**HR Liaison Meeting Minutes**

**February 1, 2018**

**Auburn University Administrative Complex**

* Karla McCormick, Associate Vice President, Human Resources, announced that Amanda Moss is joining Human Resources as Administrator, Business and Administrative Services, and that Cathy Clark recently retired after 40 years of service to Auburn. McCormick also offered a brief update on HR’s current openings for a Financial Associate, and a Student and Temporary Employment Coordinator.
* Leanne Fuller, Director, Human Resources Services, welcomed Amanda Smitherman, Senior Manager, Human Resources, for the College of Agriculture, to the HR Liaisons group, and announced that Facilities will have a new Liaison who begins work with Auburn next week. She also said that there are professional development opportunities for all Liaisons, including the CUPA-HR conference in Charleston, S.C. She also reminded Liaisons in academic units to double check that background checks were processed.
* Shelly Murray, Manager, Compensation Administration, offered an update on the Job Family Promotion process. The guidelines will not change this year. This month information will be sent initially to Liaisons, and then to Deans, Division Heads, and Directors. JFPs will be due to Liaisons in March.
* Rod Kelly, Senior Director, Talent Management, discussed the Performance Review process for 2018, stating that HR is working with the budget office regarding the calendar. Additional information about the process will be discussed at the March Liaison meeting.
* Kelly also discussed TigerTalent. He said that there have not been too many surprises with the 450+ survey responses that HR has received. He also touched on the eight employee forums which are scheduled for February, and added that PageUp will be on-site Feb. 27 through March 1 to begin configuration work. He also showed the three-minute TigerTalent overview video that Kim Graham, Instructional Designer, and Bill Shannon, Director, Human Resource Development, with HRD created.
* Shannon reminded Liaisons of several performance development classes that are scheduled for February, including Excel 2 (Feb. 13-14), Management Fundamentals (Feb. 14), and Health and Wellness classes on Feb. 5 and 7. There will also be an Introduction to Word class on March 27-28.
* Shannon also asked Liaisons for their feedback regarding a “Pre-AU” webpage for new employees where they can find materials and information that need for onboarding. Several Liaisons stated that they liked the webpage. Shannon said that HR will work to launch it soon.
* Dale Mann, Manager, Employee Records and Systems Management, discussed I-9s and I-2 Verify, and reminded Liaisons that the 120-day script related to inactive employees would be executed on Feb. 2.