**HRL Meeting Minutes May 3, 2018**

HR Staffing and Announcements

Karla McCormick welcomed the HR Liaisons in attendance and provided an update on the soon-to-be filled position of Financial Associate – waiting on final processes.

The Payroll Manager position (due to the upcoming retirement of Beverly Hughes) is on track and will be moving forward with inviting candidates for phone interviews soon.

Announced an upcoming retirement of Kim Conner, Exec Asst/Business Manager in the Library at the end of May. Thanked Kim for her years of service and dedication and that she will be missed.

Human Resources Organization changes were announced that HR will reporting up through General Burgess as Chief Operating Officer; HR will continue to report to Kelli Shomaker and Kelli will be a direct report to General Burgess. Karla has been meeting with him and there are more meeting planned. Expect that he will take an active role; supports performance review of staff; and appears to prefer precise information through reports and metrics for decision-making. Looking forward to working with him in the future.

Human Resources has been developing a phone tree to support incoming calls to Human Resources to better serve the needs of our customers. The goal of taking care of the volume of walk-in traffic and ensuring that HRLs and other across campus are able to get to the person that they need to assist them. Karla asked for feedback when the phone tree is implemented and there will be a communication prior to going live with the phone tree system.

Policies and Procedures that are approved and out on the policy website include:

1. On-call Policy
2. Payment of Awards
3. Bereavement Leave
4. Jury Duty & Poll workers (no significant changes)
5. Transition Allowance (previously communicated)

Patrick Johnston demonstrated the procedures website that can be found on the Human Resources webpage – it will make it easier to find procedures connected to the policies. Favorable responses and no questions were communicated from the HRLs.

Link for the Procedures webpage: <http://www.auburn.edu/administration/human_resources/procedures.html>

Academic Advising Job Family Promotion and Evaluation

Ruthie Spiers, Director, University Advising, spoke to the group regarding the Academic Advisors promotion and performance review process. Although all HRLs in attendance were not academic HRLS, information, along with a handbook of relevant information, was provided. Ruthie indicated that due to the competing timelines of budget and the deadline for academic advisor promotions, it was advised to estimate the salary for the promotion on budget sheet. Ruthie will send an email to Supervisors as a follow-up; and a reminder of no PDQ is needed for documentation. There were no further questions.

Employee Relations

Linda Maxwell-Evans reminded everyone of the upcoming employee events – Employee Recognition Program on May 11th and Family Fun Day on June 6th. Employee Recognition Program – requested that HRLs remind their supervisors and employees that are being recognized to attend and to encourage attendance. Family Fun Day – food service will stop at 4 p.m., asked that they help spread the word. Donations are also needed if anything is available from their respective areas. Volunteers are also needed – please let Employee Relations know if you are interested in helping out.

As mentioned at the last HRL meeting regarding an interest in a lunch and learn of The Common Book, One Amazing Thing – the books are available and the HRL can sign up at the end of today’s meeting and get your book. Angela Cannon will have these available as you as you leave today.

Provost’s Office Changes

Kerry Ransel communicated to the HRLs that the Provost has requested documentation of ALL staff requests for new positions and job postings. In the documentation, please include why it is a priority to fill (include data to support it), and the actual source of funding (not the FOAP). An email to Kerry is okay at this time and she will communicate to Human Resources for proceeding with the request.

Job Family Promotion update

Bailey Burdg provided an update to the HRLs of the recent submissions for Job Family Promotion. Some noted comments were: 219 submitted; forms were missing some signatures; proposed salary did not match tracking spreadsheet; list has been sent to budget.

Compensation will be reaching out to some of the HRLs in the coming week that had some incomplete information to ensure that all correct information is captured.

If was further communicated to the HRLs if there are any issues PRIOR to the effective date, please let someone on the Compensation team know.

HR Records

Dale Mann provided and demonstrated instructions on the previously discussed Banner Supervisor Clean-up. The need for cleaning up the data was communicated and discussed at the April HRL meeting. The deadline of May 17 was provided to the HRLs and asked that the HRL reach out to him of any problems that may have in access and how to enter the information that is being requested.

The secure document folder was also discussed and asked if anyone had any issues or questions with utilizing the system to date. No issues were noted. Dale reminded the HRLs to use their network printers (as they do for the I9 document scanning) – contact their IT coordinator in their area if they have questions on the network printers.

TigerTalent

The new logo was shared with the HRLs and it was indicated that the branding will continue to be developed for use with the system. Each process owner gave an update on their respective Workflow Processes and the go live timeline was shown again.

HR Development

Bill Shannon reminded the HRLs of deadline of 3 days prior to scheduled orientation for paperwork to be in Human Resources. This will allow time for the new employee to have their DUO Mobile completed prior to the Benefits enrollment orientation.

HRD course brochure for summer courses will be coming out in the next week across campus. And, for the first time, eLearning courses are available. So far, FLSA, FMLA and ADA eLearning courses have been developed. More will be coming in the future.

Graduate Assistant paperwork deadlines

Julie Reece announced that for Fall semester a deadline of August 15th will be communicated to the campus. An email communication will be coming out but wanted to give everyone a heads-up before and asked for the HRLs assistance in working to get the paperwork completed and to the Graduate School by the deadline.

No further questions were communicated; meeting was adjourned.