comments

- a. Help not available to submit case today or yesterday, in Guardian
 - i. Workaround for error - exempt issue under issues tab

5. Action Items

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

Next Meeting: Wednesday, December 6, 2023