Division of Finance and Operations  
Employee Advisory Committee  
Meeting Minutes – March 28, 2018

- **Welcome and Introductions**  
  - The meeting began at 9:00 a.m.  
  - Minutes from February 28, 2018 were approved.

- **Administrative Report** – Jane Schneider  
  - Each department/unit was recently asked to provide information to Dr. Strawser on how its activities from the past year relate to the President’s three pillars: transformational learning, discovery and innovation, and impact. The information collected will be reported to the President and Provost to inform them how our division supports the academic mission of the university.  
  - Performance reviews for the 4/1/2017 – 3/31/2018 time frame will be conducted during April and May, with all reviews due by May 31, 2018. It was noted that Dr. Strawser is conducting a 360 degree review with his direct reports by inviting their direct reports as well as some customers to provide feedback.  
  - Our division will complete a climate survey in Fall 2018. The last climate survey was conducted over two years ago.  
  - All employees are invited and encouraged to submit nominations for the division’s Excellence Awards. EAC members were challenged to submit a nomination for someone in the division who is deserving. The nomination process ends on March 30, 2018.

- **University Staff Council Report** – Melissa Loyd  
  - The USC met on March 20, 2018.  
  - Elections for division USC representatives will soon be conducted.  
  - The USC Chair serves on the advisory planning group for the first football game, which occurs on Thursday, August 30 at 7:30 p.m. This game will have a large impact on the campus community due to it occurring on a weeknight, and staff are advised to watch for more information on how they will be affected.  
  - Save the date for Staff Appreciation Week on April 23 – 28, 2018. For more information about SAW, visit [https://staffappreciation.tamu.edu/saw2018/](https://staffappreciation.tamu.edu/saw2018/).  
  - The next USC meeting is April 17 at 1:30 a.m. in Rudder 601, and anyone is welcome to attend.

- **Benefits Report** – Laura Fritsch  
  - Human Resources has been resolving Workday conversion issues related to employees not receiving the wellness exam credit when they should have. It is believed that all issues have now been resolved, but employees are encouraged to check that their paystubs are correct.  
  - A ticketing system is now in place for receiving, tracking, and managing issues related to Workday.  
  - Pre-Retirement Counseling Workshops are available for any employee who is interested in learning more about the retirement process. For more information visit [https://employees.tamu.edu/benefits/retirement/workshops/](https://employees.tamu.edu/benefits/retirement/workshops/). Note that there will be no sessions held during July due to Open Enrollment.

- **Old Business**  
  - EAC representatives discussed ideas for professional development topics for entry-level employees. The purpose is to provide helpful training for employees who aspire to hold a supervisory position. The following ideas were discussed: organization/prioritization/time management, delegation, diversity,
interpersonal communication skills, listening, problem solving, ability to manage change, patience, initiative/being proactive regarding change/strategic planning, discovering your strengths and weaknesses, and technical writing. At the conclusion of the meeting, EAC members will vote on the top five topics and the information will be provided to Dr. Strawser.

- Reminder that applications are being accepted for the division’s Dependent Children Scholarship Program. All applications are due by Friday, May 4, 2018. For more information, visit https://vpfascholarships.tamu.edu.

- **New Business**
  - An EAC member raised concerns regarding staff retention and high turnover rates in technical positions. Ms. Schneider gave suggestions for the department, including: HR engagement in reviewing salary and career ladders, providing job skill enhancement pay for employees upon completion of degrees or certifications, and collecting data through an exit interview process so the department can better understand why staff leave and take action based upon that information. EAC members raised concerns with offering professional development programs to staff if there is no career ladder or supervisory position to offer them once completed. It was recommended for members to discuss this within their units to collect feedback, and the topic can be discussed at the next EAC meeting.
  - Elections for new EAC members will be conducted in May. Four members will be completing their first term: Monica Hartman (EHS), Eric Irwin (TS), Keith Bornmann (UES), Susan Phillips (SBS). All are eligible to run for a second term.

- **Closing Discussion**
  - There will be early release at noon on Friday, March 30.
  - Meeting adjourned.
  - The EAC’s next meeting is Wednesday, April 25 at 9:00 a.m.

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**Meeting Attendees:** Aaron Riojas (Procurement), Adam Chavarria (EHS), Brad Hollas (MSI for Ben Kalscheur), Billy Morsko (UES), Celeste Villarreal (TS), Dawn Suehs (Payroll), Eric Irwin (TS), Keith Bornmann (UES), Michael Vance (UES), Monica Hartman (EHS), Susan Phillips (SBS), Jane Schneider (Ex-Officio Office of VPFO), Ashley Skow (Ex-Officio Office of VPFO), Karen Bigley (Ex-Officio Office of VPFO), Melissa Loyd (Ex-Officio University Staff Council), Laura Fritsch (Ex-Officio Human Resources, for Marlo Kibler)

**Members Absent:** Ben Kalscheur (SUST), Nikwai Noble (UPD), Marlo Kibler (Ex-Officio, TAMU Benefits), Tahisha Wilson (TS)