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

Members Absent:
Mary Wilson – Transportation Services
Gina Miller – Utilities & Energy Services
Marco Campos – Utilities & Energy Services

Ex Officio Members Attending:
Sarah Tobola – Benefits Services
Karen Bigley – Office of VPA
Ashley Skow – Office of VPA
Merna Jacobson – Office of VPA
Jennifer LeGrévellec - University Staff Council

Guests Attending:
Austin Horne - Environmental Health & Safety
Allen Hammack – Utilities & Energy Services (for M. Campos)

Introductions and Welcome

Approval of Minutes:
- No suggested changes
- Motion from Babette Brock: To approve minutes. Adrian Shepherd seconds the motion.
  o Vote: unanimous in favor
  o Motion carried and May 29, 2013 meeting minutes were approved.

Administrative Report by Karen Bigley:
- Division of Administration Awards in Excellence Luncheon on Wednesday, June 26, 2013 from 11:30a – 1:30p at the MSC.
- University Staff Council has elected Toni Eubanks to represent the departments of University Risk & Compliance, Office of Safety & Security, Environmental Health & Safety, and University Police.
- The Strategic Plan is in motion. Strategic Action Teams will meet next week and roll out action steps.
- Budget Phase 1 process is complete. The determination on the merit pool is awaiting review by the Board of Regents.
- WEAVEonline has begun tracking and has entered goals. For information, visit http://assessment.tamu.edu/weave/weave_index.html
- Employee & Organizational Development has developed new “onboarding” procedures including a pre-employment video and a website with new tools for hiring supervisors.
  o Division of Administration will release a pre-employment video soon.
- System Administration Review has been narrowed to a couple of firms.
- Health Science Center & Texas Wesleyan University Law School mergers are moving ahead
- Be mindful of the high volume of visitors on campus due to New Student Conferences, sports camps, visiting families, other events, and more.
Benefits Report by Sarah Tobola:
- REMINDER! Annual enrollment is open during the entire month of July. DO NOT wait until the last minute. Changes made will take effect on September 1.
- Total benefits plan cost has increased but there are no plan design changes that affect employees.
  o System office has offset premium increases with plan reserves. The out of pocket premiums will decrease for several employee tiers and all employees will pay less than originally anticipated without the additional System reserve funding.
  o State kicked in additional funding and percent of ERS funding increased (84% - 87%)
  o Employee-only coverage will be between $19 and $20 per month
- Benefit ‘fairs’ will be held on July 16 & 17 from 10:00a – 2:00p.
  o PerksConnect will attend the benefit fairs and has already secured 72 local discounts, in addition to many national discounts as well as their optional coverage plans
- TRS Bill passed in both the House of Representatives and the Senate and will take effect in September 2014.
  o Interest on accounts will be reduced from 5% to 2% (applies to withdrawals only)
  o Employee contributions will undergo a phased increase: (6.4% for FY14, 6.7% for FY15, 7.2% for FY16, 7.7% for FY17).
  o Change to eligibility requirements for a normal age, unreduced annuity - Individuals not vested with TRS on September 2014 will now need to reach are 62 when qualifying for retirement eligibility under the ‘rule of 80’. The retirement annuity will be reduced for each year the individual retires younger than age 62. Employees with 5 years of TRS service credit on September 1, 2014 are “grandfathered” and will remain under the current eligibility rules. Legislation impacts eligibility for TRS retirement and does not change the eligibility criteria for Texas A&M System retiree status.
    ▪ Expect direct communication of this next week
  o The changes to the “certified other” did not go through and will remain at the current level of ½ of the employee’s eligible employee only contribution level.

University Staff Council Report by Jennifer LeGrévellec:
- University Staff Council Open Forum will be on Friday, June 21, 2013 from 1:30p to 2:30p in Rudder Theater. The theme is “University Moving Forward” and all staff members are invited to attend.
  o Topics will include the HSC & Texas Wesleyan merger, merit increases, and the legislative session
- USC is reviewing 28 eligible scholarship applications and plans to issue 16 to 20 scholarships.
- TAMU Sea Grant’s aquarium, “Aglantis”, in lower level of the MSC will be getting a live-feed camera.
- USC requests a list of recognitions, from division-level to national-level, for their annual report.
  o Please send this information to Karen Bigley or Jennifer LeGrévellec
- “Advance Group” is a new effort to improve staff/faculty relations. They are seeking information on staff council memberships for a pool of potential future representatives in their group.
Report on prior month’s meeting:
- Staff requested a tuition reduction but funding was insufficient to grant the request.
- Staff requested insurance for same-sex partners. This is governed by the legislature and cannot be approved by USC or other local entities.
- The new Chief of Police is being selected. The committee must wait the minimum required duration for online job postings before reviewing applicants.
- A staff emergency fund has been proposed to aide staff and faculty with temporary financial hardships.
  o Modeled off a UT program that takes in and gives out about $20K annually (in $1K awards)
  o A survey is expected on Friday, to gauge interest in the program
  o The President’s Office, SECC, and TAMU Foundation may assist the effort
  o Automatic Payroll Deduction would likely be available for employees to donate regularly
- Staff requested parking rates be based on longevity, salary, or some combination of those factors.
  o Transportation Services generally disagrees with the idea due to lack of state funding and other concerns.

Old Business:
- Reviewed donations for Division Awards Luncheon door prizes and discussed possible additions as well as how to best combine smaller donations
- Door prizes will be drawn in 3 rounds: once everyone is seated, once after awards, and once near the end of the event.
  • Winners must sign for any prize from Environmental Health and Safety.
- One donation, from Home Depot, must be redeemed within a few days of the event.
- VP’s office also authorizes purchase of 2 to 3 additional door prizes, each under $100.
- Volunteers from EAC will hand out tickets as guests arrive and will assist in identifying prize winners.
  o Volunteers should arrive between 10:30a and 11:00a.
  o Ashley Skow will provide name badges to identify EAC members
  o EAC members will sit together and assist where needed throughout the event
  o Babette Brock volunteers to announce the door prize winners.
- Committee will invite Darrell and Toni to the luncheon.
- Committee discussed future events and door prizes. Some donations require requests far in advance.
  o Plan to write request letters in the fall for tickets to Schlitterbahn, Renaissance Festival, etc.
- Note: Outsourcing has reduced expected luncheon attendance from 1400 people to 500 people.

New Business:
- The Division of Administration has decided to extend the Injury Reduction Program to all departments.
  o This is part of the Strategic Plan discussed in Karen Bigley’s Administrative Report.
  o Contact Babette Brock for information on the program or to enroll your department.
  o Please raise awareness and acceptance of this program within your departments.

Closing Discussion:
- Motion: To adjourn meeting. Seconded, carried, and meeting adjourned at approximately 10:15a.