Division of Administration
Employee Advisory Committee
October 30, 2013 Minutes

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
Gina Miller – Utilities & Energy Services
Jennifer Bomnskie – University Risk & Compliance
Office of Safety & Security

Members Absent:
Mary Wilson – Transportation Services
Steve Smith – Facilities Coordination Annenberg
Presidential Conference Center
Marco Campos – Utilities & Energy Services

Guests Attending:
Ex Officio Members Attending:

Introductions and Welcome

Approval of Minutes:
- Motion from Babette Brock: To approve minutes. Adrian Shepherd seconds the motion.
  - Vote: unanimous in favor
  - Motion carried and September 25, 2013 meeting minutes were approved.

Administrative Report by James Massey:
- Dr. McClendon’s resignation date is October 31, 2013. The Division of Administration will report to B.J. Crain, VP for Finance and Controller, until new leadership or structure is established. This change should only be felt by those who reported directly to Dr. McClendon.
- The administrative review is still in progress.
  - Supervisors submitted activity surveys, profiling time and effort.
  - 1st phase, which is review of TAMU and HSC, should be completed by the end of the year
  - 2nd phase will review other System agencies and parts
  - Goal of the review is to streamline operations, improve efficiency, and free up resources for teaching and research
- Mike Ragan has been selected as the new Chief of Police for the University Police Department.

Benefits Report by Sarah Tobola:
- Flu Shot Clinic, October 30-31, 2013, GSC 101A
  - Over 1000 flu shots administered in the first day offered!
  - Flu shots offered October 31, 2013 as well.
  - Covered on insurance – Free to most.
- Health and Wellness Fair, November 12, 2013, 9:00am-3:00pm in MSC Bethancourt Ballroom
  - Sessions and demonstrations abound!
  - Door prizes and grand prizes given.
  - Formal flyer for this event will be released next week.
- MindStream Consulting is continuing its comprehensive review of HR.
  - Will provide recommendations to Chancellor, leading to possible change in HR
- New performance review module, “Pathways to Success”, will roll out in November.
  - Additional goal-setting functions
  - More comprehensive overall
- Human Resources is making changes to its website, with a new design to be released in mid-November.
  The Aggie Answers feature has been removed and replaced with a comprehensive FAQ page.

**University Staff Council Report by Jennifer LeGrévellec:**

- Graduate student, Brodie Smith, exploring possible change to academic calendar to allow holiday on Wednesday before Thanksgiving.
  - 6 options proposed, future surveys will determine staff point of view
- Open forum with Chancellor Sharp on November 5, 2013 at 10:30a in Rudder Theater.
  - Email staff@tamu.edu to submit questions in advance.
  - Channel 20 broadcast for those unable to attend
  - Recording available afterwards at staff.tamu.edu.

**No Old Business**

**New Business:**

- President’s Meritorious Service Awards nominations now open, with nomination period ending November 14.
  - Award Ceremony and reception on February 26, 2014
  - More info at employees.tamu.edu
- Kyle Field construction lay-down and parking area has been established near Finfeather Rd.
  - 1500 – 2000 people working at peak times
- It was suggested to offer a special stress management training course for employees in the Division of Administration.
  - Employee Assistance Program (EAP) may offer specials sessions upon request.
  - James Massey to contact HR to determine feasibility.

**Closing Discussion:**

- Motion from Jennifer Bomskie: To adjourn meeting. Seconded by Babette Brock, carried, and meeting adjourned at approximately 9:38a.