Division of Administration  
Employee Advisory Committee  
March 26, 2014 Minutes

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

Members Absent:  
Adrian Shepherd – University Police Department

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

Introductions and Welcome

Approval of Minutes:
- Motion from Babette Brock: To approve minutes. Jennifer Bomnskie seconds the motion.  
  o Vote: unanimous in favor  
  o Motion carried and February 19, 2014 meeting minutes were approved.

Administrative Report by Jane Schneider:
- The former Division of Administration and former Division of Finance are holding separate award ceremonies this year to recognize employees’ past performance. The Finance Keys to Excellence ceremony was held on March 25, 2014 and the Administration Awards in Excellence ceremony will be held in June.  
  o Congratulations to Sarah Tobola, Keys to Excellence award winner  
  o Consider keeping award winners a surprise, but notify families so they could attend?  
- All Division of Finance and Administration employees are invited to attend a “Strategies for Managing Subtle Bias” workshop on April 24, 2014.  
  o Sessions held from 10a to 12 noon and from 1:30p to 3:30p  
  o Hosted by the division’s Council on Respect.  
  o There is a new proposed TAMU System policy that states that travel reimbursement requests submitted after 90 days will be reimbursed but considered as taxable income. If approved, this policy will become effective September 1, 2014.
- Email migrating to CIS within 60 days
- Construction Update:  
  o Coke Street/Joe Routt Blvd rehabilitation begins in May. Plaza north of Coke Street will be redesigned with an outdoor seating area similar to that of MSC.  
  o Houston Street rehabilitation begins in December  
  o Dulie Bell building demolition almost complete, will then begin rehabilitation of parking lot
- George Bush Library will hold a celebration in honor of George H. W. Bush’s legacy of public service on the 25th anniversary of his election to the Presidency.
Division of Administration
Employee Advisory Committee
March 26, 2014 Minutes

- 900 V.I.P.s expected to attend
  - Held April 4 through April 6, 2014
- PriceWaterhouseCoopers administrative review report expected to be complete by end of March 2014 for University entities
  - System agencies report expected mid-April
- Budget Phase 1 concluded and will be passed on to Board of Regents in May
  - No decision on merit program
- Dean searches are ongoing
  - 2 final candidates for College of Education and Human Development Dean
  - Close to naming Dean of Law School
  - College of Science looking for a Dean
- Airport outsourcing contract is ongoing. Still under negotiations.

Benefits Report by Sarah Tobola:

- June 30, 2014 is the deadline for Wellness Checks
  - Postcards will be sent to those who have not completed their exam
  - Everyone is encouraged to confirm completion, coding, etc. online. See http://employees.tamu.edu/benefits/wellness-exam/ for details.
- “Wellness Works” committee has been formed
  - A physical, financial, and interpersonal health effort
  - Seeking to increase participation in existing programs
  - Survey going out to target desired programs
  - System Office has given a $100K grant in support of the effort
  - Examples include physical fitness classes, group sporting events, etc.
- Scott & White provider-based billing has been reconsidered
  - Reversed course of fee changes
  - Advised to always inquire about billing in advance of services
- Third Party Entity rules lifting at the end of June, meaning that outsourced employees can now retire from TAMU while still working full-time for Compass. HR is meeting with Compass representatives to assist former employees through this process.
- “Water Cooler Fun Run” 5K run and 1 mile walk held on May 29, 2014
  - Part of Wellness Initiative to provide an environment and culture supporting wellness
  - This event sponsored by Chamber of Commerce occurs during standard working hours and supervisors are authorized to allow staff to participate, to the extent possible, without requiring vacation leave
  - Held at Wolf Pen Creek Park
  - 3p check-in and registration ($12) and 4p start time
- Affordable Care Act maximum out-of-pocket stipulations may affect premiums

University Staff Council Report by Toni Eubanks:
Division of Administration
Employee Advisory Committee
March 26, 2014 Minutes

- Staff Emergency Fund application has been drafted
- Reviewing survey results for development of Staff Tuition Assistance Program
- Successful Staff Appreciation Week
  o Door prize winners from main campus as well as HSC and Law School
  o Considering alternate location for next year’s event
  o Looking to increase participation and planning
  o Program spurred random acts of kindness
  o Comment from EAC member that rules regarding duration of employment limited some appreciation efforts (those that involved administrative leave)
- Reminder that all staff are invited to attend USC meetings
  o Presentations each meeting

Old Business
- Continued E-Cigarette Discussion: Still seeking definitive answers to policy inconsistencies regarding tobacco use and electronic cigarettes

New Business:
- Safety Concern Regarding Lawn Mowers: Member expressed concern for safety of new stand-up lawn mowers being used by Compass employees.
  o Concern will be passed along to Contract Administrator
- Concern Regarding Permit Charges: Member expressed concern over accuracy of Payroll Deduction for parking permits for Compass employees.
  o Looking for definite evidence before passing along to Contract Administrator

Closing Discussion:
- Motion from Justin DeSola: To adjourn meeting. Seconded by Babette Brock, carried, and meeting adjourned at approximately 10:05a.