

**Georgia State University**  
**Human Resources**  
(HRAC Meeting Minutes: July 19, 2007)  
(2:00 pm — HR Training Room)

**HRAC Members:**

**Present:** Linda, J. Nelson, Dethra Giles, Shatanese Western-Stephens, Miriam J. Jackson, Lesli Cotton, Laurie Jones, B. Harris, Jason Thomas, Paulette Story, Thyreast Pinckney-Clark, Deborah Rupp, Sandra Garber, Robert Elmore, Cheryl Johnson Ransaw, Becky Poling, Jowanna Tillman, Pamela Glass, Glenda Haliburton, Charlotte Petrek, Awilda Ragland, Donna Hader, Jeff Walker, Adrienne Smith, Janaia Moore, June Houston, Jill Chu

**Proceedings:**

Meeting called to order at 2:00 PM by: Linda Nelson

**Assistant Vice President:**

Linda spoke about the Performance and Practices Report submitted by the Senate Budget Committee. She briefly talked about some of the comments and mentioned HR doing a better job of communicating throughout the University, going forward.

- **Classification & Compensation:** Miriam Jackson introduced Class/Comp's new staff member, R. Paulette Story to the HRAC. She announced the Job Specifications are ready; however, Class/Comp is waiting for the updated information to be posted to the Class/Comp web site, sometime during the week of July 23, 2007. Miriam mentioned the condensed version of the PRF form (when there are no changes to the job spec), and how using this form would enhance the turnaround by at least 72 hours. This form should go-live August 1, 2007.
- Thyreast Pinckney-Clark, of Class/Comp spoke of the desk-side Ins and Outs training sessions to be conducted by Patricia Ayala and herself. The training will be scheduled via email, or telephone. (designed for Business Managers who are responsible for creating or assisting with Class/Comp and Employment positions.)
- **Employment:** Shatanese Western-Stephens announced a winner had been chosen for naming the new Applicant Tracking system, "PPRTs". She further spoke of the continued training for PPRTs which takes place every Thursday from 9 to 11am at the Student Center. Some employees are still unaware of the Applicant Tracking System. Information sessions for VPs, Chairs and Deans will be conducted (PPRTs).
- **Employee Relations:** Dethra Giles will be reviewing/modifying the Employee Handbook over the next month. She will be updating the information and would like input from the HRAC member, not the entire book at a cost savings. Dethra will send reminders to HRAC in this regard.
- The BOR has completed the Employee Handbook for the USG. Georgia State University's Policies are aligned to those in the BOR's HR Handbook. A link to this handbook will be posted on HR's web site. Dethra will be working with the Policy/Development manual.

- **FASA:** Cheryl Johnson Ransaw briefly spoke about the upcoming initiatives that FASA is currently undertaking including the book club, roundtables and parenting topics.
- **MSDS:** Adrienne Smith – Spoke of the New Employee Orientation (NEO) dry-run conducted on Wednesday 7/18/07 and the feed-back received. The first NEO is scheduled for faculty. The first staff NEO is scheduled for \_\_\_\_\_. Contact Jennifer Lane at 404-413-3296 for more information. She also encouraged everyone to reach out to MSDS for training opportunities.
- **Payroll:** Robert Elmore stated that the University office is currently reviewing/analyzing the number of individuals teaching part-time for multiple institutions. New policies are forthcoming on this practice. At the forefront of the discussion is whether these individuals are benefits eligible and if so, who would be responsible for paying the costs (employer of record).
- EPAF will be piloted with HHS in 9/07 and SA 11/07. In conjunction, a new paper PAF will be released with fewer action codes and a text box for users to enter the reason for the action(s). The EPAF will be rolled out campus-wide 1/08. Training will be conducted in November and December.
- TRS has increased its monitoring of Stipends vs. Supplements for returned eligibility. GSU guidelines are forthcoming.
- **Benefits:** Lesli Cotton mentioned the updated Clearance Form with new phone numbers for Campus offices. Long-Term Care communication. Employees and retirees will receive an announcement letter from the vendor the week of July 30, 2007. It will include a schedule for employee meetings. Benefits will be conducting early morning and late night meetings to accommodate varying employee work schedules. There will be two webinars 9/24 and 9/25.

**Action Items:**

- Look at Policy surrounding FTE .5 benefit eligibility.
- Post Meeting Minutes to HR Web site.

Meeting adjourned at 3:15 PM.

Minutes submitted by: Wilma Newkirk.