Division of Finance and Administration
Employee Advisory Committee
October 31, 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
Mary Wilson – Transportation Services

Ex Officio Members Attending:
Jerry Strawser – VP for Finance and Admin
Jane Schneider – Office of VPFA
Karen Bigley – Office of VPFA
Melissa Loyd - University Staff Council
Sarah Tobola – Human Resources
Ashley Skow – Office of VPFA

Members Absent:
Jesse Mendez – Utilities & Energy Services
Babette Perkins – Environmental Health & Safety
Steve Smith – FCOR / Annenberg PCC

Guests Attending:
Austin Horne – Environmental Health & Safety
Susan Russell – Utilities & Energy Services
Nathan Brown – FCOR / Annenberg PCC

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. Nathan Brown attended for Steve Smith.

Approval of Minutes

- Motion from Mary Wilson to approve the previous meeting’s minutes. The motion was seconded by Nathan Brown.
  o Vote: unanimous in favor
  o Motion carried and September 24, 2014 meeting minutes were approved.

Administrative Report by Jerry Strawser and Jane Schneider

- Greetings: Dr. Jerry Strawser is looking forward to working with everyone in the division and learning about each of the units.

- Tuition and Fee Hearing: Occurred on 10/28/2014. Currently students have a guaranteed tuition plan. A 1.93% increase in tuition and fees is proposed. An increase in the University Advancement Fee is also proposed to assist with transportation (T.S. has experienced a 40% increase in ridership). These changes will be going for Board of Regents approval.

- Transition Team: Dr. Strawser is reviewing the team’s final report and recommendations.

- Span of Control: Members of the leadership team will be attending a span of control analysis workshop. This is related to implementation of the PwC report.

- Bowling Tournament: The division bowling tournament on Friday, October 17 raised over $1,500 for the SECC.
- **Football Gamedays**: There is a home football game this weekend, Saturday, November 1st. Thanks to those in the division who work hard to make these successful.

- **Potential Event on Campus**: The university is considering putting in a bid to host one of the 2016 presidential debates here on our campus.

- **Standardization of Titles**: Human Resources is working on a standardization of job titles. This is in response to the PwC report.

- **F&B / Wellborn Road Intersection Improvements**: Construction just began and is expected to be complete in early January. Use caution in the area.

- **Kyle Field Rehabilitation Project**: The west side stands will be imploded on December 21, resulting in the displacement of many bats. Safety officials are researching options on how to provide alternate homes for the bats, but the campus community should be aware of the displaced bats from a safety standpoint.

- **Diversity Report**: The colleges and divisions are working on their annual diversity reports, which are due on December 1st. Peer comparisons are being conducted this year.

- **2015 Climate Matters Conference: A Dialogue on Climate, Inclusion, and Respect**: This conference will occur on March 9-10 and is open to the university community. If you are interested in participating, please talk to your supervisor. More information can be found at [http://climatematters.tamu.edu](http://climatematters.tamu.edu).

**Benefits Report by Sarah Tobola**

- **Retirement and Financial Planning Fair** was well attended.

- **Flu Vaccine Clinic** was a success. Note that if you still need to get your flu shot and go to a pharmacy, the claim needs to be filed with the medical (BCBS) portion of your insurance, not the pharmacy.

- **Fitness Classes**: The fitness sessions being held Tuesdays and Thursdays from 5:15-6:15 p.m. in the GSC break room area have been successful with about 40 attendees. These free classes are open to all university employees. If this pilot program is successful, new sessions will be developed at other locations on campus.

- **President’s Meritorious Service Awards**: nominations are due by November 13.

- **Wellness Exams**: The completion rate for wellness exams has increased to 95.51%. This is an ongoing initiative, so remember to schedule your exam for the next review period. HR hopes to offer on-site wellness exams at the Health and Wellness Fair on March 4 for those employees who don’t have an established provider.

- **HCM Project**: An RFP has been issued for this project.

**University Staff Council Report by Melissa Loyd**

- **Last USC Meeting was 10/21/2014**

- **Staff Appreciation Week**: Planning is ongoing for the staff appreciation week on March 23-27, 2015.

- **Staff Emergency Fund**: The guidelines are being drafted now and will be submitted for approval.
- **Cell Phone Allowances**: The allowances will remain in place for individuals required to respond to emergencies on campus regardless of salary and those making less than $50,000 will be grandfathered. For those not meeting these requirements, allowances will be discontinued unless requested by Dean/VP prior to November 15.
- **Staff Scholarships**: Funding has been approved for FY2015 and FY2016.
- **Next USC Meeting on 11/18/2014**

**Old Business** - None

**New Business**

- **Parking Issue**: An EAC member reported a parking issue involving a student worker. It was suggested to contact Debbie Hoffman in Transportation Services to find a solution.
- **Accessibility Issue**: An EAC member reported witnessing a staff person who uses crutches struggle to open the door into his building. Can automatic openers be installed on the doors? It was recommended for the employee to first discuss his needs with his supervisor. The department can work with SSC to have these openers put on the door. Contact Ralph Davila for more information about how to schedule this with SSC.

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