Welcome and Introductions
- The meeting began at 9:00 a.m.
- Minutes from December 20, 2017 were approved.

Administrative Report – Jerry Strawser
- FY19 budget process is beginning soon. This year all non-academic units have been asked to submit requests for one-time items only. Our division submitted a one-time request related to Transportation Services. President Young has asked that any available recurring funds be used for some type of merit program, but details on this have not yet been determined.
- The task force to evaluate student growth impact on non-academic services evaluated data over the winter break and is in the process of drafting a report. As a reminder, Dr. Strawser is co-chair of this committee whose purpose is to advise the president on short-term and long-term solutions for the non-academic units that have been most affected by student enrollment growth. In our division, this is Student Business Services, Transportation Services, and Facilities & Dining Administration. Once the draft is complete, the task force will seek input from student groups before sending a final report to the president. There is no guarantee that this report will result in additional money for these impacted units, but it will do a good job of informing the president of the challenges that these units are facing.
- Our division’s annual awards program will begin soon with a call for nominations. Changes to the awards program include the addition of an Impact Award category to recognize new employees, as well as a simplified online nomination process. Dr. Strawser encourages ALL staff, not just supervisors, to nominate deserving colleagues for these awards. Watch your email for an announcement related to the awards program.
- Our division will conduct another climate survey at either the end of the spring semester or the beginning of the fall semester. This survey is an important tool for informing the Executive Team of the staff’s concerns. Our last climate survey which was conducted about three years ago had great participation from staff and led to the creation of some division-wide programs, such as the continuous improvement teams.

University Staff Council Report – John Kay
- The USC meeting on January 16, 2018 was cancelled due to inclement weather.
- Save the date for Staff Appreciation Week, scheduled for April 23 – 28, 2018.
- The next USC meeting is February 20 at 1:30 p.m. in Rudder 601, and anyone is welcome to attend.
- John Kay’s term as USC representative is ending soon. Dr. Strawser added that serving in this role is a great leadership opportunity and encourages any interested staff to apply at the appropriate time.

Benefits Report – Marlo Kibler
- Ms. Marlo Kibler, Assistant Director for Benefit Services, began working at the university in September 2017 and is happy to begin providing updates to the EAC. She can be contacted directly at mribler5@tamu.edu or (979) 862-4956 with any questions.
- Last fall’s flu shot clinic was successful and well attended by the university community, and the team will soon begin planning for the Fall 2018 flu clinics.
- Workday was implemented on December 17, 2017 and the HR team has been hard at work fielding the many questions related to the new system. While many aspects of the software launch were
successful, there were some aspects that didn’t work as expected so the team is diligently working to understand and correct those items. A few Workday issues that were discussed:

- Some employees experienced an error in their TRS deductions. This occurred most commonly in new hires. The payroll department has been hard at work trying to get those employee’s refunds processed and credited to their accounts.

- Some employees experienced an error in their paycheck by not receiving the $30 wellness or the tobacco premium credits. All employees are asked to review their paystubs and ensure that the information is correct. If you believe there is a mistake in your paycheck, please email workday@tamu.edu.

- If new employees indicate they cannot enroll into their benefits or have not received a notification to allow them to enroll into their benefits they should log into Workday and check their “inbox”. If the employee has not completed all of the “To Do” items in their Workday “inbox” or have failed to answer their onboarding questions, the Benefit event will not kick off to allow the employee to start their benefit enrollment.

- New employee I-9’s are still being processed in Guardian.

- If you need to change an employee’s percent effort, please call Payroll for guidance on this prior to making changes in Workday. Changes to percent effort affect many other aspects, such as taxes and benefits.

- Remind new employees to routinely check Workday and complete any action items in order to advance through the onboarding process.

- The professional development team is working to develop Workday job aides specific to TAMU.

- To transfer an employee from one pin location to another, the employee should first be “transferred out” of their old department and then “transferred in” to their new department. DO NOT TERMINATE the employee as it will cause problems in Workday and break the employee record. Workday will see the employee as a new hire and this will impact the employee’s vacation, leave time, longevity and service dates. If you have questions or are unsure please call the HR department for guidance through the process.

- The next Workday Open Forum is scheduled for February 21 from 10:00-11:30 a.m. in GSC 101.

- Employees can find their 1095-C tax information by logging onto https://sso.tamus.edu and selecting HRConnect Legacy from the Single Sign On Menu.

- The benefits team is working to update FMLA training resources to correct outdated information and make this more helpful for staff.

- The benefits team recently launched Pre-Retirement Counseling Sessions to provide staff help with planning for retirement. These are separated into two groups – TRS and ORP. There are several upcoming sessions this spring. For more information, visit https://employees.tamu.edu/benefits/retirement/workshops.

- A question was asked about why HR is not accepting new registrations for their certificate programs. Marlo explained that the Professional Development department is in the process of updating many of these programs and adding new courses to be released soon.

- **Old Business** - none

- **New Business** - none

- **Closing Discussion**
  - Meeting adjourned.
  - The EAC’s next meeting is Wednesday, February 28 at 9:00 a.m.
Meeting Attendees: Aaron Riojas (Procurement), Ben Kalscheur (SUST), Billy Morsko (UES), Celeste Villarreal (TS), Eric Irwin (TS), Jason West (EHS, for Adam Chavarria), Keith Bornmann (UES), Michael Vance (UES), Monica Hartman (EHS), 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), John Kay (Ex-Officio University Staff Council), Marlo Kibler (Ex-Officio, TAMU Benefits).

Members Absent: Adam Chavarria (EHS), Dawn Suehs (Payroll), Nikwai Noble (UPD), Karen Bigley (Ex-Officio Office of VPFO).