Division of Finance and Operations
Employee Advisory Committee
Meeting Minutes – October 25, 2017

- **Welcome and Introductions**
  - The meeting began at 9:00 a.m.
  - Minutes from September 27, 2017 were approved.

- **Administrative Report by Karen Bigley**
  - State Employee Charitable Campaign:
    - The campaign ends October 31.
    - The annual Division of Finance and Operations Bowling Tournament was a success.
    - Employees are encouraged to participate in other SECC fundraising events.
  - The annual Stream Clean was held on October 14. Thanks to staff in Environmental Health & Safety for facilitating this event.
  - Dr. Strawser will soon be sending an email update on the progress of the division’s Continuous Improvement Teams.
  - The Deep in the Heart of Texas concert was held on October 21 benefiting the One America Appeal for Hurricane Relief. Thanks to the many individuals in our division who put forth tremendous effort to make this event a success. The campaign has raised over $35 million so far. This event coincided with the 20th Anniversary of the George Bush Presidential Library.
  - The State of the University Address by President Young will be held on October 25 at 3:00 p.m.

- **University Staff Council Report by John Kay**
  - The USC met on October 17, 2017. Items to note:
    - Salary Sweeps: President Young announced that beginning September 1, 2017 the university will begin to automatically return 25% of funds swept from vacant staff positions to the originating College or Division on a quarterly basis. How these funds will be used and/or disbursed will be determined by the originating College or Division within certain developing criteria. USC feels it is important to have staff voice in this process. The USC will send a survey to staff to rank several options. There are no restrictions at this time on the salary sweeps. Hope to have the survey out by October 30 with it ending on or before November 6.
    - “Connecting You” will be the name of the new USC newsletter with articles contributed by the USC Chair, Dr. Abercrombie, USC Committee members, constituents, etc. The newsletter will be published quarterly with the first issue to be published in December.
  - The next USC meeting is November 21 at 8:30 a.m. in Rudder 601, and anyone is welcome to attend.

- **Benefits Report**
  - Marlo Kibler has been hired as the Assistant Director for Benefits and will soon begin attending these meetings to give a benefits report.
  - Reminder that Workday will be implemented on December 17, replacing many of our current HR and Payroll applications. Employees should pay attention to notifications about training.

- **Old Business**
  - Billy Morsko inquired about the status of a previous inquiry related to vehicle availability at the Central Utility Plant.
- **New Business - none**
  - Construction will begin soon on University Drive to implement the pedestrian improvement plan. This project will provide safety improvements such as restricted left turns, more defined medians, and improved sidewalks.
  - A question was raised about an employee using vacation time to attend a professional development course. It was noted that funding and time off for this 40-hour course was denied by the department as the course did not pertain to the employee’s current job duties. Could the employee have used any other type of leave? This specific employee issue will be researched.

- **Closing Discussion**
  - Meeting adjourned.
  - The EAC’s next meeting is Wednesday, November 29 at 9:00 a.m.

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Meeting Attendees: Amber Cervantez (PS), Adam Chavarria (EHS), Billy Morsko (UES), Brad Hollas (FCOR, for B. Kalscheur), Eric Irwin (TS), Michael Vance (UES), Monica Hartman (EHS), Susan Phillips (SBS), Celeste Villarreal (TS), Ashley Skow (Ex-Officio Office of VPFO), Karen Bigley (Ex-Officio Office of VPFO), John Kay (Ex-Officio University Staff Council).

Members Absent: Ben Kalscheur (SUST), Keith Bornmann (UES), Nikwai Noble (UPD), Tahisha Wilson (TS)