Divison of Finance and Administration
Employee Advisory Committee
January 29, 2014 Minutes

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

Members Absent:

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

Introductions and Welcome

Approval of Minutes:
- Motion from Babette Brock: To approve minutes. Adrian Shepherd seconds the motion.
  o Vote: unanimous in favor
  o Motion carried and December 18, 2013 meeting minutes were approved.

Administrative Report by Jane Schneider, Merna Jacobsen, and James Massey:
- Board of Regents will meet this week to discuss upcoming construction projects and other topics.
  o Expecting addition to Rec Center; a 25% increase in square footage
  o Bright Building will be renovated
  o New tuition “lock” implemented; tuition contracts result in constant fee schedule within a program.
- Dr. Mark A. Hussey, Vice Chancellor and Dean of Agriculture & Life Sciences, has been appointed interim president of the university, effective January 14.
- PricewaterhouseCoopers report expected in March.
- B.J. Crain sends her thanks to all staff working in the recent cold, ensuring safety of all on campus.
- A “Transition Team” will be formed to facilitate a smooth merger of divisions.
- Employee award programs for the Division of Finance and Division of Administration will be held separately this year, but will combine in future years.
- Departments are advised to deplete current stock of letterhead, business cards, etc. before re-ordering with new combined division info.
- Kyle Field project is on schedule.
  o Expect increase in traffic near and between the laydown area and Kyle Field.
- $120 million Vet Med Education Building commences soon
- Equine Center is nearing completion
- Department of Engineering’s “25 by 25” initiative is in planning and funding phase.
Benefits
- University Old – 
- Effort apply HSC DEADLINE A Pathway
- New – 
- Expect an upgrade to the F&B Road and Wellborn Road intersection by next year.
- J.K. Williams Building and Scoates Hall renovation projects anticipate completion by the end of the year.

Benefits Report by Sarah Tobola:
- Wellness Initiative communications will ramp up soon.
  - Targeted communication, newsletter at end of the month, and communications from System Benefits Administration also
- Wellness Exam being called an “incentive” to qualify for lowest rate.
  - As opposed to a “penalty” for failure to submit to the exam
- DEADLINE IS JUNE 30, 2014
- New employees qualify for the incentive rates without a Wellness Exam in their first year.
- BlueCross BlueShield Blue Access for Members now shows completion of Wellness Exam (following reasonable delay) in the incentives portion of the website.
- A detailed website page is now available which includes common FAQ.
- A change has been made to allow a Wellness Exam mid-year to qualify for the incentive
  - Previously, higher rate was locked in for the fiscal year.
  - Expect 90-day delay and no refund on premiums once Wellness Exam occurs
- Pathway Performance Management module has rolled out
  - Optional for the first year; mandatory in subsequent years

University Staff Council Report by Jennifer LeGrévellec:
- “The 12th Can Food Pantry” has been started by Texas Aggies Making Changes. More info can be found at tamc.tamu.edu or by contacting Vyas Prakash at yashwant.vyas5@gmail.com.
- A survey has been sent to 25 universities to inquire about their staff tuition assistance program in an effort to develop our own program.
- An emergency fund, run by The Foundation, has been established. A committee will form soon to set a protocol and review requests for assistance.
- Staff Appreciation Week will be celebrated with an event on March 5 & 6.
- HSC and School of Law are eager for representation in the University Staff Council.

Old Business
- Stress management has been discussed with EAP but no definitive plans have been made.
- President’s Meritorious Service Awards Ceremony will be held on February 26, 2014 from 9:30-10:30 a.m. in Rudder Theatre.
- Continued discussion on electronic cigarettes: comparisons to conventional cigarettes and how they apply to smoking policies.
New Business:
- The committee discussed the possibility of a traffic light to relieve heavy traffic at the 4-way stop intersection of John Kimbrough Blvd. and Olsen Blvd. The Office of the VP will pass this along to Transportation Services to see if that is a possibility.

Closing Discussion:
- Motion from Mary Wilson: To adjourn meeting. Seconded by Babette Brock, carried, and meeting adjourned at approximately 10:18 am.