MINUTES
Human Resources Development Committee (HRDC)
Thursday, February 15, 1:30-3:30 p.m.
Student Center, Leadership Auditorium

1. JoAnne Looten, Director, Records Management
   - Contact information:
     573-882-5955
     lootenje@umsystem.edu
     UMRecordsManagement@umsystem.edu

2. Minimum Wage update (Teresa Long)
   - Units should update their 9 in 1 Labor Law Poster with the attachment
   - Building Coordinators are responsible for ensuring posters are posted in an appropriate place for all building occupants
   - Contact your HRP if you need any posters

3. Activity Analysis (Mackenzie Moorefield)
   - Mackenzie shared an overview of the structure and a demo of the prep tool
   - Communicated computer labs will be available on a walk-in basis during the completion period

4. What to know about W-2’s (Amy McKenzie)
   - A quick overview of delivery methods and due dates was shared
   - An explanation of taxable income and how it’s calculated was shown
   - See powerpoint

5. Salary Overpayments (Amy McKenzie)
   - Shared a three-year review of salary overpayments in number and dollar form
   - Intent was to solicit conversation about how can departments work with their faculty and staff to more quickly receive information about changes in jobs so that overpayments can be prevented.
   - See powerpoint

6. A Glimpse Into NER
   - Jady, Kaitlyn, Francie and Taylor provided a short three-scene skit demonstrating the challenges of NER and how beautiful it is when it all goes perfect.
   - Help us aim for “perfect” by communicating with your new hires and rehires what to expect when they are starting employment with you.
7. What to look forward to next month:
   a. Intermittent FMLA processes
   b. ePAF Position Number Review
   c. Reclassification guidelines

8. Tell Us:
   a. What do you want HRDC to cover so that it is more valuable to you?
   b. Is there a different format you would suggest?
   c. Are there others from your division you feel would benefit from attending?