Division of Administration
Employee Advisory Committee
August 28, 2012

Members Attending
Jennifer Bomnskie  Brent Levens  Steve Smith  Mary Wilson

Members Absent
Marco Campos

Guests

Ex-Officio Members
Ashley Skow  James Massey  Karen Bigley  Sarah Tobola
Merna Jacobsen  Rose Berryhill (USC)  Jennifer LeGrevellec (USC)

Introductions
Jennifer Bomnskie welcomed Rose Berryhill and Jennifer LeGrevellec from Transportation Services. Rose is currently a University Staff Council representative whose term expires at the end of August, and Jennifer will replace her on the University Staff Council beginning in September.

Approval of Minutes
Members reviewed the draft minutes of the July 31, 2012 meeting. The minutes were approved with a few minor corrections.

Administrative Report
Karen Bigley reported that there is a good possibility that the Health Science Center will be moving back under the university’s administration, and many university officials are working to facilitate that potential transition. James added that the outsourcing agreement has been signed and now Compass and the university are working through that transition. For now, it is business as usual in terms of reporting things and submitting work requests. He added that construction is wrapping up on the Liberal Arts, Arts & Humanities building. There are many construction projects on campus and Karen is working to draft a construction update for the campus community. Billie Davis will be retiring at the end of the month, and a reception will be held for her on Thursday, August 30th from 3:30-5:00 pm in Rudder Exhibit Hall. All are invited to attend.

Benefits Report – Sarah Tobola
September 1st is the beginning of the new benefit plan year and deductibles will reset. Employees will not see their FY13 coverage reflected in HRConnect until September 4th. Blue Cross Blue Shield offers a $50 deductible credit for employees and their dependents (age 18+) who complete an annual health assessment, as well as a $50 deductible credit for employees and their dependents who have an annual well-check. More information about this program can be found at bcbstx.com. Sarah noted that there are still some individuals (many of them retirees) who have not yet designated their tobacco user status,
and HR is working to contact them. The final dependent verification audit will be conducted in the fall for dependents on dental, vision, and dependent life coverage that have not yet been verified. This will affect about 2000 employees System-wide.

**University Staff Council Report** – Rose Berryhill
Rose distributed a briefing from the last USC meeting on August 21, and encouraged any interested employees to attend USC meetings. She added that the Association of Former Students will no longer be funding the years of service pins, which cost about $10,000 per year. USC would like to obtain feedback to determine if the pins are important to staff and the university should seek other funding for the pins, or if there might be some other form of recognition that staff would prefer. Please speak with employees in your departments and send feedback to Jennifer LeGrelle at jenniferl@tamu.edu.

**Old Business**
**Spence Street Signal:** Karen noted that there is already a traffic signal at University Drive and Spence Street, and Steve clarified that there is no protected left turn signal at this light to be able to turn left onto Spence from University. Karen will follow up with Transportation to see if there are plans to add a protected left turn signal.
**Bus Stop Shelters on Agronomy:** Karen updated that Transportation Services does not currently have a timeline for installing the covered bus shelters along Agronomy Rd, and noted that because of the interior lobby and overhang, there is no covered bus shelter planned for the bus stop at the General Services Complex. Steve asked if there was a possibility to add a bench at this bus stop. Karen will check with Transportation.
**Appreciation Luncheon:** EAC members noted that employees loved the division appreciation luncheon on August 15. The food, music, and door prizes were enjoyed and all employees appreciated having the time to relax.

**New Business**
**Structure of EAC:** Now that the outsourcing has taken place, Karen asked the EAC members for their thoughts on the EAC structure and if any changes in format or membership should be made. She added that her office is working to add one representative for University Risk & Compliance and Environmental Health & Safety Department, and one representative for University Police Department. Additionally, Jennifer Bomskie’s department is now a part of EHSD, but she suggests keeping Jennifer as an At Large member of the committee. Brent and Mary both added that they feel that it is important that the EAC continue to meet to keep the line of communication open, so employees can hear what’s going on in the division and university and their issues/concerns can be brought forward as needed. Brent volunteered to serve as EAC Secretary if needed. EAC members were asked to think about the current EAC representation and membership and be ready to discuss their thoughts and suggestions at the next meeting.

The meeting was adjourned. The next EAC meeting is scheduled for Tuesday, September 25 at 9:00 a.m. in 228 Williams Administration building.