**Council of Principal Investigators (CPI)**

**Meeting Minutes**

Thursday, February 16, 2023, 4:00 p.m. – 5:30 p.m., Microsoft Teams

Members in attendance: Jean Bopassa, Gregory Collins, Katherine Dondanville, David Libich, Daniel Lodge, Marzieh Salehi, Casey Straud, Susan Weintraub, Tara Wright

Members Absent: Armen Akopian, Lynette Daws, Asma Khan, Georgia McCann, Susannah Nicholson, Darpan Patel (no longer at the HSC)

Guests: Amy Tawney (VP and Chief Human Resources Officer)

Jack Frost (IT Change Management Analyst-Sr.)

Steve P. Hernandez (Sr Dir, HR,Org Eff&TalentPrgms)

Monique Lopez (Sr Dir, Business Serv Quality)

Savosha Norwood (Asst Dir, Talent Acquisition)

Samantha Smith (Sr Manager, HR Service Delivery)

Ernest Vasquez (Sr. Dir, HR Operations & HRIS)

The main topic of the meeting was employee onboarding (in response to concerns about delays in the process). The meeting was opened by Dr. Libich who welcomed Ms. Tawney her team members.

1. **HR Onboarding**

* Ms. Tawney started by explaining that HR is striving to be competitive and attract and retain talent. They are working on a five-year strategic plan for operational excellence. A major initiative is scaling up to provide the infrastructure needed for hiring and employee management for the new hospital.

1. **Interviewstream**

* Ms. Norwood provided information about a new platform for talent acquisition, *Interviewstream*, which will be integrated with *Taleo* (the tracking system used when job candidates apply for open positions). *Interviewstream* will be used by applicants to prepare a video recording on a mobile device or laptop in which they answer four standardized questions that will provide baseline information about the applicant. The expectation is that this process will eliminate the need for an initial telephone interview, thereby helping to speed up the hiring process. The recruiter will then review the recording to ensure the candidate meets the minimal qualifications of the position, and then forward it to the hiring manager. All the information will be located within the candidate portal on *Taleo*. *Interviewstream* has been piloted by UTHSA group over the last few weeks and will be rolled out to the entire organization in the near future.
* Concerns about the plans and use of *Interviewstream* were expressed by CPI members. (a) In addition to the fact that most faculty members do not have access to *Taleo*, the standardized questions that the applicants are supposed to answer are not pertinent for research staff positions. (b) Use of *Interviewstream* will add another layer of screening. Each faculty has their own questions that are suited to the work in their laboratory. We want to see all the submitted CVs, without screening that will further slow down the process. In response to item (b), Ms. Tawney said that they receive thousands of applications per week and need a mechanism to expedite the process. There was extensive discussion on this topic, with the consensus of the CPI that the use of *Interviewstream* would not be helpful for hiring of laboratory staff. Ms. Tawney ended by saying that additional information is needed, especially feedback from other organizations who are using the system. Ms. Norwood will follow up by providing the wording of the four questions. (c) There was additional discussion about *Interviewstream* after the HR presentations were finished. CPI members again voiced their concerns about plans for use of this platform for identifying candidates for laboratory staff positions. Ms. Tawney said that she will arrange for a demonstration of *Interviewstream* for the CPI so members can see how the system works and then provide feedback.

1. **Enhanced Onboarding**

* Ms. Lopez gave a presentation about enhancements made to the onboarding process at the HSC, including resources such as websites and checklists for new hires, regardless of their role. The resources are designed to complement and not interfere with department processes. The goal is for a new employee to know what they need to do after accepting an offer and what needs to be done when they arrive on campus so that they have a positive experience on their first day. CPI members stressed the importance of regular updates of information on websites about the HSC and the city.
* A question was raised about the background checks on prospective hires. In the past the background checks used to be conducted by UTPD, frequently being completed in a few days. Now that they're being outsourced, it seems as though the process is taking much longer, even a few weeks. Ms. Norwood replied that the new process is automated in that the applicant receives a a link via email that they use to authorize the background check. After authorization is received, the vendor completes the background check and sends the results back, on average within 24 hours. Ms. Norwood asked CPI members to contact her if there are any problems related to background checks.

1. **Strategic Plan Refresh**

* Ms. Tawney gave a presentation about HR strategic planning activities for the period of 2023 – 2027. She described the goals and strategies of the plan and emphasized the importance of keeping in line with the mission of the institution.
* Strategic Plan Tenet Snapshot in Draft

Noted 5-year strategic goals and overarching strategic themes for these tenets:

* + Operational Excellence
  + People
* Signature Efforts 2023-2027
  + Multidisciplinary clinical expansion
  + Opening of new School of Public Health
  + Growing research space and programing
  + Delivering outstanding academic programs
  + Leading in diversity, equity and inclusion efforts
  + Growing research funding including in focused areas
* Operational Excellence – Tenet charter
  + Goals
    - Increase quality and timeliness of decision making through data-driven analytics
    - Deliver reliable, excellent outcomes for key internal and external stakeholders (e.g., faculty, learners and patients) through improved process efficiency, agility and resilience
    - Fuel current and future growth with scalability and accountability of fiscal performance
  + Strategies
    - Insight and Alignment
    - Prioritization and Execution
    - Scalability and Sustainability
* Our People – Tenet charter
  + Goals
    - Support UT Health San Antonio’s need to grow, lead and serve sustainability
    - Create an inclusive environment for success where employees are engaged, mentored, empowered and developed
    - Deliver competitive offerings and employee value proposition to build and retain a high performing, diverse workforce
    - Provide access to development and opportunities, ensuring higher engagement to drive institutional impact
  + Strategies
    - Culture
    - Employee Value Proposition
    - Strategic Workforce Plans

Dr. Libich thanked the guests for attending the CPI meeting, and they left the meeting at 5:06 p.m.

1. **CPI Business**

* *Minutes*. The minutes of the January 2023 CPI meeting are not available yet. They will be distributed for review when they have been compiled.
* Communications. Drs. Libich and Wright met with the VPR, Dr. Jennifer Potter, to discuss CPI communications. Dr. Libich told the committee that the position of CPI Communications Officer was created to enhance dissemination of information about CPI activities, with the expectation of interacting directly with Chairs and receiving their feedback. This process has not been effective, although the reason it isn’t working isn’t clear. It had been hoped that we could obtain a complete faculty email list to facilitate communications, but use of that type of list is restricted. One idea is to work with Chris Green to assemble an updated list of all funded faculty. An option suggested by Dr. Potter is to have CPI communications sent out from her office, using her email list but no VPR header. The latter idea was not viewed as ideal by the CPI members as it is essential that the CPI remain independent and that there shouldn’t be review of communications. Administrative support for the CPI is clearly needed as the current arrangement is not sustainable.
* A member stressed the importance that the CPI remain independent. They do not think that anyone other than the CPI should be commenting, reviewing, or approving any content being communicated. The administrative support that Dr. Potter provides can help with the communication end of it. However, feeling obligated about what they can or cannot communicate is losing their independence.
* Dr. Libich expressed concern about low attendance at CPI meetings and wants to find ways to resolve the problem. According to the bylaws, members who miss three meetings in a year without arranging for an alternate is subject to dismissal from the committee. He will send an email to the group, reminding everybody of the importance of attendance and the need to be engaged. The future growth of the CPI is dependent on their ability to communicate with their constituents/colleagues.
* There was brief discussion about the CPI website. There needs to be better visibility and easier access to the website along with better promotion of committee accomplishments.
* Andrea Marks will be the guest at the April CPI meeting.

There was no new business, and the meeting was adjourned at 5:42 p.m.