Members Attending:
Jennifer Bomnskie – University Risk & Compliance/Office of Safety and Security
Babette Broc – Environmental Health & Safety
Marco Campos – Utilities & Energy Services
Adrian Shepherd – University Police Dept
Steve Smith – Office of Facilities Coordination/PCC
Mary Wilson – Transportation Services

Members Absent:
Brent Levens – Aviation Services

Ex Officio Members Attending:
Jennifer LeGrevellec – University Staff Council
Sarah Tobola – TAMU Human Resources
Jane Schneider – Office of VPA
Karen Bigley – Office of VPA
Ashley Skow – Office of VPA

Approval of Minutes:
- Members reviewed the draft minutes of February 26, 2013. The minutes were approved with one minor change.

Administrative Report (Jane Schneider):
- The TAMU System recently issued RFP’s for reviews on administrative structures and processes for all TAMU System entities. Responses to these RFP’s are due at the end of April. At this time don’t know how this might affect TAMU.
- The Health Science Center and Law School mergers are still moving forward, and projected to be completed by the end of the summer.
- SEBAC (System Employee Benefits Advisory Committee) elections are upcoming. Only update from most recent SEBAC meeting is for couples where both members work for TAMUS, the maximum amount that can be used to contribute toward other insurance coverage is reduced to $50. This is consistent with other state agencies.

Benefits Report (Sarah Tobola):
- Legislative session is still ongoing, but reports coming out of the session are hopeful that our out-of-pocket premiums will not increase this year.
- SEBAC nominations close April 1.
- Beginning January 2014, part-time employees will become eligible for benefits at 30 hours per week. Student worker eligibility is determined at the institution level.
- Employee Health & Wellness Fair is scheduled for April 23, 10:00 a.m. – 2:00 p.m. in the MSC Ballroom. Several vendors will be on-site to give information and conduct health screenings. More information to come.
- Shared services initiative for HR in Brazos County is still ongoing.
- Maximum contribution for Flex Spending Accounts will go from $4,800 to $2,500, effective 9/1/2013. This is mandated by the federal government.
- 9 Month Employees will soon receive information regarding payment for summer premiums.
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- Annual enrollment period will be July 1 – 31. Blue Cross Blue Shield is still the only health plan offered.

University Staff Council (Jennifer LeGrevelle)
- The Council on Strategic Budgeting has recommended a university-wide $10 million budget reallocation in FY14. The Division of Administration budget will be reallocated by $117,000. The $10 million will be set aside for strategic initiatives:
  - 50% for recruitment/retention, merit increases
  - 30% for facilities, deferred maintenance
  - 20% for IT and Libraries (wifi upgrades, journal subscriptions)
- Two cameras will be added at Kyle Field so that individuals can see real-time progress on the stadium reconstruction.
- The workplace climate survey is being analyzed.
- USC is in the process of planning a forum and is collecting suggestions from staff on possible topics/speakers.

Old Business:
- Bus shelters were installed outside the General Services Complex on Agronomy Road.

New Business:
- Proposed revisions to the EAC bylaws were discussed. The changes are primarily to update the language, remove items that no longer apply, and update the departmental groups represented on the EAC. It was also discussed that two additional members would be added for Transportation Services and Utilities & Energy Services, for a total of three representatives each, in order to better represent employees in these larger departments. Although University Police Department is a large department, it will keep only one representative at this time. The EAC unanimously voted to approve these changes to the bylaws.
- New member elections will occur in April/May.
- EAC meetings will be moved from the last Tuesday of each month to the last Wednesday of each month at 9:00 a.m. in order to better accommodate Dr. McClendon’s schedule.
- Steve Smith received an employee comment that there were no prizes offered for completion of the recent staff survey, while the faculty survey had several drawings for iPads. Sarah Tobola agreed to look into this since HR distributed the staff survey.
- Steve Smith received an employee comment that the Office of Facilities Coordination (FCOR) often receives calls from employees who need to talk with Facilities Services regarding a maintenance issue, but since the outsourcing they are confused about who to call. Jane suggested that Steve work through his department head, who would then work with James Massey to contact Ralph Davila’s office (Contract Administration) to inform them of the confusion regarding contacting Facilities Services/SSC.

The meeting was adjourned at 9:57am. The next meeting will be Wednesday, April 24, 2013.