Division of Administration  
Employee Advisory Committee  
November 27, 2013 Minutes

Members Attending:  
Babette Brock – Environmental Health & Safety  
Justin DeSola – Transportation Services  
Cindy Ishaq – Transportation Services  
Mary Wilson – Transportation Services  
Steve Smith – Facilities Coordination/ Annenberg Presidential Conference Center  
Marco Campos – Utilities & Energy Services  
Adrian Shepherd – University Police Department  
Gina Miller – Utilities & Energy Services  
Jennifer Bonnskie – University Risk & Compliance/ Office of Safety & Security

Members Absent:  
Jesse Mendez – Utilities & Energy Services

Ex Officio Members Attending:  
Karen Bigley – Office of VPA  
James Massey – Office of VPA  
Merna Jacobson – Office of VPA  
Jane Schneider – Office of VPA  
Ashley Skow – Office of VPA  
Darryl Peterson – University Staff Council

Guests Attending:  
Austin Horne – Environmental Health & Safety  
Susan Russell – for Jesse Mendez

Introductions and Welcome

Approval of Minutes:  
- Motion from Justin DeSola: To approve minutes. Babette Brock seconds the motion.  
  o Vote: unanimous in favor  
  o Motion carried and October 30, 2013 meeting minutes were approved.

Administrative Report by Jane Schneider and James Massey:  
- Division of Administration is still in a transition phase and continues to report to the VP for Finance and Chief Financial Officer. There is no new information regarding the reporting structure.  
- Administrative review is progressing. Anticipate completion by end of the calendar year.  
  o PricewaterhouseCoopers expects timely delivery although they are currently a week behind.  
  o Some of their recommendations are not specific, but direct further attention to a particular area.  
  o Additional internal work will be required before implementing PwC recommendations.  
  o The executive staff is preparing briefing papers regarding each division to present to the new president.  
- The outsourcing of the Airport is still in progress.

Benefits Report by Sarah Tobola (via email):  
- A Wellness Exam Initiative Q&A is in the works  
  o A physical exam, or “wellness check”, is required by June 30, 2014 to avoid premium penalties  
  o If the exam deadline isn’t met, a $30 per month premium penalty will be assessed for 12 months. This premium would apply to both the employee and a covered spouse, if both do not have the exam. So, if both do not have the exam, the penalty would be $60 per month, or $720 per year.  
  o Even if a wellness check is performed after that time, the penalties will still apply for the full 12 months
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- Recommend being specific with doctors to prevent insurance coding mix-ups. Be sure to state, “This is a wellness exam.”
- There is no co-pay for this exam. This is one way to know that your doctor is coding the exam properly for insurance.
- The intent in requiring these exams is to catch health problems early, keeping employees healthy, and helping to keep future insurance costs low.
- An FAQ document regarding this new initiative is being developed and will soon be released to employees.
  - Total Compensation Letters sent and you are encouraged to review this document
  - Reminder: Employees must be in paid status in the shift before and after a holiday for holiday pay eligibility.

**University Staff Council Report by Darryl Petersen:**
- Chancellor’s Open Forum available in video format at staff.tamu.edu.
- Send comments about the forum and/or proposed parking garages to staff@tamu.edu.
  - Comments will be passed along anonymously to President Loftin.
- New parking garages are taking precedence over pre-planned parking garages
  - Likely to increase parking rates across campus
- Transportation Services is willing to answer questions and meet with groups to discuss.
- USC chairperson is sitting on presidential selection committee but does not have a vote. Will report whenever possible.

**Old Business**
- Per James Massey, a stress management training course has been discussed with EAP but no definitive plans have been made.
- President’s Meritorious Service Awards will be held on February 26, 2014 at the Memorial Student Center

**New Business:**
- Reminder: Faculty and Staff Holiday Reception will be held on Monday, December 9, 2013, from 1:30p to 3:30p in the MSC Bethancourt Ballroom.

**Closing Discussion:**
- Motion from Adrian Shepherd: To adjourn meeting. Seconded by Jennifer Bomnskie, carried, and meeting adjourned at approximately 9:38a.