# HR Liaisons Meeting Agenda

**DATE:** October 4, 2017, 2:45 p.m.  
**LOCATION:** East Glenn Administrative Complex  
**ATTENDING:** HR Liaisons and HR Staff

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>SPEAKER</th>
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| I. **Human Resources Staffing**  
   A. New Hires/Staffing Changes  
   B. Departmental Openings | Karla McCormick |
| II. **Employee Recognition Events** | Linda Maxwell-Evans |
| III. **Policy/Procedure Discussion**  
   A. Emergency Closure Policy  
   B. On-Call Policy  
   C. Payment of Awards to Employees  
   D. Internal Job Posting Request Form  
   E. Contingent Offers | Karla McCormick |
| IV. **Communications Update**  
   A. Branded Communications  
   B. Website Update/HR Liaisons Page  
   C. Surveys | Patrick Johnston |
| V. **Liaison Update**  
   A. Meeting Schedule  
   B. HR Business Partner Conference (Houston)  
   C. Spreadsheet Structure | Leanne Fuller |
| VI. **Talent Management System Update** | Karla McCormick |
| VII. **Advertising and TES Rate Update** | Rod Kelly |
| VIII. **Closing Remarks** | Karla McCormick |