Division of Finance and Administration
Employee Advisory Committee

December 16, 2015 Minutes

Welcome and Introductions, and Approval of Minutes
1. Minutes from 11/18/2015 were approved with a minor correction.
2. Tracy Foster (Budget and Planning) attended as a proxy for Carletta McClenton. Kathryn Holder (Student Business Services) attended as a proxy for Susan Phillips. Jenna Truelove and John Kay attended as representatives for the University Staff Council.

Administrative Report by Jane Schneider
1. Commencement ceremonies will occur on Friday, December 18.
2. Performance Dashboard for the division can be found at vpfa.tamu.edu/performance-dashboard/.
3. Continuous Improvement Teams: Two CI teams were formed to study an onboarding program and a personal and professional development program for the division. The teams continue to meet and hope to have reports completed in January.
4. Council on Climate, Culture, and Respect: This group, formerly known as the Council on Respect, has a revised charge and expanded membership. The CCCR is hosting Breakfast with the Executive Leadership Team, where employees throughout the division are invited to meet with the VP and two members of the ELT for breakfast and open dialogue each month. Contact your CCCR representative if interested in attending.
5. Division Climate Survey: Results of the survey will be shared with staff at a Town Hall meeting in early 2016 (date to be determined).
6. State Employee Charitable Campaign: Our division raised over $36,000 for the SECC. Special thanks to those who contributed, the unit coordinators, and our area coordinator, Karen Bigley.
7. Early Release: The University will close at noon on Wednesday, December 23, 2015.
8. MLK Breakfast: The 9th Annual Reverend Dr. Martin Luther King, Jr. Breakfast will be held on Thursday, January 21, 2016 at 9:30 a.m. Those interested in attending should work with their supervisor.
9. Notice Re: Pay Date: The next pay date for monthly and biweekly employees is on January 4, 2016.
10. Holiday Break: The university will be closed beginning Wednesday, December 23, 2015 and will reopen on Monday, January 4, 2016. The Office of the Vice President wishes all employees a safe and happy holiday break.

University Staff Council Report by John Kay and Jenna Truelove
1. Green Dot Program: This program combats sexual and dating violence among students, faculty, and staff. For more information or for free training on this topic, visit greendot.tamu.edu.
2. Staff Emergency Fund: There is currently about $6,000 available in the fund, which will begin accepting applications. For more information, visit staff.tamu.edu/Home/At-Work-Items/Staff-Emergency-Fund
3. Staff Appreciation Week: Save the date for February 29 – March 5. If you have suggestions on ways to involve those who work outside the typical 8:00 a.m. – 5:00 p.m. shift, please send them to staff@tamu.edu.
4. Spring Forum: President Young will host another open forum on April 20. If you have suggestions on topics you’d like President Young to address, please send them to staff@tamu.edu.

Benefits Report by Sarah Tobola
1. 1095C Form: Employees can elect to receive the 1095C form electronically. Log in to HR Connect.
2. **Total Compensation**: Letters regarding total compensation are available via HR Connect. Review this information to see the extra value you receive in addition to take-home pay.

3. **Sick Leave Donations**: This process is still pending.

4. **Health Care While Traveling**: If you plan to be traveling over the holiday break, it’s always a good idea to log in to Blue Cross Blue Shield’s website to identify the contracted providers in the area you plan to visit. Remember that when you are trying to decide whether or not to see a certain provider or facility, always ask if they are a contracted provider with BCBS to make sure you don’t pay a higher cost. You can also call the 800 number on the back of your ID card with any questions.

5. **Wellness Release Time**: The System has authorized University Presidents to allow employees to have wellness release time for thirty minutes per day, three times per week for a physical wellness activity. Procedures for this process are still being developed.

**Old Business**

1. **Elections**: Elections are in progress for representatives for the new departments in our division, Information Technology Services and Technology Commercialization.

**New Business**

1. **Staff Appreciation Week**: Any suggestions related to Staff Appreciation Week can be sent to Mary Schubert or Rebecca Morgan.

**Closing Discussion**

1. The next EAC meeting will be held on January 27, 2016.

2. Meeting adjourned 9:36 a.m.

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**Meeting Attendees**: Tracy Foster (for C. McClenton), Monica Hartman (EHS), Kathryn Holder (for S. Phillips), Eric Irwin (TS), Cindy Ishaq (TS), Audrey Murray (TS), Babette Perkins (EHS), Jane Schneider (Ex-Officio Office of VPFA), Karen Bigley (Ex-Officio Office of VPFA), Ashley Skow (Ex-Officio Office of VPFA), John Kay (Ex-Officio University Staff Council), Jenna Truelove, (Ex-Officio University Staff Council), Sarah Tobola (Ex-Officio Human Resources)

**Members Absent**: Marco Campos (UES), Joe Garcia (UES), Carletta McClenton (FMO), Jesse Mendez (UES), Susan Phillips (SBS), Antonio Sarate (SRPL), Adrian Shepherd (UPD)