1. Welcome and Introductions
   - The meeting began at 9:03 a.m.
   - Minutes from October 28, 2016 were approved.

2. Administrative Report by Jane Schneider
   - All employees are invited to a Division Holiday Open House on December 1, 2016 from 3:00-4:30 p.m. in the MSC Gates Ballroom.
   - Employees have likely heard of a speaker coming to campus on the evening of Tuesday, December 6. Texas A&M must uphold free speech laws and cannot prevent him from coming to campus; however, A&M is hosting an Aggies United event during the same time at Kyle Field to show that we do not condone or support what’s being said at the other event. All employees are invited to attend.
   - Home football games for the 2016 season have now ended. Thank you to the many division employees who work hard during the home football game weekends and give up time with families in order to make the event successful.
   - Update on Continuous Improvement Implementation Teams. Work by the implementation teams is ongoing. Please take time to complete the Professional Development survey that was sent to all employees.
   - The 85th Legislative Session begins in January and legislative bills are already being filed. Texas A&M staff must analyze each bill to see what its impact might be on the university. The Office of Governmental Affairs manages this legislative review process so that A&M will be prepared to report to lawmakers on how we might be impacted. This means a lot of extra work for individuals throughout campus.
     - Sarah Tobola added that Human Resources has begun receiving questions of how the TAMUS health plan might be impacted in light of changes in the federal government administration. HR is monitoring the situation closely to ensure that we remain in compliance with federal regulations.
   - TxDOT’s Diverging Diamond Interchange Project begins in January 2017 and could affect many employees. This project will create improvements to the intersection of Highway 60 (University Drive) and FM 2818. It is estimated that this project will take 2 to 2.5 years for completion.
   - The university is completing an update to its Campus Master Plan, which was originally created in 2004. Consulting firm Ayers Saint Gross facilitated the 18-month update process. Final edits are being made to the draft plan and it is expected to be finalized in early 2017.

3. University Staff Council Report by Melissa Loyd
   - The Staff Emergency Fund provided funds to 12 applicants this semester, so the USC will be working on fundraising to replenish the fund.
   - Next meeting: December 20, 1:30-3:30 p.m., Rudder 601. All employees welcome to attend.

4. Benefits Report by Sarah Tobola
   - Flexible Spending Account FY16 Funds: Expenses must have been incurred by 11/15/2016, and claims must be filed by 12/31/2016. If employees are left with extra funds, the Payflex website has a list of eligible items that can be purchased.
   - Living WELL Aware Kickoff events will be held on December 8 and 9. These half-day conferences introduce the wellness program based on Dr. Patricia Sulak’s 11 Essential Elements for Health and
Happiness. Employees will have access to learn about one new element each month in 2017 through TrainTraq. TAMU is partnering with the School of Public Health to conduct a confidential survey related to health and wellness.

- Nominations for the President’s Meritorious Service Awards are due by December 12. In addition to team and individual awards, this year there is a new award category for supervisors.
- The Naturally Slim weight loss program continues to be successful, and a new session will begin in January. The program focuses on eating habits and mindfulness.
- Changes related to the Fair Labor Standards Act were to go into effect on December 1, however a federal injunction has stopped that from happening. Individuals who were changing from exempt to non-exempt solely because of the salary threshold will remain exempt. There will still be individuals changing from exempt to non-exempt because of Pay Plan changes. A small number of positions will be re-evaluated. The Workforce Planning group has been working very hard to determine the impact to the university as a result of the injunction.
- A question was asked about when the last Staff Climate Survey was conducted. Sarah will report back with that information. Note: Sarah later followed up with information that the last survey was conducted in May 2016 and results are available at http://employees.tamu.edu/resources/facts. This survey is typically conducted every two years.

5. Election of Vice-Chair
   - An election was conducted to fill the EAC’s Vice-Chair position which was previously held by Michael Phillips and vacated when Information Technology moved out of the Division of Finance and Administration. Eric Irwin was elected to serve as the Vice-Chair.

6. Old Business
   - The City of College Station ordinance making it illegal to use a cell phone without a hands-free device while driving has now gone into effect. The City of Bryan is considering a similar policy. It was noted that while this is not being enforced on the TAMU campus, all employees should be reminded that cell phone use while driving is dangerous, especially in and around the campus area with so many pedestrians and bicycles.
   - Bicycle safety was discussed.

7. New Business
   - An EAC member brought forward the idea of the division departments having tables or booths at campus events in order to raise awareness with the campus community of our departments and the services we provide. It would be nice to have more opportunities to interact with the campus community. Handing out water bottles to students during the first week of class was a nice gesture, but didn’t provide any interaction or discussion. It was noted that currently participation in informational events is handled at the discretion of each department. Some departments are participating in events like New Student Conferences. The International Resource Fair is well attended, if departments would like to sign up for that.

8. Closing Discussion
   - Meeting adjourned at 9:56 a.m.
   - Next meeting on Friday, December 16 at 9:00 a.m. in GSC 1002.

Meeting Attendees: Keith Bornmann (UES), Adam Chavarria (EHS), Bill Cox (FDA), Monica Hartman (EHS), Eric Irwin (TS), Cynthia Ishaq (TS), Susan Phillips (SBS), Antonio Sarate (SRPL), Michael Vance (UES), Ashley Skow (Ex-Officio Office of
VPFA), Karen Bigley (Ex-Officio Office of VPFA), Jane Schneider (Ex-Officio Office of VPFA), Sarah Tobola (Ex-Officio Human Resources), Melissa Loyd (Ex-Officio University Staff Council),

Members Absent: Joe Garcia (UES), Brent Kelm (TS), Carletta McClenton (FMO), Nikwai Noble (UPD)