Employee Advisory Committee  
Division of Administration  
January 31, 2012

Members Attending
Jennifer Bomnskie       Marco Campos       Arlin Garcia      Steve Smith  
JC Odom                      Robert Martinez    Brent Levens  
Daniel Martinez            Vickie Maxey       Chris Kurtz       Alicia Rodriguez  
Rosemary Holmon

Members Absent
Mae Crain  Alan Skains          Sarah Shivers     Sylvia Ware

Ex-Officio Members
Jane Schneider       Ashley Skow       Ada Green       Karen Bigley      Mary Fran Troy
James Massey

The members reviewed the minutes. A motion was made to approve them and it was seconded then all members voted to approve the minutes.

Administrative Report

Jane Schneider reported on Continuous Improvement Teams that have been meeting. University Dining survey went out to faculty, staff and students to get feedback. On the survey it asks if you are on campus or not so employees should pick on campus so they can continue the survey. If they choose off campus then the survey will not allow you to continue. A Budget Working Group has been formed to prioritize funding requests and look at other budgetary issues. The committee is made up of various representatives throughout the Division, including Daniel Martinez from EAC.

Benefits Report

Ada Green reported that Scott and White Insurance plan has contracted with the College Station Medical Center to provide hospital services beginning February 1st. St. Joseph Hospital will be accepting Scott and White patients only through April 30 when the contract expires. A statement was made that employees could still go to the hospital closest to them in emergency situations. Ada reported that the second half of the dependent audits were coming and would be administered by the System Benefits Administration Office. Those employees with dependents who did not get audited last time it was done should expect one this time around. Employees should prepare by getting information ready like tax documents, marriage certificate, birth certificates. Employees should submit copies not the originals. Employees can come by the Human Resources office if they need assistance and would be receiving these audits by mail so they should make sure their address is correct. This audit should begin in early February. Ms. Green said there was going to be a benefits fair tentatively scheduled on Wednesday July 11, 2012 and Tuesday July 17, 2012 from 10am to 2pm. There is going to be an
annual enrollment notification sent out soon about the fair with more details. There will be vendors on hand to answer questions for employees and it would be a come and go event. There is going to be a SEBAC meeting next week to discuss it more and Jane Schneider would be attending as our representative. Jane mentioned an idea that was being discussed involving a possible employee health clinic where employees could go for simple treatments that would have no or reduced co-pay costs. This is an idea they are looking into and nothing about it is certain. The long term care plan administered by John Hancock insurance plan no longer is allowing new enrollments. The status of the Long Term Care plan going forward is still under evaluation by System Benefits Administration.

**USC Report**

Mary Fran reported that the University Staff Council had a meeting on January 17, 2012 where they discussed a Hertz On Demand program available to faculty, staff, and students. The program consists of renting a car for $8 - $10 per hour to an employee if they need the vehicle for personal use. Employees can register for this program at [http://transport.tamu.edu/carshare](http://transport.tamu.edu/carshare). There are several cars available located at various places on campus that are indicated on a map on the website. Mary Fran reported that a spring open forum was coming March 21, 2012 from 3:00-5:00pm at the Interdisciplinary Life Sciences Building and Chancellor John Sharp will be the keynote speaker. A search for a Dean of Libraries was recently conducted and David Carlson was selected for the position. Eight staff from the division will be receiving the Presidential Meritorious Service Award this year. The PMSA ceremony is scheduled for February 21st at 9:30am and everyone is invited to come out and support their coworkers.

**Old Business**

The non-smoking benches have been installed in the grassy area of the Facilities Services building courtyard under the trees. There is no new information about the request for Dr. Pepper products to be put into the Pepsi machines on campus. There was a question asked regarding ice day emergencies where employees were asked to come to work and risked their safety in getting to work. The question was answered in that employees should only report to work on those bad weather days if they can safely do so. Employees are encouraged to call their supervisors to inform them when and if they are able to come in. The Code Maroon issue about prioritizing notification to building proctors was answered in that it was not possible at this time to do so because it would mean delaying the message to the rest of the campus. Risk & Compliance appreciates the feedback and is continually looking to see how improvements can be made to the Code Maroon system. The issue of new ID cards not being active until the next business day was answered by saying that employees should go to the Facilities Services payroll office first to activate them before using them on the Kronos clocks. They should notify their supervisors immediately so they could be entered manually first.
New Business

Sarah Shivers was recently promoted to a supervisory role so she will no longer be able to serve on the committee. There would be a special election to fill her spot coming up soon. A question was asked by area maintenance about estimated time paid to employees for the Martin Luther King Holiday. The response was that the University payroll had to use estimated time to process and complete payroll for all university staff in a timely manner. A question concerning Kronos Time Off Requests (TOR) was brought up by employees. Employees are not able to see if their time off request had been sent to their supervisors. This question was answered by stating that employees may have to close out of system and log back in for the request to be shown to the employee. The TOR submission statement is located in the INBOX, under the MESSAGES tab. One other question about Kronos was brought up from employees who said that they were not able to take off multiple days in the Kronos system. The question was answered with the statement that employees could enter multiple days off by using the calendars on the time off request and put in for the amount of days they wanted off and then selecting the “same hours as scheduled shift” button. Employees were having difficulties entering leave requests and managers were encouraged to help out because they received additional training on Kronos. The custodial member said that they were hiring for all positions and asked that all members spread the word to their employees.

A motion was made to adjourn the meeting. It was seconded and all members agreed to adjourn the meeting.