Approval of Minutes:
- Members reviewed the draft minutes of November 27, 2012. The minutes were approved with no changes.

Benefits Report (Sarah Tobola):
- Sarah stated that Blue Cross Blue Shield website is being updated on January 1, 2013. It will help employees understand their benefits better and what is offered to employees. There will be an advanced “Provider Finder” feature that is integrated with the TAMU plan, and also an opportunity for employees to research hospital, doctor and customer reviews, and estimate out of pocket costs.
- “HR Express” is a new employee newsletter that goes out to employees three times a year. (January, May, and September)
- The Medco formulary will be updated, effective January 1, 2013. There is a small portion of employees who were impacted by medication that is no longer being covered, and these employees were notified directly.
- Scott and White Health System announced its merger with Baylor. TAMU should not see any changes.
- The dependent audit is complete.

University Staff Council:
- There was no update from USC.

Old Business:
- Membership: Jennifer was voted to continue to be a member of the EAC until her term ends in May, representing University Risk & Compliance and the Office of Safety & Security. Elections for representatives from University Police Department and Environmental Health & Safety are ongoing.
Administrative Report (Rodney McClendon):
- The VP for Administration’s Leadership Team had a retreat off campus for two days to look at the origins of the division, revise the division’s mission, vision, and goals, and discuss the importance of diversity.
- On January 29, there will be a State of the Division Breakfast in the MSC Ballroom from 8:30a – 10:00a. Every Division of Administration staff member is encouraged to attend. This will become an annual event, where Dr. McClendon will speak and state where we are as a division and share vision, mission and the future of the University. One item we will be focusing on this year is how to market the division and let everyone know what a great job we do.

New Business:
- President Loftin sent out a memo to remind everyone to make sure computers and lights are turned off when not being used and during the break in December in an effort to save as much energy as possible over Winter Break.

The meeting was adjourned at 9:55am. There will be no EAC meeting in January due to the State of the Division Breakfast. The next meeting will be Tuesday, February 26, 2013.