Division of Finance and Administration  
Employee Advisory Committee  
December 17, 2014 Minutes

Members Attending:
Jennifer Bomnskie – University Risk & Compliance / Office of Safety & Security  
Marco Campos – Utilities & Energy Services  
Cindy Ishaq – Transportation Services  
Jesse Mendez – Utilities & Energy Services  
Gina Miller – Utilities & Energy Services  
Adrian Shepherd – University Police Department  
Steve Smith – FCOR / Annenberg PCC  
Mary Wilson – Transportation Services

Guests Attending:
Austin Horne – Environmental Health & Safety

Ex Officio Members Attending:
Jerry Strawser – VPFA  
Jane Schneider – Office of VPFA  
Karen Bigley – Office of VPFA  
Jennifer LeGrévellec - University Staff Council  
Sarah Tobola – Human Resources  
Ashley Skow – Office of VPFA

Members Absent:
Babette Perkins – Environmental Health & Safety

Introductions and Welcome
- Meeting began at 9:00 a.m. and was facilitated by Chair Jennifer Bomnskie. Austin Horne attended for Babette Perkins.

Approval of Minutes
- Motion from Steve Smith to approve the previous meeting’s minutes. The motion was seconded by Mary Wilson. Vote was unanimous in favor and November 19, 2014 meeting minutes were approved.

Administrative Report by Jane Schneider and Jerry Strawser
- **Commencement**: Graduation ceremonies will occur on Friday, December 19, 2014.
- **Kyle Field Implosion**: Implosion for the west side stands is scheduled for Sunday, December 21, 2014.
- **Early Release**: The university will have early release on Tuesday, December 23 beginning at noon.
- **Academic Building**: The Board of Regents are scheduled to meet on Thursday, December 18 and vote on whether or not to rename the Academic Building in honor of Governor Perry. **UPDATE: That meeting was cancelled as Governor Perry has declined the offer to rename the Academic Building.**
- **PwC Recommendations**: In response to the PricewaterhouseCoopers Report the divisions and colleges have conducted a staffing analysis of their areas and will provide those reports to the President. The President will provide a briefing to the Board of Regents in February so at that time we may have more information on the next steps related to the PwC recommendations.
- **F&B/Wellborn Intersection**: The traffic signal installation will be complete in January.

Benefits Report by Sarah Tobola
- **Flexible Spending Accounts**: The deadline to file claims for reimbursement from FY14 funds is December 31, 2014.
- **Years of Service** pins will be distributed to HR Liaisons on December 18, 2014. There are 337 individuals being honored with a total of 8,275 years of service. Eight individuals achieved 45 years of service.
- **Benefits Brief** was distributed by the TAMUS HR on Tuesday, December 16 and employees are encouraged to read it.
- **Affordable Care Act**: HR has received clarification on how breaks in service impact the measurement period for eligibility.
- **Health & Wellness Fair** is scheduled for March 4, 2015 at the MSC. This year there will be a vendor to conduct on-site wellness exams. This service is intended for employees who don’t already have a healthcare provider.
- **Wellness Exams**: Employees are asked to complete their FY15 wellness exams, which will impact FY16 premiums, by June 30, 2015.
- **Brown Bag Lunch:** HR is hosting a Brown Bag Lunch session on January 13 for all interested employees. The topic will be “Healthy Eating.”

- **HR/Payroll Software Solution:** This project is ongoing. An RFP has been issued for a new system to replace the current HR and Payroll software (Payroll, LeaveTraq, TimeTraq, HR Connect). System demos will be held during the last two weeks in January.

- **Holiday Pay Leave:** Reminder that employees must be in a paid status the day before and after the holiday break in order to accrue holiday pay.

**University Staff Council Report by Jennifer LeGrévellec:**

- **Possible Parking Permit Increase:** Peter Lange, Executive Director for Transportation Services, gave a presentation about a possible fifteen year plan for parking rates. Planned growth on campus requires a need for five new garages to be built. If parking fees are increased an average of 3% per year for the next five years and then an inflationary-type increase of 2% through FY2030, these garages could be built at the rate of one every three years with the option to build two in the first year. The average increase over the last ten years has been approximately 3%. The President is seeking feedback on this issue in general, and whether there is preference for fewer large increases or a consistent small increase.

- **Staff Tuition Assistance:** USC is working with the Provost’s Office to prepare cost estimates for the President’s review.

- **Staff Emergency Fund:** USC is currently working with the Texas A&M Foundation on procedures which would allow them to process the payments to approved applicants.

**Old Business** – None

**New Business**

- There will be work on Asbury Street from December 29 through January 12 or 19. Please avoid the area.

**Closing Discussion**

- Motion from Mary Wilson to adjourn meeting. The motion was seconded by Jesse Mendez. Vote was unanimous in favor and the meeting was adjourned.