Welcome and Introductions
- The meeting began at 9:00 a.m.
- Minutes from April 25, 2018 were approved.

Administrative Report – Jerry Strawser
- A Division Town Hall meeting is scheduled for Friday, June 15, 2018 from 10:00-11:30 a.m. in Rudder 601. All employees are encouraged to attend this meeting, where the executive leadership team will share updates on upcoming division and university initiatives. These meetings are intended to be interactive and employees are encouraged to ask questions at the meeting or submit them in advance.
- Thank you to all employees who attended the division Excellence Awards ceremony and congratulations to the employees who were honored.
- One division initiative in progress is the creation of a division-wide service day benefitting the university or community. EAC members reminded that not all employees work the traditional 8:00 a.m. – 5:00 p.m. shift and to please keep this, as well as major internal deadlines such as payroll calculation, in mind when scheduling division events.
- EAC members commented that administrative leave is highly valued by employees as a reward for outstanding performance. Dr. Strawser will discuss this with the executive leadership team and reinforce that administrative can be used as a performance reward. For more information on Administrative Leave with Pay, visit http://employees.tamu.edu/compensation/flexible-comp/administrative-leave.

University Staff Council Report – John Kay
- The USC met on May 15, 2018.
- Representatives heard an update on the task force to plan for the first home football game which is on a Thursday evening. The main idea for employees is to be flexible that day. Dr. Strawser noted that he will give an update on this at the division Town Hall meeting.
- Nominations are being accepted for employees who are interested in serving as the division’s USC representative. This position will replace John Kay whose term is ending. Dr. Strawser expressed appreciation to John for his service to the division in this important role.
- The next USC meeting is June 19 at 1:30 p.m. in Rudder 601, and anyone is welcome to attend.

Benefits Report
- Performance evaluations must be completed by May 31, 2018.
- The 2018 Summer Schedule for WELLNESS WORKS! fitness classes is posted at https://wellnessworks.tamu.edu/.
- For purposes of the TAMUS Wellness Incentive Program, the target deadline to have your annual wellness exam completed is June 30. Remember that you and your spouse should complete the exam in order to qualify for the lowest rates for our health insurance premiums.
- For those who may not have been able to attend Staff Development Day during Staff Appreciation Week, recordings of the presentations are now available at https://staffappreciation.tamu.edu/development-day.
- Information about the TAMUS partnership with CHI St. Joseph to create a new preferred provider network can be found at https://employees.tamu.edu/spotlight/news.
Open enrollment for benefits will be held in July. This year’s process will take place in Workday, and HR will be sending communications on this when available. Save the date for the Open Enrollment Benefits Fairs on Thursday, July 26 or Friday, July 27 from 10:00 a.m. to 2:00 p.m.

- **Old Business** - none

- **New Business**
  - Elections for new EAC members are postponed until June. Four members will be completing their first term: Monica Hartman (EHS), Eric Irwin (TS), Keith Bornmann (UES), and Susan Phillips (SBS). All are eligible to run for a second term.

- **Closing Discussion**
  - Meeting adjourned at 9:30 a.m.
  - The EAC’s next meeting is Wednesday, June 27 at 9:00 a.m.

**Meeting Attendees:** Aaron Riojas (Procurement), Adam Chavarria (EHS), Celeste Villarreal (TS), Dawn Suehs (Payroll), Eric Irwin (TS), Keith Bornmann (UES), Lara Hendrickson (SUST, for B. Kalscheur), Michael Vance (UES), Monica Hartman (EHS), Susan Phillips (SBS), Tahisha Wilson (TS), Jerry Strawser (Ex-Officio Office of VPFO), Ashley Skow (Ex-Officio Office of VPFO), John Kay (Ex-Officio University Staff Council).

**Members Absent:** Ben Kalscheur (SUST), Billy Morsko (UES), Nikwai Noble (UPD), Marlo Kibler (Ex-Officio, TAMU Benefits), Jane Schneider (Ex-Officio, Office of VPFO), Karen Bigley (Ex-Officio, Office of VPFO)