Divison of Administration  
Employee Advisory Committee  
September 25, 2013 Minutes

Members Attending:  
Jennifer Bomnskie – University Risk & Compliance  
Office of Safety & Security  
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  
Mary Wilson – Transportation Services  
Gina Miller – Utilities & Energy Services

Members Absent:  
Steve Smith – Facilities Coordination Annenberg Presidential Conference Center

Ex Officio Members Attending:  
Sarah Tobola – Benefits Services  
Karen Bigley – Office of VPA  
Toni Eubanks – University Staff Council

Guests Attending:

Introductions and Welcome

Approval of Minutes:
- Jesse Mendez was listed as attending, but was absent.
- Motion: To approve minutes. Seconded.
  - Vote: unanimous in favor
  - Motion carried and August 28, 2013 meeting minutes were approved.

Administrative Report by Karen Bigley:
- Strategic Action Teams reported solid progress
  - Unlike some plans of this nature, the recommendations were not shelved but kept in motion.
  - Team is meeting often, more updates to follow.
- Dr. McClendon sends his appreciation for staff efforts with 4 consecutive home game weekends.
- Price Waterhouse Cooper is performing an administrative review.
  - ~1300 supervisors have been asked to survey their employees by assigning time and effort to responsibilities (i.e. 30% of time devoted to task “A”, 40% of time devoted to task “B”)  
  - The effort is compiling data on most positions  
  - The report will be completed by December 31, 2013.
- Climate assessment survey is under analysis
  - Survey responses are confidential, Dr. Bergman is reporting themes and trends directly to Dr. McClendon  
  - Information will be released soon and will result in action plans
- State of the Division Address went well and had a good crowd
  - Suggested improvements include: improved timing (many departments were busy), more variety of beverages
- Friday begins SOAR – “Starting Off Achieving Results”
  - Division-wide orientation for new employees, including campus tours  
  - Afternoon tour is already full and there is a waiting list for a second tour  
  - Orientation sessions still have space
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- This orientation is specific to our division and separate from the TAMU NEW program
  - John Happ, Aviation Services, has retired and a reception will be held on October 10, 2013.
  - Search for new Chief of Police has been narrowed to 3 candidates.
  - SECC is underway. The goal is participation from each employee. Contact department representative to learn how you can help.
  - Institutional assessment underway
    - First phase wrapped; second phase opens on October 1, 2013.
- Campus Sustainability Day is October 23, 2013 from 10a until 2p in Rudder Plaza
  - Performance at noon
  - More information can be found on the Sustainability website
- G. Rollie White coliseum demolition has progressed faster than expected.
  - Started installation of supports for new structure

**Benefits Report by Sarah Tobola:**
- You’re invited to attend the Financial Planning Fair on Tuesday, October 1, 2013.
  - TRS will be in attendance and presenting from 3p until 5p
  - Register through TrainTraq
- Premiums for new fiscal year are now showing up on payroll
- HR Express is back in publication
  - This is geared for direct communication with employees
- Flu shots will be given free (billed) with insurance cards on October 29 and 30, 2013.
  - 8a to 5p on both days
  - $25 cash option
  - Open to dependents
  - Several methods for administering the vaccine
  - Expect more communication to follow
- Health and Wellness informational on November 12, 2013
  - Many organizations and screenings available

**University Staff Council Report by Toni Eubanks:**
- Statue is planned to commemorate OPAS, will be placed between Rudder and Koldus
- Transportation Services Advisory Committee working to update technology
  - License plate recognition now in some lots, include the Rec’s Lot 104
  - Rumor of Kyle Field parking garage

**No Old Business**
- Campus Safety Awareness week was a success!
  - High attendance to the “dorm burn” presentation
  - Lower turnout to trainings, as expected, due to busy week on campus
- New Campus Safety Cards are out and available. Get them!
New Business:
- Transportation Services celebrates 25 years.
- Concern about early morning game day staff:
  - Gate staff were not visible to early morning delivery driver, combined with rain, led to a near-miss situation
  - Advised to contact Lynn Wiggs, Transportation Services Special Events
- National Night Out on Tuesday, October 1, 2013 at Hullabaloo Hall
  - Food, activities, and door prizes
- Stream Clean event October 12, 2013 through Environmental Health and Safety
  - Free t-shirt for participants

Closing Discussion:
- Motion from Babette Brock: To adjourn meeting. Seconded by Justin DeSola, carried, and meeting adjourned at approximately 9:38a.