Division of Administration
Employee Advisory Committee
February 26, 2013 Minutes

Members Attending:
Babette Brock – Environmental Health & Safety
Brent Levens – Aviation Services
Adrian Shepherd – University Police Dept
Steve Smith – Office of Facilities
Coordination/PCC
Mary Wilson – Transportation Services

Guests Attending:
Billy Simmons – for Jennifer Bomnskie

Members Absent:
Jennifer Bomnskie – University Risk & Compliance/Office of Safety and Security
Marco Campos – Utilities & Energy Services

Ex Officio Members Attending:
Darryl Petersen – University Staff Council
James Massey – Office of VPA
Merna Jacobsen – Office of VPA
Karen Bigley – Office of VPA
Ashley Skow – Office of VPA

Approval of Minutes:
- Members reviewed the draft minutes of December 18, 2012. The minutes were approved with one minor change.

Administrative Report (James Massey):
- James Massey thanked everyone for being a part of the EAC committee. He welcomed and greeted the new members of committee.
- Staff of the Division Breakfast went well. Dr. McClendon reviewed the Division’s vision, mission statement, and core values. Representatives from throughout the division have been appointed to Strategic Initiative Action teams in order to implement the recommendations of the previous Process Improvement Teams.
- Construction and Project Updates were discussed.
  - Kyle Field stadium renovation work will begin this summer, pending Board of Regents approval in May, with the demolition of G. Rollie White and Read Building.
  - Administration Building renovation will begin June 2013.
  - Dulie Bell building is scheduled to be demolished as soon as all occupants are relocated.
  - Grade Separation at Old Main Drive and Wellborn Rd is scheduled for completion this year.
  - Bryan and College Station are coordinating traffic light improvements at the intersection of F&B Road and Wellborn Road. This should greatly improve traffic safety issues for employees who work at or near the General Services Complex.
- Law School and Health Science Center mergers are ongoing.
- Outsourcing at the regional Health Science Center locations (i.e. Baylor College of Dentistry) will take effect on March 1, 2013. Potential outsourcing of Easterwood Airport was discussed.
- James Massey thanked everyone for being patient and staying safe during the recent bomb threat incidents. He thanked everyone (UPD, Bryan/College Station personnel) that was involved in resolving the matter.
- Reorganization within the division: Chris Meyer, Assistant VP for Safety & Security, now reports directly to VP McClendon.
- Budget reallocation process is ongoing.
Benefits Report
- See attached email from Sarah Tobola.

University Staff Council (Darryl Petersen):
- Darryl gave a report that the council saw a presentation regarding the FitLife program, and the opportunities for staff to participate in fitness classes. Information is at FitLife.tamu.edu.
- USC is in the process of planning a forum for the summer and hopes to have Dr. Loftin as the guest speaker.
- USC is continuing to work on how to integrate representation from the Health Science and Law School after the merger.
- A slow moving vehicle committee recently completed its work and issued a report to Dr. Loftin, so we hope to hear results from that report soon.
- USC monthly reports are distributed to all division employees via email.

New Business:
- Proposed changes to the EAC bylaws will be discussed at the next meeting.
- New member elections will occur in April/May.
- EAC information is posted at vpa.tamu.edu.

The meeting was adjourned at 10:10am. The next meeting will be Tuesday, March 26, 2013.
Ashley,

The SEBAC meeting is also scheduled for tomorrow, so I will not be able to attend EAC. From a benefits perspective, there is not really any new to share. Here is a recap of a few things worth sharing/reminding people:

1. We are still targeting April 23 for an employee health & wellness fair.
3. America Saves week was last week – encourage employees to consider using the voluntary retirement plans to help save for retirement. Can start with as little as $25.00 per month. Easy and simple retirement savings through payroll deduction and can take advantage of pre-tax deductions.
4. This is a legislative year – so premium rates will typically be delayed until funding is determined around June timeframe. Also, System Office and Benefits Office are analyzing any bills that might have an impact on the benefit program.
5. SEBAC elections will kick-off soon during the Spring.
6. Working on Discount Program Vendor contract and targeting active plan for summer.

Thanks,

Sarah

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