Members Attending:
Marco Campos – Utilities & Energy Services
Babette Perkins – Environmental Health & Safety
Jesse Mendez – Utilities & Energy Services
Adrian Shepherd – University Police Department
Gina Miller – Utilities & Energy Services

Members Absent:
Jennifer Bomnskie – University Risk & Compliance / Office of Safety & Security
Cindy Ishaq – Transportation Services
Steve Smith – Facilities Coordination / Annenberg Presidential Conference Center
Mary Wilson – Transportation Services

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

Guests Attending:
Tamara Carpenter – TS (for Mary Wilson)
Joe Mancha – URC (for Jennifer Bomnskie)

Introductions and Welcome
- Meeting began at 9:05 a.m. and was facilitated by Vice Chair Babette Perkins.
- Introduction of Tamara Carpenter from Transportation Services, attending for Mary Wilson.

Approval of Minutes:
- Motion from Marco Campos to approve minutes. The motion was seconded by Jesse Mendez.
  o Vote: unanimous in favor
  o Motion carried and May 28, 2014 meeting minutes were approved.

Administrative Report by Jane Schneider:
- Construction updates discussed:
  o Engineering Research Building at Research Park is ongoing.
  o West Campus Housing / White Creek Apartments is ongoing.
  o Several parking lot renovations ongoing.
  o Joe Routt / Throckmorton St. improvements ongoing. This area still closed.
- FY15 Budget Phase 2 is July 2-24. 3% merit pool approved. 2% to be centrally funded, with departments self-funding the other 1%. There will be no across-the-board merit.
- Salary savings are being swept monthly and moved to an account in the President’s Office to support the academic core mission of the university.
- Transition Team is still meeting to look at issues related to the merger of the Divisions of Finance and Administration. The team is coming to the end of its process and will deliver a set of recommendations to VP Crain soon.
- Transportation Services (June Hood) recently received a national marketing award.
- Wellborn Road Grade Separation project recently received a design award.
Sbisa is undergoing renovations and will reopen in the fall.
- SSC is experiencing staffing issues.
- HR is currently working with a consultant to review titles and compensation levels to ensure TAMU’s alignment with the local economy.

**Benefits Report:**
Sarah Tobola was unable to attend but provide the following updates:
- Annual Enrollment is July 1-31.
  - Encourage attendance at the benefits fairs on 7/14 & 7/15 from 10:00-2:00 in GSC 101A,B,C. This is the time to get important information about the plans and have individual questions addressed by the insurance carriers. Venders will have give-away items and PerksConnect will have local businesses in attendance that offer discounts to employees.
  - Annual enrollment benefit plan design change to the dependent life will make it critical that the tobacco user flag is verified/updated for dependent spouses not currently enrolled in health insurance. The dependent life rate will now be based on the dependent age and tobacco user status instead of the employee age/tobacco user status as previously calculated.
  - Employees will receive an email notification once iBenefits is available for annual enrollment
  - Premiums and annual information is available on website: [http://employees.tamu.edu/benefits/annual-enrollment/](http://employees.tamu.edu/benefits/annual-enrollment/).
    - Jane Schneider added that we should expect no radical changes to premiums in FY15.
- Scott & White is processing the backlog of claims with BCBS which should allow enough time for the process to fully complete and the completion to be recorded at System Office before the FY15 premiums are calculated.
- HR Express newsletter and Benefit Briefs were recently distributed.
- Will be able to see the wellness exam information based on current information received by System Office in the benefits overview in iBenefits. Reminder, it typically takes about 60 days for the entire process to complete, so if the claim was recently submitted to BCBS, the information will to be reflected yet in iBenefits.
- The 2014-2015 performance plan is now available to set the goals and objectives for 2014-2015 review period. Supervisors are encouraged to have discussions with employee and then create the plan online in PATHways. Employee will acknowledge the plan after the supervisor completes the plan as documentation.

**University Staff Council Report by Toni Eubanks:**
- USC met on June 17, 2014.
- Anne Mayer from Employee and Organizational Development (EOD) gave a presentation about the programs and goals of their department. When employees are successful, A&M is successful. The programs they offer include technology training, professional development, certificate programs, coffee conversations, competency-based program, group leadership forum, and leadership institute. They do classroom training as well as online training. They do training and development for employees individually and for organizations (retreats, workshops, etc). Jane Schneider added that the courses offered by EOD are very worthwhile and can be viewed at [http://training.tamu.edu/courses/](http://training.tamu.edu/courses/).
- Dr. José Bermúdez, Dean of Liberal Arts and Chair of the Leadership Steering Committee, discussed the committee’s role in regard to the Pricewaterhouse Cooper (PwC) audit. The committee’s role is to offer recommendations, then the President will make the final decisions (Chancellor and Regents have placed implementation of report at Dr. Hussey’s discretion). Neither party is planning to recommend large sweeping changes. The hiring freeze gives us an opportunity to reflect and reallocate as necessary without making across-the-board cuts. Hiring freeze and salary sweep has saved $0.5 million in the first month. The committee is meeting weekly, and their full report is due to the President in August (should be available to employees very soon after completion). Dr. Hussey will then present it at the Board of Regents meeting in September. Communication is important to Dr. Bermudez and they are working on getting a website up that will allow employees to read committee updates as well as offer suggestions to the committee.

- The Staff Scholarship Committee is in the process of reviewing 35 applications. They will meet June 27th to review application and essays, and will notify the recipients by the 2nd week of July.

- USC Tuition Assistance Program is being reviewed. Dr. Hussey requested more information.

- USC meetings are open to anyone who wishes to attend. Next meeting is July 15 at 8:30 am in the Houston Building Room 110. Parking is available in the unnumbered lot beside the Houston Building.

Old Business

- Reminder about 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. Congratulations were given to EAC member Adrian Shepherd who received a team award.

New Business:

- Babette Perkins: Environmental Health & Safety is looking forward to the Injury Reduction Program’s team leader seminar at the end of July. The program received approval to continue providing safety awards in FY15. Everyone did a great job this past year and the university experienced a great reduction in the number of lost-time injuries.

- Toni Eubanks: As of June 1st, Easterwood Airport is officially managed by Astin Limited. Visitors to the airport may notice a few changes associated with the change in management.

- Jesse Mendez: offered to invite one of his staff members to attend EAC meetings and take minutes for the group. EAC members indicated approval as meetings are open to all and expressed their appreciation.

Closing Discussion:

- Motion from Adrian Shepherd to adjourn meeting. The motion was seconded by Jesse Mendez.
  - Vote: unanimous in favor
  - Motion carried and meeting was adjourned at 9:35 a.m.