



College Station Independent School District

Success...each life...each day...each hour

College Station Independent School District Management Oversight Workshop Minutes– Human Resources March 29, 2021 – 11:00 a.m. Board Room

There will be a Workshop of the Board of Trustees of the College Station Independent School District on Monday, March 29, 2021 at 11:00 a.m. in the CSISD Board Room, 1812 Welsh Ave., College Station, Texas. The following items are on the agenda:

- A. **CALL TO ORDER**
President Mike Nugent called the meeting to order 11:02 a.m.

- B. **DECLARATION OF QUORUM/WELCOME**
President Nugent declared a quorum with seven members present. In attendance were President Mike Nugent, Vice President GERALYN NOLAN, Secretary Jeff Horak, Trustee Joshua Benn, Trustee Amanda Green, Trustee Thomas Hall and Trustee Kimberly McAdams.

- C. **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION RELATED TO A MANAGEMENT OVERSIGHT WORKSHOP FOR THE CSISD HUMAN RESOURCES DEPARTMENT**
Nkrumah Dixon, Director for Employee Engagement and Stormy Hickman, Director for Talent Management, reviewed the function of the Human Resources Department in CSISD. These two split the responsibilities of the HR department. A review of the HR department included staff, the departmental responsibility calendar, Board Policy as related to HR and employees, employees served by campus or department, teacher demographics and teacher turnover ratio over the last four years as compared to the State. A walkthrough of the procedures and processes used in hiring and onboarding of employees was done. These included recruiting, which is currently being done virtually using several different platforms. Virtual job fairs allow us to target candidates based on our needs, have a record of interactions with candidates, and save time and money related to travelling to job fairs. Review of the major HR processes, which includes the Do Not Hire registry, fingerprinting processes and verification of background checks; ensuring valid certifications are held; ensuring salary and benefits are correct; ensuring compliance training is done; the compensation plan; evaluations; employee records, which are now all electronic; benefits, including health insurance, life insurance, supplemental benefits (vision,

dental, cancer, legal, Gap Plan, flex, LTD, AD&D, etc.) employee assistance and annuity options; verification of employment; leaves of absence (FMLA, Temporary Disability, ADA leave); Worker's Compensation; service records; service awards; substitutes and substitute onboarding. The COVID-19 pandemic brought about new opportunities including contact tracing, documentation, communication, care and concern, accuracy for payroll and changes & education. We have had a cumulative total of 860 employees impacted by COVID to date. Review then moved to employee relations in regard to Title IX; HR budget; performance metrics, both previous and proposed and customer satisfaction surveys. The "Big Wins" in the HR department include internal transfer processes, temporary workers, virtual onboarding; HR newsletters; optimizing the HRIS system for new hires and the position management system. Items of continued work include exit processes, completion of an HR handbook, reconfigure records access, complete the update of job descriptions, implementation of Teacher Incentive Allotment, continue the promotion of benefits and employee wellness, continue to increase the use of digital systems for all core functions. The HR staff is committed to making sure they are meeting the needs of employees whether they are coming in as a new hire or are in need of assistance with FMLA, life insurance, retirement, etc. Discussion occurred.

D. ADJOURNMENT

Without objection, President Nugent adjourned the meeting at 12:58 p.m.

MIKE NUGENT
Board President

The Board of Trustees reserves the right to go into executive session in accordance with Section 551.071 through 551.084 of the Texas Government Code to discuss any item(s) in executive session in accordance with the Texas Open Meetings Act. Any necessary Board action related to such item(s) will be taken in open session following executive session.

MN/ch

MIKE NUGENT – PRESIDENT

JEFF HORAK – SECRETARY