

PART ONE : CONDUCTING THE EFFECTIVE MEETING

Despite the daily onslaughts of e-mails, phone calls and memos, meetings are still one of the most effective ways that people share and exchange information, get feedback, plan, collaborate and make important decisions for their organizations. However, meetings seem to be getting longer, more frequent and generating fewer results. This can result in employees becoming frustrated as they feel that meetings are taking them away from, rather than adding value to their work. The fact is we can all expect to spend a significant amount of our working time in meetings. So we should learn to convene meaningful and productive meetings. In this section, practical ideas are presented on how we can improve the quality and effectiveness of the various meetings we find ourselves in.

① PURPOSE

- ✚ Identify the purpose and desired outcomes of the meeting.
- ✚ Specify the types of meeting :

Annual general meeting	Board meeting
Progress meeting	Team meeting
Staff appraisal meeting	Training meeting
- ✚ Should only use meetings for brainstorming, delivering information or gathering information.

② PEOPLE

- ✚ Identify and invite only the necessary and appropriate people for the meeting.
- ✚ Make sure all attendees can contribute.
- ✚ Communicate the meeting's purpose and desired outcomes to all attendees.
- ✚ Schedule guests who don't need to be at the entire meeting, which can be an incentive to stay within the meeting's time limits.

③ PREPARATION

- ✚ Organize meeting venue.
- ✚ Provide the agenda and any other supporting documentation (reports, handouts and spreadsheets) to the attendees at least 24 hours prior to the meeting time.
- ✚ Ensure the comfort, quietness and set-up of the space before the meeting.
- ✚ Provide water or other refreshments when possible.

4 AGENDA

- ✦ Include items to be discussed, and then for each item specify the person leading the discussion, the desired outcome, and the estimated time.
- ✦ Provide meeting evaluation time and documentation (if applicable).
- ✦ Limit number of items to a reasonable amount for the meeting's timeframe
- ✦ Be realistic about the timeframe for each item.
- ✦ Schedule breaks periodically for longer meetings.

5 MEETING LEADER

- ✦ Designate a meeting leader who understands meeting principles and is familiar with the agenda.
- ✦ Open meeting with setting or reviewing ground rules and reviewing the agenda, making changes when appropriate.
- ✦ Clarify roles within the group.
- ✦ Maintain focus and keep meeting moving at comfortable pace.
- ✦ Cover one item at a time.
- ✦ Summarize discussion and recommendations at the end of each logical section.
- ✦ Make a note of any follow-up actions that can be resolved outside and move on to next point.
- ✦ Manage discussion and encourage participation
- ✦ Review issues discussed at the meeting and identify each actions step with those responsible for the step and the timeframe.
- ✦ Solicit agenda items for the next meeting.
- ✦ Review time and place for next meeting, if applicable.
- ✦ Lead evaluation discussion or collect written evaluations.
- ✦ Thank the audiences

6 TIME

- ✦ Designate a timekeeper who will work with the meeting leader to keep the pace.
- ✦ Start and end on time, regardless of late attendees.
- ✦ Periodically check the time estimates for each item to see how close they were to the time actually spent.

7 MEETING NORMS

- ✦ Request that all cell phones be turned to silent or vibrate.
- ✦ Establish a policy disallowing electronic communications during the meeting.
- ✦ Request that any pages or messages be returned outside of the meeting space.
- ✦ Determine that each participant's opinion should be respected.
- ✦ Encourage participation and openness.
- ✦ Ask questions for clarity.



8 MINUTES

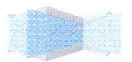
- ✚ Designate a note-taker.
- ✚ Make detailed minutes when the record is important and simple lists of decisions made and actions to be taken when the exact record is not as important.
- ✚ Capture key points for each item, highlight anything that will be deferred until a future meeting.
- ✚ Include timeframes for action steps.

9 EVALUATION

- ✚ Have each attendee evaluate the meeting, using a round-robin, written, or open discussion approach.
- ✚ Ask questions such as “what can we do better next time?” and “what parts of the meeting worked well?”

10 FOLLOW UP

- ✚ Return readable or typed minutes to attendees within 24 hours if possible
- ✚ Be consistent with meeting habits.



PART TWO : AGENGA OF BUSINESS MEETING

Sample 1 : Agenda meeting

Agenda for the steering committee meeting Tuesday July, 18 2012, from 9: 00 A.M. till 11:00 A.M.,
New York office

1. Opening/Welcome (9:00 – 9:05)
2. Announcements and documents received (9:05 – 9:20)
3. Approval of minutes of meeting held March 12, 2014, as well as action list (9:20 – 9.35)
4. Evaluation information program. Mr. Johnson has prepared the evaluation of this program, and asks input from the participants before publishing (9:35 – 9:45)
5. Proposal for harmonization of the packaging. Mrs. Leeson has made a first proposal, and wants to discuss this in the meeting (9:45 – 10:15)
6. Financial report of 2nd quarter. Mr. Mill, approval (10:15 – 10:25)
7. Any other business (10:25 – 10:40)
8. Adjournment(10:40 – 10:45)

Sample 2 : Agenda meeting

Time	Item
2:00 - 2:05	Welcome & Announcements Nan Wilhelmson - Office of Human Resources
2:05 - 2:45	Affordable Care Act - Implications for the U Dann Chapman - Employee Benefits, Office of Human Resources Handout: Benefit Changes Summary
2:45 - 2:55	Redesign of Keys to Supervision and Core Supervisory Training Courses Corey Bonnema - Organizational Effectiveness, Office of Human Resources Handouts: Foundations of Leadership summary People Leadership Skills Curriculum summary
2:55 - 3:10	Job Center Kaizen Event Update Charlene Lowe - OHR Operations, Office of Human Resources Handout: Opening of U of M Kaizen: Hiring Process Redesign
3:10 - 3:25	Contract Negotiation Updates Patti Dion - Employee and Labor Relations, Office of Human Resources Handout:
3:25 - 4:00	OHR Updates Kathy Brown - Vice President, Office of Human Resources Handout:

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PART THREE : CULTURAL POINTS

- Decision making :  types of meeting
- Punctuality:  arranging to meet
- Chatty email:  preparation for meetings
- Losing face :  confirming and rescheduling meetings
- Breaking the ice :  Networking before meeting
- Following instruction :  Opening the meeting
- Brief introduction :  Introducing yourself at the meeting
- Walking or jumping the agenda :  Moving through the agenda and summarizing
the decision
- Staying focused :  Keeping the discussion on track
- Softening the blows :  Coping with strong disagreement
- Managerial styles :  Dealing fairly and sensitively with difficult issues
- Participants :  Full involvement in a brainstorming meeting
- Managing time :  Ending by covering the allotted time with
a summary of main points and AOB .
- Protocol :  a formal meeting with strict procedures and strong traditions
- Short and sweet :  Wring the minutes of meeting



PART FOUR : LANGUAGE OF THE MEETING

USEFUL LANGUAGE

1. TYPES OF MEETINGS

I am just calling about organizing a video conference.
 Is it possible to discuss the new training courses at our next team meeting?
 I was ringing to try and fix up the next progress meeting.
 I was thinking of setting up a brainstorming meeting.
 We need to decide on the date of AGM (Agenda meeting).
 Can we fix a date for your annual appraisal ?
 I'd like to organize a training day on the new software.

2. ARRANGING TO MEET

Asking to meet

Could we find a time to meet ?
 Can we arrange to meet sometime?
 Can you organize a conference call ?
 Any chance of meeting this week ? (informal)
 Could we try to arrange a meeting this week ?
 What about Monday morning ?
 I'd like to schedule a meeting before the end of the month. Can you suggest a few dates ?
 Can we try and agree on a day in the middle of the month ?

Responding to a meeting request

Yes, I can make that date.
 Yes, I`m free on that date.
 Tuesday at nine is fine for me.
 Wednesday 15 th sounds good.
 Yes, that date works for me.
 Sorry I can't make next Wednesday.
 I'm afraid that I have another appointment then.
 I can't. I am away on a business trip.

3. WRITING EMAILS IN PREPARATION FOR MEETING

Formal email language

Dear colleagues
 I trust you are at well.
 I look forward to meeting (seeing) you on 19 th April.
 I detail below.....
 I would advise
 As discussed,
 Please find herewith
 Please find attached
 Your sincerely, / Best wishes, / Best regards,

Informal (friendly) email language

Hello (Hi/Dear), Jane
 It was good to speak the other day.
 Sorry for the (long) delay.
 I've attached
 I'm looking forward to our meeting.
 See you on Thursday.
 All the best, / Cheers,

4. CONFIRMING AND RESCHEDULING MEETINGS

Confirming arrangements

So, we are meeting on Thursday at 9. Is that right ?
Let me make a note of date and the time.
Can I check the details of the meeting with you again?
So, I will see you on Wednesday at 4 o'clock in your office, OK >
So, we 've decided to meet on the 7th of May then ?
I'm looking forward to seeing you on 5th at 10 am.

Rescheduling and cancelling meetings

I'm afraid(that) I'm going to have to ask you if we can reschedule our meeting.
Something has come up and I can't get out of it. [informal]
Have you got another date in mind ?
Is there any chance [informal] of postponing the meeting until the following week ?
Could we go for [informal] the same day and the same time ?
Sorry about this, but it really couldn't be helped.
I'm afraid that I I'm going to postpone our meeting till later in the month.
The problem has now been solved, so we have cancelled the meeting.

5. BOOKING A MEETING ROOM

Booking the rooms at a business center

I'm ringing about booking the center of r the management training course.
Can I check your availability before I go into detail about facilities?
What date did you have in mind ? Well ideally, we are looking at June 13th.
Can we just go through what we could offer us ?
Well, we 've got 4 main seminar rooms. The floor plan is on our website.

Talking about the facilities

We have multimedia projectors, interactive whiteboards, wireless internet, DVD player and laptops.
How are the rooms laid out ?- You can have whatever layout you like.
What arrangements are there for refreshments ?
We can serve refreshments in the training rooms or in the restaurant.
And car parking ? We have free car parking for up to 70 cars.

6. PLANNING MEETINGS

Getting the participants involved

Can we start with you, Jerry ?
So, who would like to go next?
OK, so who's going to go next ?
Can we bring you in now, Paul ?'

Saying that something is important

It is essential to
It is important to
It is vital to
It is crucial to

Commenting positively on what people say

That's really interesting.
That's extremely wonderful.
That was very useful.
You've made some very good points.

7. NETWORKING BEFORE THE MEETING

In reception before the meeting

I'm here for the SSRU meeting.
Let me just check your name on the list.
Here are the additional papers for the meeting.
Here is your name badge.
Where can I leave my bag ?
You can leave your bag here at the reception.
Where do I go now ?
Coffee is being served in the Green Room.
The lift is over there.

Introducing and greeting

Hello, I don't think we've met before. My name 's
Let me introduce you to
This is He is the marketing manager in the production team.
Pleased to meet you.
Have you met ?
Yes, we already know each other. / No, I don't think we have.
How are you ? – Very well, thank you. And you ? – Fine thanks.

Small talk

How was your flight ? – Terrible ! We were delayed 3 hours .
Did you get a taxi from the airport ? – Yes, it was really quick. There was no traffic.
Are you staying near here ? – Yes, at the Hilton.
Can I get you another coffee ? – Yes, please, that's kind of you.
What was the weather like when you left New York ? – Really hot. Much warmer than here.

8. OPENING THE MEETING

Attracting people's attention

Dear colleagues ! I 'm sorry to interrupt your fun, but could I have you attention, please ?
We have a lot to discuss.
I think it's time we made a start.

Opening the meeting

I think we can launch proceeding now.
Let's get the ball rolling [informal]
Let's get this show on the road ! [very informal]
Let's me introduce myself formally to everybody. I 'm
I'm chairing the meeting and my PA is taking the minutes.
Does anyone have a copy of the agenda ?
Well, to start with, just a few formalities and some organizational matters.
Michael Chambers, our Finance Director, has sent his apologies. He is snowed [informal] with the quarterly sales figures.
We are aiming to work through till 1.
We plan to finish at three-ish [informal]

9. INTRODUCING YOURSELF AT A MEETING

The chairs comments about introductions

I think it would be good to start the meeting with a few introductions.
It's the quickest way of getting to know each other.
Could you all say a few things about yourselves and what you are doing at the moment.
I'll start off and we will go clockwise (anti clockwise) round the table after that.
Well, that's me *in nutshell* [informal]
So, now it's over to you !Would you like to start ?
Could you focus on just the main facts, please /
We need to make sure we have enough time for everybody ?

Introducing yourself

I was born in
I went to school in and after school I studied
I got a degree in.....
I worked for a year as in
My first job was as a
2 months ago, I got a job as a
About 5 years ago, I joined
Last year, , I was offered a job as
I started my current job 4 months ago.
I've been working for ACB for 3 years.

10. MOVING THROUGH THE AGENDA AND SUMMARIZING THE DISCUSSION

Clarifying the agenda

I'd like to say few words about the agenda.
The aim of this meeting is
Can I ask to look at the agenda ?
Under item 2, I 'd like to talk about
After that, under item 3 we need to focus on
Fourthly, I will clarify salary and expenses.
Following that, the fifth item is to decide who does what and when.
Then finally, under any other business I 'd like to mention a new development.

Opening items on the agenda

OK, then, let me talk you through item two.
Can we move on to the next item ?
Let's turn to the next item.
OK, so that brings us to the next item.
So, shall we turn to item 3 ?
Let's take up the topic of
That brings us finally to any business.

Closing items on the agenda

Does anyone have any further questions at this point ?
I think that ties up that topic.
That covers that item.
Well, I think that's all we need to say about that issue.
Well, I think that resolves that issue.
So, any more questions at this point ?

11. OPENING THE VIDEO CONFERENCE

Checking the equipment

Can I check a few technical details ?
Is your equipment / microphone working OK ?
Can you all hear me ?
Is anybody having problems with the sound or picture quality ?

Commenting about the equipment

The picture is very dark / a bit distorted/fine.
The sound is a bit faint but I can see you clearly.
The sound is crystal clear/ a bit crackly.

Setting the ground rules

Could I ask you all not to interrupt when someone else is talking ?
If you want to speak, can you raise a hand ?
Could you speak one at a time ?
Could you make your disagreement positive ?
Don't just say that something is rubbish [informal] – suggest an alternative.

12. KEEPING THE DISCUSSION ON TRACK

Expressing your opinions

I think / I don't think that
I don't know how you feel but I think
As I see it,
In my opinion,
Well personally, I think
If you ask me [informal], I think

Making suggestions and recommendations

Can I make a suggestion ?
I suggest keeping the ACB logo.
How about changing the color ?
I'd like to suggest we keep the old logo.
Let me make a recommendation.
I recommend that we change the color of the logo.
That's my recommendation.

Keeping people on the topic

Let's not go into that now.
We will come to that later on.
I don't want to get sidetracked.
Can we discuss that later, please ?
I don't want to get off the point.
Let's stick to the topic, please.



13. COPING WITH STRONG DISAGREEMENT

Focusing attention on a topic

We all know why we are having this meeting today.

So straight to the point. [informal]

Let's now waste any time [informal]

And we must start today.

There's no time to waste. [informal]

Agreeing and disagreeing

I agree with you entirely.

I couldn't agree with you more.

I disagree completely with that.

I'm completely against that.

I'm not convinced by your argument.

Don't get me wrong [informal],but

14. DEALING FAIRLY AND SENSITIVITY WITH DIFFICULT ISSUES

Encouraging people to be positive and softening language

Shall we try and focus on the positive points ?

Looking at the positively, you've already achieved your main objective.

You can look at it in two ways.

Unfortunately,

I'm sorry to say that,

It's with great regret that,

Bringing people into the conversation

Can I get some reaction from you now ?

Would you like to start, Andrew ?

Could I ask you to come in now, Tony ?

What do you think ?

What are your thoughts ?

15. TAKING PART IN A BRAINSTORMING MEETING

Clarifying and summarizing

So to clarify, we need to highlight the wide range of services.

I will just clarify again what we've come up with so far.

I'll give over that again to make sure it's clear.

I'll say the main points again to be sure they are clear.

Here's what we've come up with so far.

I will just run through what we've suggested so far.

I'll just go through what we have suggested.

Let me run through what we've agreed.

OK, let's summarize what we've been saying.

I think we've come up with several major areas. Firstly,

I'll just summarize what has been suggested.

Commenting on other people's ideas

I think it sounds too clinical.

I think Peter has a good point.

I'd like to come in here.

I agree completely with Tom.

I'm really not convinced by that argument.

That's really not how I see it.

16. REPORTING BACK TO THE CLIENT

Inviting questions

I welcome your feedback.
Please feel free to ask me questions at any time.
Any questions so far.

Going over things again and asking for clarification.

Can I just ask you to run through that again, please ?
Could you tell us a little bit more about that ?
Let me put it another way.
In other words,
Is that clear to everybody ?
What I 'm trying to say is that
Does that clarify things ?
Have I made that clear enough ? – That's very clear.

17. ENDING A MEETING

Doing a summary

I think it's best if I just run through the main points we've agreed.
It's always better to summarize decisions formally.
I think we've come up with 3 projects.
Firstly, we've agreed that we'll make 30 minute documentary.

Confirming action and deadlines

I will just get back to you by the end of May.
So you will check that by what date ?
I should be able to give you an answer by Friday ?
So you will do the research by the end of the month ?

Confirming what has been discussed or decided

We 've decided to produce 3 documentaries.
I think that covers the main points that have been decided.
I confirm that we want to make a film.
It seems that we are all decided to make a documentary.
Just to confirm, the documentary will be 30 minutes long.

18. A FORMAL BOARD MEETING

Opening the formal meeting

I 'm delighted to see so many of you present.
It is crucial that we have a quorum today.
We have apologies from Tony Jefferson.
They have authorized two other colleagues to make their proxy votes.
Can I sign the minutes of the last meeting as a correct record ?
Are there any items arising from the minutes ?
I can report that all action points have been carried out within the required deadlines.

Inviting participants to speak

Who would you like to start ?
Could we hear the staff representative perspective from you ?
Who else would like to come in at this point ?/ Maybe you'd like to come in now ?
Would you like to say a few words ?



Voting

Do we accept or reject the various applications ?

I propose we vote on each set of applications separately. Is that accepted ?

On the point of order, I'd like to say that I'm in favor of the motion.

Are there any objections ?

We now have a very concrete proposal.

Could I have a seconder for the proposal ?

I'm happy to second the proposal./I second the motion.

The motion is that we accept the franchise applications from HK.

Raise your hand if you are in favor/against the motion.

I hereby declare that the motion was carried.

The vote was unanimous.

It's 50-50 split, so I am going to use the chairman's casting vote in favor of the motion.

19. WRITING THE MINUTES

Verbs to write in the minutes instead of " said "

They all **agreed with** the decision.

The chairman **asked** his PA to minute the point.

He **brought up** the question of expenses.

The chair **complained** that some action points had not been completed.

It was **decided to** cancel the meeting.

One point was **discussed** under AGB.

The presenter **emphasized** the quality of the product.

The chair **explained** the procedures.

He **promised to** complete the report.

Under AOB she **raised** the question of expenses.

He **recommended** stopping the project.

The marketing director **reported on** his visit to the trade show.

The team **stressed** their commitment to the project.

JW **suggested** holding the next meeting at the airport.

20. MONITORING ACTION AND EVALUATING MEETINGS

Checking and reporting on progress

I was just wondering how things were progressing with the action points ?

How is the report progressing ?

2 weeks ahead of schedule.

It will be finished/ready by the end of next week/the deadline on 30 th May.

That's taking a bit longer than we thought.

I don't think we'll make the deadline.

I think we'll be about a week late in finishing that.

PART FIVE : MINUTE OF A MEETING

SAMPLE 1: Minute of the Delta International Board Meeting

Date/Time	24 th February 09.00 – 15.00
Venue	Boardroom, Delta International HQ
Minutes of previous meeting	The minutes were agreed unanimously
Matter arising	The problem concerning the new warehouse was raised by the VP

Topics

1. Price of books and other teaching materials
2. Application for new franchises in the USA (3) and South America (3)
3. Appointment of new MD
4. Office space at HQ

Decisions

1. It was decided to increase the price of all training materials by 5% from the 1st September.
2. All eight new applications for franchises were rejected because of lack of sound financial backing.
3. It was agreed to advertise the post of MD.
4. It was unanimously agreed to rent additional space nearby to extend the HQ accommodation.

Next meeting 28 th October at 10.00 at the Hilton Hotel, Sukhumvit.

SAMPLE 2 : Minute of HR Meeting

HR Liaison Meeting Minutes
COLUSA 100A

January 28, 2014

9:00 am

Staff Action Form Process Change ~ Sheryl Woodward

After your Dean, Department Chair, or Director has signed the Staff Action Form it goes directly to Employment Services, not to the VP Office. Employment Services will be preparing appointment letters based on the information from the SAF and putting them together in a package so the VP can sign both together. Sheryl is still working with the Provost's Office to decide if Employment Services is going to send the letters straight out to the Deans or if the Provost is going to do that for them.

They are trying to streamline the process and get it moving a little quicker. Their goal is to not have any New Hires starting here unless they have their appointment letter generated off the Staff Action Form. Let Sheryl know if you have any questions. They are also working on a new Authorization to Hire process.

Staffing Changes in Classification/Compensation - Introductions ~ Stephanie Neuhart

Cynthia Phillips joined the Class/Comp department in October as a Confidential Administrative Support Assistant. She will be working on our class reviews and IRP's and classifying some of the positions for posting.

Kristen Curtis joined us in January and will be the first person you see in Employment Services. She is supporting both Class/Comp and Employment Services. Tami Toon has moved to the Faculty Affairs office so Kristen is helping students and other employees with their I-9 and other paperwork.

Sexual Harassment Training Deadlines ~ Beverly Gentry

The Chancellor's Office has moved to a new system for on-line training that will impact anyone who is taking compliance training. Some trainings are assigned to certain groups of people, such as Sexual Harassment Prevention for Supervisors and also Conflict of Interest or Ethics training. During the transition from Workplace Answers to Skill Port from July through October we were unable to assign training so in order to catch up everyone was loaded in October who should have been assigned training earlier.

The new system requires us to assign the training a due date of six months and then every two years after that. Everyone that was loaded in October got a due date of six months out but the training is actually due now. Bev sent numerous emails yesterday notifying employees of the actual due date. You can call HR or Bev if you have any questions about the due date that she sent you. If you didn't get an email you don't have a new due date. You don't have to take the training all in one session. Every time you click the Next button it saves your training and you can start again later at the same place you left off.

ITSS can also help if you have technical questions about the new system. There are also tips on the training website. You need to follow the steps in the directions to avoid problems such as turn off Pop Up Blockers or make sure you have the most current version of Java or use the supported web browser. If you have problems with Skill Port, you have to click the Next button at 'Certificate of Completion' before you exit out of the training. If you don't complete that step, the training does not show you as having completed the training. ITSS has posted this information on their WIKI site.

Student Diversity Training ~ Tray Robinson

Tray thanked everyone for sending their students to Student Diversity Training. He said the feedback has been positive. They have added a certificate that the students can print and keep in their file to verify that they attended the training. Managers can also attend the training if they'd like. Faculty and staff are doing the different areas of diversity.

He would like to facilitate a diversity training for this group. During the first few trainings some of the students had questions about different scenarios that might come up and asked who should they talk to about the issue

and how. Tray would like to have some faculty and staff who are experts in the various areas to give you some one-on-one advice. The training would also include information about cultural holidays, different religions, language, campus resources, etc. It would be approximately a two-hour training. He would also like to do a Safe Zone Ally training in the future.

Their office does trainings for offices/departments upon request in addition to 2 regular trainings throughout the semester. They're having a Safe Zone Ally training with all the managers including Directors and VPs.

Importance of Maintaining Accurate Student Employee Records ~ Rebecca Cagle

We rely on the Student Attendance Clerks to maintain student data which includes terminating students who are no longer working in their department. We try to be pro-active and let you know if you have students whose appointments have expired but are still showing as 'Active'. We have encountered quite a few erroneous active Empl Records still out there.

In the past this hasn't caused a major impact but now the Chancellor's Office is using the SkillPort system to communicate with student employees about required training such as the Security Awareness training. HR is getting phone calls from students who are getting messages about training who don't work at the University anymore. Theresa Goldfine in Payroll has been contacting departments about those students.

Please review your student records and clean up those for student employees who are no longer working for you. We will be doing some additional communication about student employees who haven't been paid in over six months. There are reports available in PeopleSoft and Insight to help you monitor your student employees in addition to the report that you can use to terminate your students if needed. Erroneous student employee records will also have an impact on the upcoming Common Human Resources System (CHRS) project, a shared environment for all CSU campuses of PeopleSoft that is currently targeted for Spring 2015. We need to have all our employee records as clean as possible.

We recommend that if you have students in the Study Abroad program, that you terminate them for the time period they are gone and reappointment them when they return.

PeopleTools 8.53 – New Look for HCM on Monday, 2/17 ~ Rebecca Cagle

Some changes are coming in PeopleSoft with the next PeopleTools upgrade. Although the screens will look different on Monday, February 17th, there are no changes to navigation and all your Favorites will still be there. Rebecca showed a demo of what the new screens will look like (see attachment).

Salary Increases ~ Rebecca Cagle

They just received three technical letters late yesterday afternoon from the Chancellor's Office on how to implement the negotiated salary increases by collective bargaining group, one from UAW (TAs, GAs, ISAs), one for SETC, and one for CSUEU. All increases are retroactive to July 1, 2013. All of the increases will be processed by Payroll. The increases won't show up in Job Data or the Student Timesheet Tool until mid-February. The State Controller's Office will start issuing retroactive checks in mid-February and your March 1st paycheck should be at the new rate.

The increase for UAW is 1.34% for the TAs and GAs and the minimum for ISAs is moving up to \$11.00 per hour. The new salary range for ISAs will now be \$11.00 to \$17.42 per hour. SETC employees received a 1.34% increase. CSUEU's increase is 1.34% or a \$40.00 minimum.

There is not a current pay increase for your regular unrepresented student employees. There will be a new minimum wage rate for them coming July 1, 2014.

Open Forum:

Suzie Littrell ~ Suzie said the retro paychecks and direct deposit advices will be distributed with Main Payroll at the end of February.

Next meeting date ~ sometime in March, exact date is undetermined at this time.