Division of Finance and Administration
Employee Advisory Committee
July 30, 2014 Minutes

Members Attending:
Babette Brock – Environmental Health & Safety
Marco Campos – Utilities & Energy Services
Cindy Ishaq – Transportation Services
Jesse Mendez – Utilities & Energy Services
Gina Miller – Utilities & Energy Services
Steve Smith – Facilities Coordination / Annenberg Presidential Conference Center
Mary Wilson – Transportation Services

Members Absent:
Jennifer Bomnskie – University Risk & Compliance / Office of Safety & Security
Adrian Shepherd – University Police Department

Ex Officio Members Attending:
Jane Schneider – Office of VPFA
Jennifer LeGrellec – University Staff Council
Ashley Skow – Office of VPFA

Guests Attending:
Susan Russell – Utilities & Energy Services

Introductions and Welcome
- Meeting began at 9:00 a.m. and was facilitated by Vice Chair Babette Perkins. Jesse Mendez introduced Susan Russell from UES who volunteered to take minutes.

Approval of Minutes:
- Motion from Jesse Mendez to approve minutes. The motion was seconded by Marco Campos.
  o Vote: unanimous in favor
  o Motion carried and June 25, 2014 meeting minutes were approved.

Administrative Report by Jane Schneider:
- **FY15 Budget Phase 2**: Complete. Employees should receive FY15 salary notification letters by mid-August which will give information on any merit increase.
- **Fall Semester**: Latest projection of incoming Freshman class is 10,400. Two hundred new Faculty are expected.
- **Construction updates**: Coke / Throckmorton St. improvements ongoing. Completion should be August 15
- **Potential Campus Event**: There is talk about hosting a presidential debate here on our campus next year.
- **President and Vice-President Offices**: Moving into JK Williams building on August 18, 2014.
- **Residence Hall Move-In**: Res Life is seeking volunteers for Sunday, August 24, 2014. If interested, please sign-up early; please visit [https://reslife.tamu.edu/moveinAssistance](https://reslife.tamu.edu/moveinAssistance) for more information.
- **Annual Enrollment**: End of July is the due date. Please contact HR Representative if need assistance.
- **Aggiebuy: Caterers:** Will soon have the capability to select a caterer, including Chartwells, through Aggiebuy. Use of AggieBuy for catering is not required.

- **Emergency Response Team Simulation Exercise:** scheduled for July 30, 2014 from 8am-noon at Veterinary Medicine Administration Building, if in the area, please drive with care.

**Benefits Report**

Sarah Tobola was unable to attend but provided the following updates:

- Annual enrollment closes on 7/31 and employees wishing to make updates should ensure that their iBenefits document is in a submitted-valid status before the close of annual enrollment if they want to change coverage or reenroll in a flexible spending account.
- Changes made during annual enrollment are effective 9/1/14.
- Reminder – TRS member contribution rate will increase from the current 6.4% to 6.7% effective 9/1/14 as part of legislation passed last legislative cycle. Future phased increases are FY16 to 7.2% and FY17 to 7.7%.
- Employees should check (and have their spouse check) to ensure that their wellness exam information is updated in Blue Access for Members account and will be used to determine premiums for September (whether or not the additional $30 premium will apply).
- The ACA measurement period will begin 8/1/14 instead of 9/1/14 as previously expected.
- Employer contribution for insurance premiums will be available 1st of the month following 60 days of employment for employees hired 9/1/14 or later. Additional details will be forthcoming.

**University Staff Council Report by Jennifer LeGrevellec**

- Bob Perez with University Libraries gave a presentation at the last USC meeting on the many items that employees are able to borrow, such as movies, cds, projectors, cameras, e-readers. The Library has a podcasting room with green screen available for use, as well as a viewing room with 90” tv that seats 40 people. For more information, visit the website: [http://library.tamu.edu/services/media-reserves/index.html](http://library.tamu.edu/services/media-reserves/index.html)

- The Staff Scholarship Committee reviewed 35 applications and awarded 21 scholarships for the 2014-2015 academic year. The award amount is listed:
  - 12 $1500.00 ($750.00 Fall & $750.00 Spring)
  - 3 $1000.00 ($500.00 Fall & $500.00 Spring)
  - 4 $750.00 ($750.00 Fall)
  - 2 $500.00 ($250.00 Fall & $250.00 Spring)

- The Work-Life & Benefits committee is still working on the Staff Emergency Fund application and documentation requirements. The fund will not be part of the SECC campaign this year, but will hopefully be added next year.

- The President’s Office is still considering the proposed Staff Tuition Assistance program.

- Savings from the hiring freeze and sweep of salary savings is $1.2 million as of June.

- Jennifer LeGrevellec from Transportation Services was elected Chairperson for 2014-2015 and Toni Eubanks from Environmental Health and Safety was elected Vice-Chairperson.
· Lisa Blum and Jennifer LeGrevellec will serve as the staff representatives on the PwC Advisory Committee. The committee will begin meeting during the first week of August.

**Old Business**

- The Division of Administration Awards in Excellence ceremony was held on Thursday, June 26 at 2:00 p.m. in GSC 101A. The ceremony went very well and was well attended. Congratulations to the Division of Administration employees who were recognized.
- Members asked for an update on the intersection improvement project Wellborn Road and F&B Road. VPFA staff will inquire about this. *UPDATE: The City of Bryan is working to obtain the necessary permits. Construction is expected to begin in about three weeks (end of August).*
- Members asked if there were any updates on the smoking guidelines, and VPFA and EHSD staff answered that they are not aware of any updates. The group held a discussion on the challenges associated with enforcing these policies.

**Closing Discussion:**

- Motion from Jesse Mendez to adjourn meeting. The motion was seconded by Steve Smith.
  - Vote: unanimous in favor
  - Motion carried and meeting was adjourned at 9:55 a.m.