Members Attending:
Babette Brock – Environmental Health & Safety
Justin DeSola – Transportation Services Services
Cindy Ishaq – Transportation Services
Marcos Campos – Utilities & Energy Services
Jesse Mendez – Utilities & Energy Services
Adrian Shepherd – University Police Department
Steve Smith – Facilities Coordination/ Annenberg
Presidential Conference Center
Mary Wilson – Transportation Services
Gina Miller – Utilities & Energy Services

Members Absent:
Jennifer Bomnskie – University Risk & Compliance/
Office of Safety & Security
Ex Officio Members Attending:
Sarah Tobola – Benefits Services
Karen Bigley – Office of VPA
Ashley Skow – Office of VPA
Jane Schneider – Office of VPA
Daryl Petersen - University Staff Council

Introductions and Welcome

Approval of Minutes:
- No suggested changes
- Motion from Justin DeSola: To approve minutes. Steve Smith seconds the motion.
  - Vote: unanimous in favor
  - Motion carried and June 19, 2013 meeting minutes were approved.

Administrative Report by Karen Bigley:
- Division of Administration Awards in Excellence Luncheon was a success! The band was great and will be tough to replace for next year’s event.
- State of the Division Address will occur on August 29, 2013.
- The first week of classes has returned heavy traffic to campus and surrounding areas. Also, expect extremely high volume of guests for football games, especially against Alabama. The football schedule is intense with many back-to-back home games.
- Wellborn/Old Main grade separation project is nearing completion. The passageway is now open for pedestrian and vehicle traffic, including Aggie Spirit buses. Wrap-up expected in mid-September.
- G. Rollie White Coliseum is nearly completely demolished; 10 or 15 days of work remain.
- Health Science Center has officially rolled into the university. Combined with Texas A&M School of Law, the university system has 13,000 graduate students.
- The 7 Strategic Initiative Action Teams continue to make progress on their goals.
- Academic Convocation to occur on Friday, August 30, 2013.

Benefits Report by Sarah Tobola:
- New fiscal year effective September 1. Deductibles “reset to zero”.
- New premiums are in effect.
ID cards are only sent for new enrollments, new plans, or new carriers. Policy-holders may request additional cards. Cards are not specific to dependent and show only the policy holder’s name.
  - Find this through the insurance carrier contact section of HR Connect.
  - Path: “Benefits Data” > “Contact Summary”

Reminder to review coverage and enrollment and contact Benefits Services immediately if a discrepancy is found between current and intended coverage.

Upcoming events include:
  - Annual Retirement and Financial Planning Fair on October 1
  - Flu vaccinations on October 29 & 30
  - Health and Wellness Fair on November 12

Next edition of the HR Express newsletter will be published around September 20.

Last HR Express featured an article about the new employee discount program. The program rolled out in July and currently has over 1400 enrolled and 136 local discounts are offered in addition to national discounts. This program is available to all TAMUS employees and there is an easy phone “app” available.

No new information available on the Affordable Care Act at this time.

**University Staff Council Report by Daryl Petersen:**

- A forum with President Loftin was held on July 21, 2013
  - A link to the archive video is available on the USC website.
    - [http://staff.tamu.edu/USCHome/Presentations.aspx](http://staff.tamu.edu/USCHome/Presentations.aspx)
  - Health Science Center and Law School mergers discussed.
  - Proposal for merit raises was discussed (now approved).
  - Loftin interested in backing the Staff Emergency Fund (still in planning stages).
    - A link to SECC also discussed.
  - Loftin will step back into academia and USC will continue to move forward as a new president is selected.

- USC had a booth at the HR Benefits Fair to promote the group. USC also represented at new employee orientations.

- 20 staff scholarships were awarded.

- New bylaws and procedures will be established to include the HSC and Law School additions.
  - These groups have been invited to participate in USC.

- More information and specifics will be available once university committees resume activities following a break over the summer.

**No Old Business**

**New Business:**

- Lot 88 RV Parking: how to prevent skateboarders and other visitors from getting inside the GSC when building must be unlocked for testing?
Division of Administration
Employee Advisory Committee
August 28, 2013 Minutes

- Security needs to be responsibility of the building’s employees who will be there. Suggest having someone stationed at the doors to prevent unauthorized access.
  - Campus Safety Awareness Week – September 10 through September 12
    - Sidewalk CPR, property engraving, firefighters, free pizza, theft, personal safety, and other events at Simpson Drill Field, Rudder Plaza, MSC, and near the Zone.

Closing Discussion:
- Motion from Adrian Shepherd: To adjourn meeting. Seconded by Justin DeSola, carried, and meeting adjourned at approximately 9:45a.