Division of Finance and Administration  
Employee Advisory Committee  
November 19, 2014 Minutes

Members Attending:
Jennifer Bomnskie – University Risk & Compliance / Office of Safety & Security  
Cindy Ishaq – Transportation Services  
Jesse Mendez – Utilities & Energy Services  
Gina Miller – Utilities & Energy Services  
Adrian Shepherd – University Police Department  
Steve Smith – FCOR / Annenberg PCC  
Mary Wilson – Transportation Services

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

Members Absent:  
Marco Campos – 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.

Approval of Minutes  
- Motion from Adrian Shepherd to approve the previous meeting’s minutes. The motion was seconded by Steve Smith. Vote was unanimous in favor and October 31, 2014 meeting minutes were approved.

Administrative Report by Jane Schneider  
- **Transition Team**: This team has been working on how to fully integrate the divisions of Finance and Administration. The team began under former VP Crain and continued after the change in leadership. Dr. Strawser is reviewing the team’s final report and recommendations.
- **EAC Membership**: One item addressed by the Transition Team was the future of the EAC. The EAC has been in existence for over 20 years and provides valuable communication to administration. After the holiday break, membership will be expanded to include all departments in the division.
- **Wind Chimes for Visually Impaired**: A student has requested that administration look into placing wind chimes and truncated domes in strategic areas around campus to assist with way finding for visually impaired students. This is not something required by ADA but may be a good practice.
- **Starbucks** will be opening two new locations on campus. One in the renovated Zachry building, and one in the renovated Corps dorm area.
- **Legislative Session**: A new session begins in January. Each legislative session requires a lot of work by many people on campus. Each proposed bill must be reviewed to see if/how it would affect TAMU.
- **New Stationery**: Dr. Strawser has authorized departments to reorder new stationery that has the correct division name. We want to send a unified message of who we are.
- **Game day**: Thanks to those in the division who work long hours to make game day successful, especially on Thanksgiving. Note that Transportation Services is providing a meal to employees who work that day.
- **F&B/Wellborn Intersection**: This intersection is currently under construction and should be finished after Winter Break.
- **Commencement** is December 19 at 9am, 2pm, and 7pm.
- **Corps of Cadets Dorm Renovations**: The project to complete renovation of the Corps dorms as well as redevelopment of the Quad will begin in Spring 2015 and will be conducted in two phases.
- **Zachry Renovation**: Zachry will be vacated by the end of this semester with construction to begin in Spring 2015.
- **Division of Finance and Administration Holiday Event**: Save the date for a division-wide holiday event on December 11 from 2:30-4:00 p.m. in the MSC.
- **University-wide Holiday Reception**: All employees invited to attend this reception from 1:00-4:00 p.m. in the MSC Bethancourt Ballroom.

**Benefits Report by Sarah Tobola**
- **Holiday Pay**: Employees must be in a paid status for a portion of the day before and after a holiday to accrue holiday pay. The exception is Winter Break.
- **Total Compensation Letters** were sent out by the System office and employees are encouraged to review these.
- **Years of Service** pins will be distributed to HR Liaisons on December 18. Departments may wish to hold their own events honoring their employees. Employees receive a pin after 20 years of service, and every 5 years after that.
- **Affordable Care Act**: HR has received clarification on how breaks in service impact the measurement period for eligibility.

**University Staff Council Report by Toni Eubanks**
- **PricewaterhouseCoopers report**: USC may host a forum this spring to give more details about the response.
- **Staff Tuition Assistance**: This initiative is still being studied. The Provost’s Office is assisting with estimating costs. USC conducted a survey of peer institutions to compare the ways they provide staff tuition assistance to employees. Toni can send the survey results to EAC members for their information.
- **Staff Appreciation Week**: Planning is ongoing.
- **Art Club Inquiry**: USC received an inquiry about how to begin an art club for employees. Information was provided on programs already being offered by University Art Galleries. Contact is Jennifer Korolenko, jkorolenko@uart.tamu.edu.
- **Bus Driver Safety Complaint**: USC received a complaint about a bus driver. The issue has been handled, but Transportation Services would like to remind employees that if you need to report a complaint it is helpful to record details like date, time of day, and bus number.
- **Rosenthal Meat Lab** will soon be featured on CBS This Morning for its Texas Aggie Jerky. Last time it received similar publicity the jerky quickly sold out.
- **Staff Emergency Fund**: USC is still working through the details of this program.

**Old Business** – None

**New Business** – None

**Closing Discussion**
- Motion from Cindy Ishaq to adjourn meeting. The motion was seconded by Steve Smith. Vote was unanimous in favor and the meeting was adjourned.