Welcome and Approval of Minutes
- The meeting was called to order at 9:05 a.m. by Chair Jennifer Bomskie.
- The February 27, 2015 meeting minutes were approved.

Administrative Report by Jane Schneider
- **Staff Appreciation Week:** March 23 – 27. Turnout has been good and employees are encouraged to participate in remaining events held this week. Staff can attend this Sunday’s Aggie Baseball game for free.
- **These upcoming events** will impact traffic in and around campus:
  - Physics and Engineering Festival: Saturday, March 28 from 10-4 at Mitchell Physics Building.
  - Big Event: Saturday, March 28 at Reed Arena.
  - Bush Easter Egg Roll: Saturday, March 28 at Bush Presidential Library
  - Ring Day: Friday, April 17
  - Parent’s Weekend: April 17-19
- **Sexual Assault Awareness Campaign:** will soon be held by the university. A survey will be distributed to students.
- **President Young:** will be on campus earlier than originally expected, as soon as mid-April.
- **Legislative Session:** TAMU’s outlook is favorable.
- **Customer Service Surveys:** the executive leadership team is discussing methods for conducting these surveys for all units in the division.
- **Transportation Fleet:** new buses are being added and old ones removed. By the fall we should have a net gain of five buses for a total of 85.
- **Presidential Debate:** TAMU is moving forward with the request to host a debate.
- **Texas Higher Education Coordinating Board:** will conduct a mini space audit on campus this fall.
- **Erosion:** Utilities & Energy Services and others are working on erosion issues related to White Creek near the Poultry Center.
- **STARS Rating:** as mentioned previously, TAMU recently received a Silver rating in the Sustainability Tracking, Assessment and Rating System. The Office of Sustainability will host a breakfast on 3/26/2015 thanking the various campus units who worked to achieve this.
- **Strategic Planning Forums:** the final campus-wide forum will be held on April 1, 2015.

Benefits Report by Sarah Tobola
- **SEBAC:** Nominations for TAMU’s System Employee Benefits Advisory Committee representative are accepted March 23 – 31. Please encourage those interested in serving to be nominated for this important committee. Elections will follow in April with the elected member serving FY16 and FY17.
- **Next SEBAC Meeting:** May 20, 2015
- **Legislative Session:** Bill analysis is being completed to review any potential impacts to the university.
- **Wellness Exams:** Employees are encouraged to get their wellness exams by June 30, 2015 for FY16 premium determination. On-site wellness exams were successful and HR will be looking to add additional dates in the future.
- **Wellness Newsletters:** available from our wellness webpage [http://employees.tamu.edu/benefits/wellness/](http://employees.tamu.edu/benefits/wellness/) under Wellness Resources.
- **Annual Enrollment Benefits Fair:** save the date for July 9 and 10.
- **Summer Premium Notification:** process will occur in April for those employees in less than 12 month positions.
- **Performance period** ends March 31 with the supervisor review cycle to be completed by May 31. More details and resources are available on the PATHways website. [http://eodinfo.tamu.edu/pathways/](http://eodinfo.tamu.edu/pathways/)
- **Tax Reminder:** when filing taxes, individuals must complete information about health coverage. Additional information is available on the ACA website. [http://employees.tamu.edu/benefits/affordable-care-act/](http://employees.tamu.edu/benefits/affordable-care-act/) (scroll towards bottom)
- **HR/Payroll Software Selection:** Demos were conducted and based on that feedback there is strong preference for one particular vendor. The final decision will be made soon and then contract negotiation will begin. It will be 2-3 years before the new system is up and running.

**University Staff Council Report by Jennifer LeGrévellec:**
- Current TAMU rules only provide for faculty participation in selection, evaluation and retention of Deans and Department Heads. Staff and student participation is not mentioned. USC will seek feedback from the Provost’s Office regarding addition staff and students to these rules.
- **Staff Appreciation Week:** March 23-27. Scheduled events for the week can be found at staff.tamu.edu/USCHome/StaffAppreciationWeek.aspx.
- **Staff Emergency Fund:** The SEF committee will begin accepting applications once forms are approved by OGC and the account has a $2,000 balance. There will be jars and pledge forms on site during Staff Appreciation Events to collect donations. Printable pledge forms and instructions are on the USC website: http://staff.tamu.edu/USCHome/StaffEmergencyFund.aspx.
- USC received questions regarding the possibility of a secondary insurance option, tier levels within our insurance, and classification of diabetic pump supplies. These issues will be addressed with HR.

**Old Business**
- **EAC Membership Expansion:** EAC support staff worked with Council on Respect support staff to determine the best way to group departments together for EAC representation, and a proposed grouping was provided to EAC members for review. Departments were grouped together based on function and location. The goal, in general, was for a ratio of one EAC representative to 50 employees. For groups made up of multiple departments and multiple representatives, it is the intention for the representatives to come from different departments. It was agreed that Group 1 should be increased from two to three representatives. With these comments, EAC support staff will proceed with conducting elections with this departmental grouping.
- **Communication:** It was agreed that meeting minutes would be prepared and distributed within one week following the meeting, in order to provide timely information to employees. Once new EAC members are in place, there needs to be discussion about methods for distributing the information to all staff.

**New Business**
- **Traffic Incident on Wellborn Road:** A press release from TxDOT reported a flatbed trailer hauling an excavator hitting the bridge at Wellborn Road and Raymond Stotzer on March 24. As of March 25 there is still one northbound lane closed on Wellborn Road, which may cause traffic delays.

**Closing Discussion**
- The meeting was adjourned at 10:13 a.m.
- The next EAC meeting will be April 29, 2015 from 9:00-10:30 a.m. in General Services Complex Room 1002.

**Meeting Attendees:** Jennifer Bomnskie (University Risk & Compliance/Office of Safety & Security), Babette Perkins (Environmental Health & Safety), 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), Jennifer LeGrévellec (Ex-Officio University Staff Council), Sarah Tobola (Ex-Officio Human Resources)

**Members Absent:** Cynthia Ishaq (Transportation Services), Marco Campos (Utilities & Energy Services), Jesse Mendez (Utilities & Energy Services), Gina Miller (Utilities & Energy Services), Adrian Shepherd (University Police Department)