**HR Liaison Meeting Minutes**

**November 1, 2017**

**East Glenn Administrative Complex**

**I. Human Resources Staffing**

Karla McCormick, Associate Vice President, Human Resources, updated Liaisons on the search for an Instructional Designer, Human Resource Development, and a Manager, Employee Records and Systems Management. She also announced that Cathy Clark, Administrative Support Specialist II, will soon retire from Human Resources after 40 years of service to Auburn.

**II. Orientation Scheduling**

Bill Shannon, Director, Human Resource Development, briefly discussed Orientation Scheduling at Auburn University. He thanked Liaisons and HR Staff for their assistance and encouraged Liaisons to use the email address “orientation@auburn.edu” when submitting information for orientation.

**III. HR Liaisons Staffing Update**

Linda Maxwell-Evans, Executive Director, Campus Relations, welcomed new HR Liaison Carol Martin, Manager, Business and Financial Administration for Human Sciences. Martin comes to Auburn from Mississippi State University, where she worked for 25 years. Maxwell-Evans also discussed Senior HRL position openings in Facilities and Agriculture.

**IV. Open Enrollment for 2018 Benefits Update**

Ann Shore, Executive Director, Benefits, Payroll, and Records, updated Liaisons on Open Enrollment for 2018 Benefits, which occurs in November:

* She said that Open Enrollment continues until Nov. 30 at 4:45 p.m.
* She reminded Liaisons of the Flexible Spending Account program.
* She discussed premium changes for 2018, which are more significant for plans that include spouses.
* She also said that most if not all of the premium increases may be offset by a spouse’s participation in Healthy Tigers. In 2018, spouses will also be eligible to receive the $300 annual discount for participation, resulting in a potential $600 discount per couple.
* She touched on the new health insurance cards that AU employees should receive in December. (Vision and dental cards will remain the same.)
* She also reminded Liaisons that new employees should attend orientation and enroll for benefits within their first 30 days of employment.

**V. Labor Distribution, Banner**

Martha Taylor, Assistant Vice President, Research, discussed Labor Distribution in Banner. She said it is vital to use the proper program codes to ensure the amount of time spent by professors in research, teaching, and service is properly recorded. This will help Auburn University in its quest to become a Carnegie Tier 1 research institution.

**VI. On-Call Policy Update**

Shelly Murray, Manager, Compensation Administration, updated Liaisons on the proposed campus-wide On-Call Policy, which is meant to ensure that those on call are readily available, fit for duty, and compensated for any restrictions to their personal time. She asked Liaisons to review the draft, which includes the policy, procedures, and employee statement, and return their comments to her by Nov. 15. She praised Liaisons and others who have worked on the policy for their earlier feedback and emphasized that the policy will undergo several rounds of review before implemented.

**VII. Office Management Title Series Requirements**

Rod Kelly, Senior Director, Talent Management, asked Liaisons for their thoughts regarding the current requirement that Administrative Assistants, Administrative Associates, Administrative Specialists, and Executive Assistants must complete the Office Management (OM) curriculum before progressing to the second level of the job. Additional discussions will be forthcoming.

**VIII. Talent Management System Update**

Kelly also updated Liaisons on the new Talent Management System agreement with PageUp. He discussed the system’s five modules – position descriptions, applicant tracking, onboarding, performance management, and learning management, and explained that between now and March 2018, HR will collect data from employees, supervisors and managers, recent applicants, HR Liaisons, and campus leadership. This data, which will come from surveys, forums, and focus groups, will be vital to configure the system. Kelly also emphasized the importance of continuous communication throughout the entire implementation process, and said that HR will soon launch a website that is dedicated to the new system.

**Other Items:**

* McCormick said that progress continues on the Payment of Awards Policy.
* Leanne Fuller, Director, Human Resources Services, encouraged Liaisons to submit the spreadsheet surveys that they recently received.