Division of Finance and Administration
Employee Advisory Committee
September 24, 2014 Minutes

Members Attending:
Jennifer Bomnskie – University Risk & Compliance / Office of Safety & Security
Marco Campos – Utilities & Energy Services
Cindy Ishaq – Transportation Services
Gina Miller – Utilities & Energy Services
Adrian Shepherd – University Police Department
Steve Smith – Facilities Coordination / Annenberg Presidential Conference Center
Mary Wilson – Transportation Services

Ex Officio Members Attending:
Jane Schneider – Office of VPFA
Karen Bigley – Office of VPFA
Jennifer LeGrevellec - University Staff Council
Sarah Tobola – Human Resources
Ashley Skow – Office of VPFA

Members Absent:
Jesse Mendez – Utilities & Energy Services
Babette Perkins – Environmental Health & Safety

Introductions and Welcome

- Meeting began at 9:00 a.m. and was facilitated by Chair Jennifer Bomnskie. Austin Horne attended for Babette Perkins. Susan Russell attended for Jesse Mendez.

Approval of Minutes

- Motion from Steve Smith to approve minutes. The motion was seconded by Mary Wilson.
  - Vote: unanimous in favor
  - Motion carried and August 20, 2014 meeting minutes were approved.

Administrative Report by Jane Schneider

- New VP: Dr. Jerry Strawser, former Dean of Mays Business School, is now the Vice President for Finance & Administration and Chief Financial Officer.
- Interim Associate VP for Risk & Compliance: Dr. Merna Jacobsen, Chief of Staff to the VP, was appointed Interim Associate VP for Risk & Compliance.
- PwC Leadership Steering Committee Report: The Leadership Steering Committee has now posted its recommendations in response to the PricewaterhouseCoopers (PwC) review. That report can be found at lsc.tamu.edu/Resources. One recommendation being implemented immediately is the elimination of communication allowances for all employees, except for first responders or those who are regularly required to come to campus to deal with emergencies outside working hours. Individuals who currently have a communication allowance and who earn less than $50,000 will be grandfathered. Additionally, there may be changes coming to the way vacant positions are filled. Currently all new hires must be approved by the President.
- **Campus Safety Awareness Week**: Campus Safety Awareness Week was September 15-18. Several events were held on campus to promote safety awareness. For those who were unable to participate in these events, there are some great safety videos available on the UPD website. [https://upd.tamu.edu/SitePages/ShotsFired.aspx](https://upd.tamu.edu/SitePages/ShotsFired.aspx).

- **Bowling Tournament**: The Division of Finance and Administration is hosting a bowling tournament on Friday, October 17. All staff are invited to participate. This event benefits the SECC.

- **Football Gamedays**: Gameday traffic changes have been implemented, and transportation officials are continuing to make improvements. Many thanks for the outstanding efforts from our staff who are involved with making gameday successful.

**Benefits Report by Sarah Tobola**

- **Retirement and Financial Planning Fair**: October 16, 2014
- **Flu Vaccine Clinic**: October 27-28, 8:00-5:00 in GSC 101A
- **Wellness Works**: HR will launch a new pilot fitness program. Fitness sessions will be held on Tuesdays and Thursdays from 5:15-6:15 p.m. in the GSC break room area. These fitness classes will be taught by a certified trainer from Gold’s Gym and are offered at no cost to employees. The first class will be held on October 9. If this pilot program is successful, new sessions will be developed at other locations on campus.

- **HR Express Newsletter** was recently sent to all staff.

- **Benefits Briefs** was recently sent to all staff.

- **Monthly Payroll**: The monthly payroll for October is when FY15 insurance premiums and pay rates will take effect. Employees should double-check iBenefits to make sure their benefit selections are accurate and contact HR ASAP if changes need to be made.

- **Wellness Exams**: The completion rate for wellness exams was 94.76%. Remember that this is an ongoing initiative, so remember to schedule your exam for the next review period.

- **Perks Connect**: Reminder of the Perks Connect employee discount program. Encourage employees to keep checking as new incentives are being added.

- **SEBAC**: The System Employee Benefits Advisory Committee (SEBAC) meets on Tuesday, October 7. This is an open meeting. This spring there will be an election for TAMU’s new SEBAC representative.

- **Prior Authorizations**: The recent Benefits Briefs discussed that some medications require prior authorization before being covered by Express Scripts. Encourage employees to check to see if your medication will require prior authorization.

- **Performance Plans**: Performance plans for the current performance review period must be entered in PATH by October 15.

**University Staff Council Report by Jennifer LeGrevellec**

- **PwC Leadership Steering Committee**: an email was recently sent to the campus community by Dr. Hussey discussing the Leadership Steering Committee’s recommendations.
- **Staff Appreciation Week**: Will be held March 23-27, 2015. If you have any ideas on ways to recognize staff, please submit them to a USC representative. Divisions, colleges and departments are encouraged to begin planning their own events and ways of showing appreciation to their staff during this week.

- **Staff Emergency Fund**: An account has been created to receive money. This fund will be included in next year’s SECC.

- **Staff Tuition Assistance**: There is no update on this initiative.

**Old Business**

- **Intersection Improvement Project at Wellborn Road and F&B Road**: construction expected to begin soon. Use caution in the area.

**New Business**

- **Cannons at Kyle Field**: EHSD will be conducting testing of the cannons at Kyle Field on September 24 from 2-5pm. Officials are working on a solution to be able to return the cannons to the stadium for firing during the football games.

- **Continuation of EAC**: Jane will give recommendation to Vice President Strawser for the continuation of the EAC and expansion to include the rest of the departments in the division.

**Closing Discussion**:
- Motion from Adrian Shepherd to adjourn meeting. The motion was seconded by Steve Smith.
  - Vote: unanimous in favor
  - Motion carried and meeting was adjourned.