Division of Finance and Administration  
Employee Advisory Committee  

August 31, 2016 Minutes

Welcome and Introductions, and Approval of Minutes
1. Meeting began at 9:00 a.m.
2. Brad Hollas attended for Bill Cox. Kurt Lantz attended for Braly Morse.
3. Minutes from 7/27/2016 were approved.

Administrative Report by Jerry Strawser
1. Major Initiative/Big Idea: At the July EAC meeting, Dr. Strawser announced that he was seeking feedback from division employees on a major initiative or big idea to be implemented in our division during FY17. The initiative should be something that would provide division-wide employee interaction, offer a new perspective, take us out of our normal routines, and serve as personal/professional development outside of a classroom. The idea is that it would bring different parts of the division together to enhance something, such as through a service project or volunteer opportunity. As a result, a Campus Ambassador program was created, where employees throughout the division volunteered to stand in Rudder Plaza during the first two days of the semester to greet students and hand out bottled water and other items. The idea behind this event was to provide interaction with students and an opportunity for us to talk about what we do in the division. Other employees volunteered for Move-In Day by helping students move into the residence halls. All employees are invited to submit ideas and/or feedback to their EAC representative who will provide them to Dr. Strawser. Ideas that were discussed by EAC members:
   - Division-wide event where each unit would have a table and a representative would be there to talk and answer questions about what they do. The purpose would be to provide information so employees could get to know the other units within the division. Dr. Strawser noted that the Onboarding Implementation Team is working on some events similar to this.
   - Division-wide holiday celebration in the evening with music, dancing, and presents, similar to an event that was held by the Physical Plant many years ago.
   - Division-wide volleyball tournament.
   - Creation of organizational charts with employee photos. Sarah Tobola noted that when the new Workday software is implemented it will have this feature.
   - Displaying photos of award winners on the large screen during the awards ceremony so those in the audience can see a photo of who won each award.
2. Professional Development and Onboarding Implementation Teams: The purpose of these teams is to determine a timeline and action plan for implementation of the Continuous Improvement Team recommendations. The teams’ reporting deadlines are 9/1/2016, 1/1/2017, and 6/1/2017. These implementation plans will be shared with employees as they become available.
3. University-wide Leadership Retreat: On September 16 Dr. Strawser will attend a University-wide Leadership Retreat hosted by President Young. The purpose is to discuss the university’s next steps in achieving excellence.
4. Dr. Strawser answered questions from the committee members.
   a. Texas A&M Information Technology: With Dee Childs, new VP for Information Technology, beginning on 8/29/16, how will Texas A&M Information Technology fit in with the Division of Finance and Administration? Dr. Strawser will be meeting with Ms. Childs to discuss her plans.
for moving forward.

b. **Update on Health Science Center Integration:** Units reporting to the Controller’s office, such as Payroll, Student Business Services, and Accounting Services, integrated on July 1, 2016. Procurement and Contracting will integrate mid-September. Integration plans for other areas are still in development.

c. **RELLIS Campus:** How will the RELLIS campus affect our division? Utilities & Energy Services, Safety and Security, and Transportation Services are the units that would have the biggest impact. Deborah Wright is collecting information from unit heads on specific impacts to our division if we were asked to provide service to the RELLIS campus.

d. **Legislative Session:** What is the outlook for the upcoming legislative session? All state agencies are being asked to reduce their budgets by 4%. For TAMU this is $11 million. We are also being asked to submit funding requests for new, exceptional, or special items, so one thing TAMU will ask is to restore the 4% cut. One positive thing is that TAMU’s share of credit hours in the state has been growing, so if previous funding models are used then our funding would increase by $11 million. TAMU is already very lean due to past budget cuts and President Young is aware of this.

**University Staff Council Report by John Kay**

1. **System-Wide Pay Plan and Federal Overtime Regulations:** At the August 16 USC meeting Elizabeth Schwartz from Human Resources presented an overview about these initiatives. The System-Wide Pay Plan was created with the aid of the PricewaterhouseCoopers (PWC) consulting group following an audit. The Overtime Regulations are due to revised federal regulations under the Fair Labor Standards Act (FLSA). Both become effective beginning December 1, 2016. For more information please visit the HR website: [http://employees.tamu.edu/compensation/pay-plan/](http://employees.tamu.edu/compensation/pay-plan/) or review the presentation at [http://staff.tamu.edu/Resources/Staff/Presentations](http://staff.tamu.edu/Resources/Staff/Presentations).

2. **Staff Emergency Fund:** The balance of the fund as of 7/31/2016 is $3,212.96. There are currently 6 applications pending and 3 approved for processing.

3. **USC Committees:** The Parking, Transportation, Facilities & Infrastructure Committee has been dissolved. Incoming issues will be referred to the Transportation Services Advisory Committee or the USC Work-Life Benefits Committee.

4. **USC next meeting** is September 20, 2016 at 8:30 in Rudder, Room 601. All employees are welcome to attend.

**Benefits Report by Sarah Tobola**

1. **Benefits:** Initialization will occur on 8/31/2016, which is when the FY16 benefits are replaced with the FY17 benefits. All employees are encouraged to review their information in iBenefits to ensure accuracy. Reminder that deductibles are reset on 9/1/2016. Employees are encouraged to complete a health assessment for a $50 deductible credit. Beneficiaries should be reviewed. If you still have a balance in your FY16 PayFlex account, the money can be used toward expenses through 11/15/2016.

2. **Flu Vaccine Clinic:** Due to the many local cases of flu, Human Resources has been working with the Health Science Center to move up the timeline for our annual flu vaccine clinic. More information to come. Reminder that if you get your vaccine from a pharmacy, only HEB and Walgreens are covered providers under Blue Cross Blue Shield.

3. **Naturally Slim** online weight management program had an application period and about 900 employees in Brazos County are signed up. The 10-week program begins Monday, September 5.

4. **Free Fitness Classes:** Many new classes are available to employees at no cost. Visit [http://employees.tamu.edu/benefits/wellness](http://employees.tamu.edu/benefits/wellness) for more details.
5. **Workday Implementation**: TAMU is in the process of implementing a new software called Workday which will replace many current HR, benefits, compensation, payroll, and other programs. The new program will go live in December 2017.

**Old Business - none**

**New Business**

1. EAC members voted to begin implementing a call for agenda items one week prior to the meeting as a way for members to add items of new business to the agenda.
2. EAC member inquired about what measures are done to encourage students to ride the bus rather than driving a personal vehicle to campus. Transportation Services posts information on their website and mobile app. They also staff a table during Gig ‘Em Week and every New Student Conference to answer questions and explain how the bus system works. There is signage around campus with maps of the bus routes. In addition, population density data is studied each semester to determine where bus stops and routes should go. This is the first semester that a bus will service the Barracks.
3. EAC member inquired about the new digital parking signage. These are new signs that show availability of parking spaces and they have only been implemented in the paid parking garages.

**Closing Discussion**

1. The next EAC meeting will be held on September 28, 2016.
2. Meeting adjourned at 10:04 a.m.

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**Meeting Attendees**: Keith Bornmann (UES), Adam Chavarria (EHS), Joe Garcia (UES), Monica Hartman (EHS), Brad Hollas (FCOR) for B. Cox, Eric Irwin (TS), Cindy Ishaq (TS), Brent Kelm (TS), Kurt Lantz (IT) for B. Morse, Carletta McClenton (FMO), Missy Mouton (IT), Nikwai Noble (UPD), Michael Phillips (IT), Susan Phillips (SBS), Antonio Sarate (SRPL), James Smith (IT), Michael Vance (UES), Ashley Skow (Ex-Officio Office of VPFA), Jerry Strawser (Ex-Officio Office of VPFA), Sarah Tobola (Ex-Officio Human Resources), John Kay (Ex-Officio University Staff Council)

**Members Absent**: Bill Cox (FDA), Braly Morse (IT)