Division of Finance and Operations  
Employee Advisory Committee  
Meeting Minutes – September 27, 2017

- Welcome and Introductions
  - The meeting began at 9:05 a.m.
  - Ben Kalscheur was introduced as the newly elected representative for group 4 (Open Records, Facilities Coordination, University Risk & Compliance, Office of the University Architect, Office of Sustainability, Facilities and Dining Administration, Office of the VPFO).
  - Minutes from August 30, 2017 were approved.

- Administrative Report by Karen Bigley
  - Hurricane Harvey:
    - The last EAC meeting was the first day of class after the campus was closed for two days due to the storm. Dr. Strawser has expressed appreciation to the many employees in the division who worked during that time. Considering the significant amount of rain, we experienced relatively little damage which is a credit to those in the division who have worked hard over the last few years to improve our stormwater systems and address roof issues.
    - Employees directly affected by the storm are reminded of the following resources available to them: Emergency Leave, Counseling and Assistance Referrals, and the Staff Emergency Fund.
    - On August 31 the University released 100 stories of selfless service about the many ways our faculty, staff, and students have responded to the disaster.
    - On September 6 Dr. Strawser sent a division-wide message thanking all of us for our work during the storm.
    - On September 8 the University launched a Harvey Disaster Relief fund to provide assistance to students and employees. Though they are still providing assistance, much of those funds were distributed over the weekend of September 16 and 17.
    - All of the Division is invited to a Thank You Reception on Friday, October 13, from 2 p.m. to 3 p.m. in the GSC Breakroom & Lobby. Frozen yogurt will be served. Dr. Strawser wants an opportunity to thank the staff for their work in preparation of and during the storm.
    - The Chancellor has been appointed to oversee the recovery effort for the State of Texas. We expect that Texas A&M University, the System, and many of the Agencies will be heavily involved in this process.
  - In addition to Harvey, Hurricanes Irma and Maria have been catastrophic. There are continuing relief efforts underway. Watch for an announcement soon about an event that will be happening on our campus to support these efforts.
  - The State Employee Charitable Campaign began September 1 and ends October 31. Our division is hosting a number of fundraising events in support of the campaign and division employees are invited to participate.
    - Wednesday, October 4, 2017, 6:00 p.m.: Texas A&M University’s Division of Finance & Operations is partnering with College Station Cornhole League to bring you the first SECC charity Cornhole (bag-toss) tournament and pre-Bama tailgate social hosted at The Backyard in Northgate. REGISTER: Email Tammy Prater at tprater@tamu.edu with your team name and name of each player (2 per team) and mail your $40 entry fee (cash only) to Tammy Prater 1182 TAMU Purchasing Building. This is for fun! If you need a partner or a copy of the official rules, email us! Register your team ASAP – limited space available! COME & BAG IT!
o Friday, October 20, 2017, 3:00 p.m. to 5:00 p.m., Grand Station Entertainment: **11th Annual Division of Finance and Operations SECC Bowling Tournament.** Each team will be comprised of 4 players, so start putting your teams together now. The fee for each team to bowl is $100. We are limited on our number of teams this year, so the first 24 teams that register and pay their fee will bowl. One member from each team will need to register by sending your team name and the names of your team members, along with your $100 fee to: Cheri Graalum, MS 1181, J. K. Williams Administration Building, Suite 202. All teams must be registered by Friday, October 13th. You can send your team name via email to cgraalum@tamu.edu and let me know your money is on the way (this will hold your spot).

o Saturday, October 21, 2017, 6:00 p.m. to 7:00 p.m., Piranha Fitness Studio: We are having a **SECC Dance Party** and Everyone is Invited. Bring your Family, Co-workers and Friends. Come Help us Have Fun and Raise some Funds! Let’s Dance the Light Away! Texas A&M University, Division of Finance & Operations, Business Services is partnering with Piranha Fitness to hold a Cardio Dance Party for the 2017 SECC Campaign. Register by October 13 and pay $5, or pay $7 at the door. Space is limited. CASH ONLY payments can be mailed to Texas A&M University, Contract Administration, Attn: Tammy Prater, 1182 TAMU College Station TX 77843-1182 or campus mail at 1182 TAMU.

- The 2018 Association of Former Students Distinguished Achievement Awards is currently seeking nominations. The deadline to submit nominations is January 9, 2018. For more information visit [http://dof.tamu.edu](http://dof.tamu.edu).
  - Ashley Skow sent a request to EAC members seeking volunteers to serve on the selection committee. Names are due to her by October 31.

- On September 18, Dr. Strawser sent a division-wide email discussing the importance of professional development and a lifelong commitment to learning. Staff are encouraged to discuss with their supervisor how they might participate in professional development opportunities this year.

- The Aggie Green Fund, which is facilitated by the Office of Sustainability, has announced a new type of grant. Micro Grants are limited to projects of $1,500 or less which would provide a direct environmental improvement to the campus. Any students, faculty, and staff with a great sustainability idea can apply to get their idea funded. For more information visit [http://greenfund.tamu.edu](http://greenfund.tamu.edu).

- Employees are reminded of a resource available to our campus – [https://tellsomebody.tamu.edu](https://tellsomebody.tamu.edu). The Tell Somebody website can be used for reporting concerning behavior related to a member of our university community.

- Dr. Carol Fierke began on September 1 as the new Provost. She came to us from the University of Michigan.

- The university community is invited to attend open forums for each of the four candidates for the position of Vice President and Associate Provost for Diversity.

- President Young recently sent an email to campus regarding the repeal of DACA. This impacts many of our students, faculty, and staff. Students may refer to the Internal Student Services website and Student Counseling Services for assistance. Faculty and staff may contact the Employee Assistance Program.

- Many staff in our division do a tremendous amount of work to make football season run smoothly. It is greatly appreciated.

- **University Staff Council Report by Melissa Loyd**
  - The USC met on September 19, 2017. Items to note:
    - The committee has processed five applications for the Staff Emergency Fund and is working on nine others.
2018 Staff Appreciation Week dates have been changed, in response to staff requests to move it to later in the Spring and also to correspond with National Administrative Professionals Day. Mark your calendars for April 23-28. The week will close with a family event on Saturday.

- The next USC meeting is October 17 at 1:30 a.m. in Rudder 601, and anyone is welcome to attend.

**Benefits Report**

- Marlo Kibler has been hired as the Assistant Director for Benefits.
- Flu Vaccine Clinics have been scheduled:
  - October 4, 2017, General Services Complex
  - October 5, 2017, Koldus Building
  - October 12, 2017, Fan Field Parking Lot
  - October 20, 2017, Student Rec Center
- Save the date for the Texas A&M Employee Wellness Fair: October 20, 2017, 8:30 a.m. to 3:00 p.m., Student Rec Center (South Entrance Near Olsen Field)
- Reminder that Workday will be implemented in December and will replace many of our current HR and Payroll applications. Employees should pay attention to notifications about training.
- Karen Bigley began her term as TAMU’s representative on SEBAC – System Employee Benefits Advisory Committee. Please contact her if you have any questions or comments.
- Emails were recently sent to the campus community from what appeared to be the Payroll office asking for employee information. These were malicious emails. Reminder that Payroll will never ask employees for their information via email.

**Old Business** - none

**New Business** - none

**Closing Discussion**

- Meeting adjourned at 9:35 a.m.

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**Meeting Attendees:** Keith Bornmann (UES), Amber Cervantez (PS), Adam Chavarria (EHS), Ben Kalscheur (SUST), Eric Irwin (TS), Monica Hartman (EHS), Susan Phillips (SBS), Celeste Villarreal (TS), Ashley Skow (Ex-Officio Office of VPFO), Karen Bigley (Ex-Officio Office of VPFO), Melissa Loyd (Ex-Officio University Staff Council).

**Members Absent:** Billy Morsko (UES), Nikwai Noble (UPD), Michael Vance (UES).