Division of Finance and Administration
Employee Advisory Committee
April 29, 2015 Minutes

Welcome and Approval of Minutes
- The meeting was called to order at 9:00 a.m. by Chair Jennifer Bomskie.
- The March 25, 2015 meeting minutes were approved.

Administrative Report by Jane Schneider
- **Board of Regents:** The BOR has a meeting on April 29. They are scheduled to discuss a new Dean for College of Liberal Arts, the energy infrastructure reduction plan, and additional student housing (Phase 2 of West Campus Housing Project).
- **President Young:** begins work on Friday, May 1. There was recently an article in the Eagle regarding the Vice President’s and other staff members being asking to submit their resignation that will be good for up to one year. This is standard practice at many universities, so there’s nothing to be concerned about. Purpose is to make it an easy transition for the new President.
- **Commencement** is May 14-16.
- The **Texas Higher Education Coordinating Board** will be on campus soon to conduct a mini-audit.
- **Legislative Session:** Regular session ends May 31.
- **TAMU’s Budget Cycle** begins May 25.

Benefits Report by Sarah Tobola
- **Teacher Retirement System:** Reminder of the TRS increase, effective September 1.
- **HR/Payroll Software Selection:** The contract process for the selected vendor is moving forward.
- **Performance Reviews:** all are due by May 31.
- **SEBAC Elections:** Jane Schneider was elected as TAMU’s SEBAC representative. The next SEBAC meeting will be held on May 20.
- **Health Plan Selection:** TAMU System will be renewing a three-year contract with Blue Cross Blue Shield.
- An **RFP** has been posted for a new service that would provide a second opinion to employees regarding diagnosis/treatment plans at no cost.
- Reminder to check HR Connect and ensure there are SSN’s on file for all of your covered dependents.

University Staff Council Report by Toni Eubanks:
- **Staff Appreciation Week:** Thanks to all who participated in this, it was a big success.
- **Staff Emergency Fund:** The SEF committee is still working with Office of General Counsel to work out the details on this fund. Once OGC has approved it and there is an account balance of $2,000 the committee can begin accepting applications for the fund.
- **Staff Tuition Assistance:** USC continues to research tuition assistance programs at other universities and will be preparing something to present to President Young.
- **USC is seeking nominations** for two representatives for the Division of Finance & Administration (to replace Jennifer LeGrevelle and Carmen Espitia whose terms are ending).

Old Business
- **EAC Membership Expansion:** Department heads of the various voting groups have been contacted and are in the process of sending notifications to their staff requesting nominations for EAC representatives. The intent is to have new members in place for the May EAC meeting. At the May meeting we will welcome the new members and thank the outgoing members for their service.
- **F&B/Wellborn Intersection:** The Union Pacific Railroad reported that it will be at least another six weeks before they are able to complete their work at this intersection.

New Business
- Division Scholarships: Applications are currently being accepted for scholarships for dependents of staff in the Division of Finance & Administration. The total scholarship amount has been increased to $2,000, or $1,000 per semester.

- Question regarding whether or not annual leave must be taken when staff want to attend various events on campus that are not directly related to their job but are sponsored by TAMU. Attendance at these events must be coordinated with and approved by your supervisor, but generally annual leave does not need to be used.

- Students will be moving out of the dorms beginning Wednesday, May 6. UES will place dumpsters near the dorm areas, and these are intended for the students and not for employee’s personal waste. It was noted that Residence Life has a Give and Go program so that students can donate unwanted items to Goodwill to keep as many items from the landfill as possible.

- Lights and signage will soon be installed at the recycling center on Adriance Lab Road.

- Some positions within Environmental Health & Safety department will be reorganized, effective May 1. Safety teams will now be coordinated by Robert White.

**Closing Discussion**

- The meeting was adjourned at 10:00 a.m.

- The next EAC meeting will be May 28, 2015 from 9:00-10:00 a.m. in General Services Complex Room 3105.

**Meeting Attendees:** Jennifer Bomnskie (University Risk & Compliance/Office of Safety & Security), Marco Campos (Utilities & Energy Services), Cynthia Ishaq (Transportation Services), Jesse Mendez (Utilities & Energy Services), Gina Miller (Utilities & Energy Services), Babette Perkins (Environmental Health & Safety), Adrian Shepherd (University Police Department), Steve Smith (Facilities Coordination/Annenberg Presidential Conf. Center), Mary Wilson (Transportation Services), Jane Schneider (Ex-Officio Office of VPFA), Karen Bigley (Ex-Officio Office of VPFA), Ashley Skow (Ex-Officio Office of VPFA), Toni Eubanks (Ex-Officio University Staff Council), Sarah Tobola (Ex-Officio Human Resources)

**Members Absent:** none