

- Pre-Hires and I-9 Forms in Workday (Edward Romero)
  - Changes must be made to the hiring process for student workers, resident assistants, temps, and graduate assistants
  - Human Resources currently has 40 delinquent I-9's
  - Federal law states that I-9's must be completed on the first day of employment
  - Effective immediately, start dates for all "pre-hires" will be on the 1<sup>st</sup> and 15<sup>th</sup> of each month (or the next business day if these days fall on a weekend or holiday)
    - Computer labs with HR staff will be available on these days each month for new hires to complete their I-9's and remaining onboarding
    - If new hires have scheduling difficulties (e.g. class schedules), HR can accommodate if contacted in advance
    -
  - These changes do not affect faculty or staff
  - Step-by-step guides are being created (and will be distributed) to assist with the search and hiring process: <https://it.tamus.edu/workday/use-workday/roles/>
  - The Pre-Hire Set Up Form must be submitted before the hiring process can begin: <http://tamuc.edu/files/scripts/PreHireSetUpForm.pdf>
  - A global search must be conducted in Workday to determine if a hire is already in Workday
  - Departments should initiate the hiring process about two weeks prior to the desired hire date
    - Approvers are responsible for completing any required Workday tasks
    - Pre-hires will be emailed when action is needed
    - If individuals involved in the process are not completing their tasks in a timely manner, it will slow the hiring process
  - Employees will not be allowed to work until onboarding has been completed and the department has received the Hire Completion Notice from HR
  - Contact x5282 or [HR.Hiring@tamuc.edu](mailto:HR.Hiring@tamuc.edu) if you have any questions
  - HR will be hiring a temp to assist with answering the phone and directing calls through August
- General Update (Ray Keck)
  - Presidential Search
    - Parker Executive Search Firm will advise the committee and recruit candidates
    - A&M-Commerce committee is the search advisory committee; the Board of Regents is the search committee
    - Position will be advertised in early March
    - About eight candidates will be selected for interviews in late May-early June
    - Three or more candidates will be selected for campus interviews and to meet with the Chancellor
    - A sole finalist will be selected in late June-early July
    - Search firm will perform a media review of each candidate
    - The search process will be highly confidential
    - The individual will be named president by the Board of Regents following the 21-day period once the sole finalist is named
  - Ruffalo Noel Levitz
    - Assessment/audit of financial aid, enrollment management, student life, and marketing
    - Will interview employees in these areas and provide recommendations
    - Availability within the next few weeks to provide a SWOT analysis over a two-day period
    - There is still time to impact fall enrollment (formula period)

- Facilities Update (Derek Preas)
  - Implemented third shift for SSC
    - Some usual building facilities crew have been reassigned to third shift
    - If a change in the level of service (better or worse) occurs, let Derek Preas or Mark Giossi know
  - 19 houses surrounding campus to be demolished by summer
  - Energy conservation project
    - Johnson Controls will be returning to adjust the lighting in several departments because it is too bright
    - Covers will not be placed over the lights to dim them—the brightness will instead be adjusted
    - Contact Derek Preas or Mark Giossi if your department requires adjusting after bulb replacement
  - Air handling unit will be placed in the BA (McDowell) building within the next two weeks
  - Deferred maintenance and classroom upgrade funds are available for additional projects across campus—contact Derek Preas
- Cornel West Visit March 19 and Mental Health Matters Forum tentatively scheduled for March 29 (Noah Nelson)
  - Mental Health Matters Forum – Kevin Hines scheduled to speak (time TBD)
  - Cornel West
    - Scheduled to speak at 11:00 a.m. (Monday after Spring Break)
    - “What #MeToo, Militarism, and Money Can’t Buy You”
    - Reception after the speech to take place in the Lyday Garden
    - Looking into having a faculty-only meeting with Professor West
    - Faculty should encourage students to attend
- Announcements
  - Chancellor’s Century Council – February 15-16
    - Each President will have 10 minutes to speak about his or her institution
    - President Keck’s presentation is scheduled for 1:30 p.m. on Thursday
    - Colby Carthel and Jimbo Fisher will participate in an open forum on Friday
    - MarComm will be in attendance to capture the event
    - The presentation will be shared with the university community (watch for a listserv)
  - Board of Regents – February 7-8
    - Dr. Mildred Pryor recognized at the Regents dinner
    - A&M-Commerce football team was recognized with the reading of a resolution by Phillip Ray
    - An autographed helmet was presented to Chancellor Sharp by Colby Carthel
    - Championship gear was given to System administrators and Regents
    - A&M-Commerce student-athlete Alex Shillow delivered the invocation
  - Associate Vice President and Dean of Students
    - Offer made to Dr. Thomas Newsom, who accepted
    - Will start April 9