Division of Finance and Operations  
Employee Advisory Committee  
Meeting Minutes – November 29, 2017

- Welcome and Introductions
  - The meeting began at 9:00 a.m.
  - Minutes from October 25, 2017 were approved.

- Administrative Report by Jerry Strawser
  - Budget overview.
    - Following the previous legislative session TAMU received a budget increase of $9.3 million total for FY18-19 which can be attributed to the increase in enrollment. Half of this money was allocated to the colleges to provide additional support for the new students. The president reserved a portion for some sort of merit program. We don’t know what this looks like yet or where all of the resources will come from, but this is in process. As a reminder, a 1% merit raise costs the university about $5 million.
    - TAMU’s FY19 budget process is beginning soon. Each unit has been asked to submit any requests for one-time funds (base/recurring funds are not available). Dr. Strawser acknowledged that TAMU’s student growth with no additional funding for support services has greatly impacted several of the units within our division as well as others throughout the university. TAMU recently reported an administrative cost ratio of 3.9% while the state average is about 10%.
    - There are no central university funds available for new staff positions, but if a unit already has funds available within their existing budget then they can be used for new staff positions.
    - Salary savings will soon be returned back to the Deans/VPs for reallocation. Dr. Strawser is working with the Executive Leadership Team to develop a method for distributing these funds.
    - President Young has created two working groups, one to evaluate the impact of student growth on academic services and another to evaluate the impact of student growth on non-academic services (this one is chaired by Dr. Strawser). Three units from our division whose services are directly impacted by student growth are represented in that group: Transportation Services, Student Business Services, and Facilities & Dining Administration. This group has two goals – 1) identify short-term solutions that don’t require a lot of money but could provide a noticeable change in the spring semester, due to President before spring semester begins; and 2) identify long-term solutions, due to President by February 15. The report from this committee will provide data on the impact of student enrollment growth over the past five years.
  - The division’s performance dashboard was recently completed and is available at https://vpfo.tamu.edu/our-performance/. One new thing about this year’s report a section on how each of our units impacts the academic community.
  - All staff are invited to attend the Division of Finance and Operations Holiday Open House on Wednesday, December 13 from 3:00-4:30 p.m. at the MSC Bethancourt Ballroom.
  - A call for nominations for the division’s Excellence Awards for staff will be sent in early spring. This year there will be new award categories and the nomination process has been simplified. It is the responsibility of all staff (not just supervisors) to nominate any deserving colleagues.

- University Staff Council Report by Darla Guerra
  - The USC met on November 21, 2017. Items to note:
    - A new consortium is being developed consisting of about 30 Staff Councils from universities across and outside Texas. Discussions have thus far included the council’s duties, programs, and
projects at each of the campuses. This “information sharing” will be very beneficial for our council.

- A three-year plan for professional development has been implemented for USC representatives.
- Reminder that the Staff Emergency Fund is available for employees in need.
- The Dining Advisory Committee meets monthly to review student and staff comments, questions or concerns, and to relay information regarding initiatives and projects led by Chartwells. Any feedback can be sent to dining@tamu.edu.

- The next USC meeting is December 19 at 1:30 p.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 all Workday notifications and take online trainings that are available to become familiar with the new system.
- TAMUS is considering replacing our financial system within the next five years.

Old Business
- Billy Morsko previously inquired about vehicle availability at the Central Utility Plant. This item is resolved.

New Business
- Reminder of upcoming construction projects:
  - Implementation of pedestrian safety improvements on University Drive.
  - Reconstruction of Joe Routt and Stallings.
- There was an inquiry about whether TAMU compares its salaries to similar jobs within the area. It was noted that job salary comparisons are handled by each individual unit on a case-by-case basis.
- EAC representative Amber Cervantez is leaving the division and Dawn Suehs (Payroll) will fill the rest of her term. Dawn will join the EAC in December 2017.

Closing Discussion
- Meeting adjourned.
- The EAC’s next meeting is Wednesday, December 20 at 9:00 a.m.

Meeting Attendees: Aaron Riojas (Procurement), Adam Chavarria (EHS), Billy Morsko (UES), Brad Hollas (FCOR, for B. Kalscheur), Celeste Villarreal (TS), Eric Irwin (TS), Keith Bornmann (UES), Michael Vance (UES), Monica Hartman (EHS), Nicole Talley (for A. Cervantez), Susan Phillips (SBS), Tahisha Wilson (TS), Jerry Strawser (Ex-Officio VPFO), Jane Schneider (Ex-Officio Office of VPFO), Ashley Skow (Ex-Officio Office of VPFO), Karen Bigley (Ex-Officio Office of VPFO), Darla Guerra (Ex-Officio University Staff Council).

Members Absent: Amber Cervantez (PS), Ben Kalscheur (SUST), Nikwai Noble (UPD)