Division of Finance and Administration  
Employee Advisory Committee  
May 28, 2014 Minutes

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

**Members Absent:**  
Marco Campos – Utilities & Energy Services

**Ex Officio Members Attending:**  
Karen Bigley – Office of VPFA  
Jane Schneider – Office of VPFA  
Sarah Tobola – Human Resources  
Jennifer LeGrévellec – University Staff Council

**Guests Attending:**

**Introductions and Welcome**  
We welcomed back Jennifer LeGrévellec, University Staff Council representative.

**Approval of Minutes:**
- Motion from: Babette Brock to approve minutes. The motion was seconded by Jesse Mendez.  
  - Vote: unanimous in favor  
  - Motion carried and April 30, 2014 meeting minutes were approved.

**Administrative Report by Jane Schneider:**
- PriceWaterhouseCoopers has released information on their audit which can be found on the TAMU System website. The President is forming a committee to review the report and make recommendation. He will also add a larger committee from different individuals on campus to keep people informed.  
- Hiring freeze is in effect but it does not affect student workers. Any position not filled will go away and the money for these positions will go to the Presidential Account to help fund Academics and Research. There is no process to sweep benefits for these positions as now.  
- The System is replacing the BPP system. Replacement of FAMIS is on hold at this time.  
- Construction updates discussed:  
  - Jack Williams Administration building to reopen in August and the Dean of Engineering will move in. Jane Schneider and her department will remain at GSC  
  - Renovation of Zachry  
  - Construction at Throckmorton and Joe Routt should reopen in 1 ½ weeks.  
  - Multiple parking lot construction going on.  
  - There will be a new cannon installed at the SE Corner of Kyle Field
- Performance evaluations should be completed by May 30.  
- There will be a test of the Updated Code Maroon system on Friday 05/30/14 at 1:45 pm
Benefits Report by Sarah Tobola:

**Annual Enrollment Preparations:**

- Annual Benefits fairs will be held Monday, July 14 & Tuesday July 15. Fair format allows greatest employee flexibility by offering hours between 10-2 each day and employees can choose to just attend the vendor fair and speak to the carriers directly at the resource table and/or attend presentations.
- Preparations employees can do now in advance of annual enrollment, check contact information in HR Connect, review beneficiaries in iBenefits, gather information on other plans available for consideration such as spouse’s plan, and get any medical cost estimates for determining flexible spending account amounts.
- Plan design changes – two plan design changes for the A&M Care plan. 1.) The office visit co-pay amounts will now be applied to the maximum out of pocket calculation. This means that the $30 primary care and $45 specialist office visit copay will be included when reaching the $5,000.00 maximum out of pocket. 2.) The insurance plan coinsurance split is moving from 70%/30% to 80%/20% with the employee coinsurance for network services reducing to 20% and the insurance plan increasing their portion to 80%.
- Premiums – premium rates are not finalized yet and are expected in early June. However, the premium for fulltime employees will remain relatively constant with slight increases/decreases depending on level of coverage. The funding formula which states that dependent employer contribution amounts cannot exceed 50% of the employer’s continuation to the employee level has an impact on how the final premiums are determined. Total premium costs did go up with the medical trend and enhanced benefits; however, higher level of State funding has been received to offset the cost. Part-time employees will see a rate increase at all tier levels because they only qualify for half the employer contribution.

**Wellness Exam Initiative:**

- BlueCross BlueShield is mailing letters addressed to each individual who is not marked as complete for the wellness exam using data as of May 7th.
- Scott & White is still working on addressing the billing system errors and has a significant backlog of claims that have not been filed/reported to BlueCross BlueShield. System Benefits Administration is continuing to monitor the situation and has been assured by S&W that the claims will be processed with enough time to have the premium calculations correct for September.
- On-site wellness exams were offered at the Student Health Center and filled up extremely quickly. HR will get feedback from those who conducted the exams to see if the process went smoothly and if there is the ability to offer additional dates in the future.
- iBenefits is being programmed to be able to indicate the wellness exam completion and eligibility for the lowest premium rate. New hires automatically receive the lowest wellness premium rate to allow them to get onto the next exam completion schedule.

**HCM Project:**

- Project at System level to replace BPP and all associated online applications such as LeaveTraq, HR Connect, TimeTraq, etc. Project divided into 12 functional areas (payroll, benefits, leave, applicant tracking, position control, etc). Subject matter experts are working to define the system requirements as initial phase. Once requirements are defined, a larger group of stake-holders will be involved in reviewing the requirements and providing prioritizations and clarifications for each requirement. This
will be extended to a number of individuals across University/System to include the various roles (employee, supervisor, administration, HR Liaison, etc.). RFP is expected to be released in mid-July, so project is on a condensed timeline.

Affordable Care Act:

- Measurement period for variable employees begins on September 1, 2014 to determine benefit eligibility for FY16. The actual length of the initial measurement period is still under evaluation based on new information received at SEBAC. Once the final measurement period is established, it will be communicated accordingly to the campus community.

University Staff Council Report by Jennifer:

- USC met on May 20, 2014. Michael Ragan, Chief of Police, Texas A&M University Police Department, presented an informative presentation on the UPD to the Staff Council. Chief Reagan says the department will assist with property engraving and training/speakers for departments. The department also has a Special Situations Teams-Tell Somebody Website.
- The Staff Scholarship Committee informed the council that scholarship applications are arriving and application deadline is Friday May 30, 2014.
- Staff Tuition Assistance Program is being reviewed. More information to follow.
- Staff Emergency Fund Task Force has sent recommendations to the President’s Office for review.

Old Business

Remember the Division of Administration Awards in Excellence ceremony on Thursday, June 26 at 2:00 p.m. in GSC 101A. The ceremony will be immediately followed by an ice cream social reception. All division employees are invited to attend.

New Business:

Closing Discussion:

- Motion from Steve Smith: To adjourn meeting. Motion approved. Meeting adjourned at approximately 10:15 AM.