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

- Welcome and Introductions
  - The meeting began at 9:00 a.m.
  - Minutes from January 31, 2018 were approved.

- Administrative Report – Jerry Strawser
  - Phase 1 of the FY19 budget process has been completed. President Young has approved a 3% merit pool that is centrally funded by the university. Distribution of the funds is at the discretion of the unit head, and the funds are meant to reward employees based on merit and performance.
  - The Student Enrollment Impact Working Group has completing its work gathering and analyzing data related to the change in student volume and its effect on the non-academic units, and has developed a number of recommendations for moving forward. These include hiring additional staff, constructing additional dining facilities, and adding new buses and operational funds. The committee is drafting the final version of the report, which will be provided to President Young who will decide the priority and timeline for implementing the recommendations.
  - Our division’s annual awards program will be rolled out in early March. Changes to the awards program include the addition of a New Employee Impact Award category and a simplified online nomination process. Dr. Strawser encourages ALL staff, not just supervisors, to nominate deserving colleagues for these awards. For more information, visit https://vpfo.tamu.edu/excellence/.
    - Ben Kalscheur suggested incorporating a category to recognize excellent student employees in the division. This will be considered for next year’s awards program.
  - The Continuous Improvement Team for Professional Development is currently considering the idea of implementing a new professional development program for the division. The potential program is intended to develop leadership skills in individuals who are currently in non-supervisory positions but aspire to one day have a leadership position within the division. Dr. Strawser asked EAC members to brainstorm four qualities that non-supervisory individuals should develop in order to be an effective supervisor. This will be discussed at the next EAC meeting on March 28. EAC members were asked to send their ideas to Ashley Skow for consolidation prior to the meeting.
  - Dr. Strawser gave a presentation on the financial dashboard of the university. See the attached page for more details.
  - TAMU’s first game of the 2018 football season will be held on Thursday, August 30 at 7:30 p.m. A committee will be organized to plan for all of the challenges associated with having the game on a school night.
  - An EAC member asked where employees can get resources on setting up a retirement savings account. It was recommended to look on the Wellness Works! website for resources.
  - A questions was asked about why employees are required to pay the same rates as students at the Student Recreation Center. It was explained that there are state laws regulating this. Facilities funded by students cannot be used by the university to give free or reduced rates to staff. Staff are encouraged to take advantage of the many free fitness classes provided by the Wellness Works! program. Visit https://wellnessworks.tamu.edu for more details. It was noted that students recently voted to increase fees in order to fund two satellite Rec facilities. One facility will be located in close proximity to those who live in Southside residence halls and the Quad, and the other will be located close to the engineering corridor. These project are pending approval from the Board of Regents.

- University Staff Council Report – Darla Guerra
• The USC met on February 20, 2018.
• Save the date for Staff Appreciation Week on April 23 – 28, 2018. For more information about SAW, visit https://staffappreciation.tamu.edu/saw2018/.
• If you have suggestions for local eateries that might participate in an evening of profit share benefitting the Staff Emergency Fund, please let us know at staffemergencyfund@tamu.edu.
• The next USC meeting is March 20 at 8:30 a.m. in Rudder 601, and anyone is welcome to attend.
  
• Benefits Report – none
  • At the next EAC meeting Karen Bigley will give an update regarding the System Employee Benefits Advisory Committee.

• Old Business - none

• New Business
  • 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.

• Closing Discussion
  • Meeting adjourned.
  • The EAC’s next meeting is Wednesday, March 28 at 9:00 a.m.

Meeting Attendees: Aaron Riojas (Procurement), Ben Kalscheur (SUST), Billy Morsko (UES), Celeste Villarreal (TS), Dawn Suehs (Payroll), Eric Irwin (TS), Keith Bornmann (UES), Michael Vance (UES), Monica Hartman (EHS), Susan Phillips (SBS), Tahisha Wilson (TS), Tassie Herman (EHS, for A. Chavarria), 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: Adam Chavarria (EHS), Nikwai Noble (UPD), Marlo Kibler (Ex-Officio, TAMU Benefits)