Division of Finance and Administration
Employee Advisory Committee
May 28, 2015 Minutes

Welcome and Introductions and Approval of Minutes
- Congratulations to members newly elected.
- Minutes from 4/29/2015 approved.

Administrative Report by Dr. Jerry Strawser
- Awards Ceremony: Thanks for attending the awards ceremony and congratulations to all award winners.
- Town Hall Meeting: Will be held on June 17 for all division employees. Will do live streaming for those who cannot attend, and employees will be able to submit questions in advance. Intend for this meeting to be interactive and employees feel welcome to ask questions. There will be another Town Hall in August (potential location is new Equine Center, date to be determined).
- Division Climate Survey: A climate survey is being developed and we hope for it to be administered this summer. Intent is for it to identify areas for improvement. Results will be discussed at the August Town Hall meeting. University will do a staff climate survey this fall.
- Broad Initiatives in planning phases:
  - SOAR: Starting Off Achieving Results. Onboarding program from Division of Administration, would like to revive this and implement in division.
  - Continuous Improvement Teams from Division of Administration will be reinstated. This will be a way to involve others throughout division, not just leadership team.
  - Professional development programs. Two types, director and above level, and another at foundational level. Program could involve some course work, job shadowing, rotation programs, mentoring programs, etc. One of the benefits from this is that people from one department would understand what it's like to work in another department. It will be available to a combination of people from the leadership team, director level, and throughout the organization. Still in the beginning stages of planning this. Would love our division to set the standard on a professional development program.
    - Suggestion from EAC member to also provide assistance/guidance/programs for those working on achieving specific certifications in their field of expertise.
    - Comment from EAC member that professional development depends on encouragement and guidance from your supervisor or a mentor.
    - Suggestion from EAC member for upper administration to job shadow the entry level positions to learn what happens on a daily basis. This could work in both directions.
- Campus Carry Bill: Update on Campus Carry Bill. Currently there is concealed carry on campus but not inside buildings. Legislation now being changed to allow concealed carry throughout campus, including buildings. The Board of Regents can still vote to exempt parts of campus. General consensus from university administrators is that they are not in favor of allowing guns in more areas of campus. Regents are required to get feedback from students, faculty and staff prior to taking a vote.
- Recognition of Outgoing Members: Presentation of certificates to outgoing members: Jennifer Bomnskie, Mary Wilson, Steve Smith, and Gina Miller. Thank you for serving on this important committee. It is invaluable having a group like this and hearing your opinions.
Benefits Report by Sarah Tobola

− **Second MD**: TAMU System contracted with a program to provide second opinions at no cost to employees. This convenient and easy program allows you or covered dependents (includes retirees) to access a second opinion from prominent individuals within that medical field. EAC Member suggestion to see if a link to Second MD can be added into iBenefits (SSO).

− **Annual Enrollment Fair dates**: July 9 and 10 from 10:00-2:00. No significant change this year to benefits. Only very slight increases on dental and vision, but otherwise no changes. Good change to A&M Care Plan: maximum out of pocket of $5,700 will now include the deductible for prescriptions and copays for prescriptions. Premiums are still not finalized but we expect a slight increase due to an increasing trend in costs.

− **Wellness Exams**: be sure that you and your dependent spouse receive your wellness exams by the end of June.

− **Change to Single Sign On**: Second authentication now required for employees who have certain levels of access. This dual authentication is available to all users to help make accounts more secure.

− **Performance Reviews**: deadline to complete is May 31.

− **Employee Relocation Service**: this is a new benefit available to System employees. If you are hiring anyone moving into the area, this benefit is available as of May 1. Watch for communications on this.

− **Affordable Care Act**: Legislation we were hoping to pass to get state rules in sync with federal rules did not happen. Working to see how this will impact us as we still have dual rules in play. Watch for communications on this.

− **Dependent Social Security Numbers**: make sure to report these prior to next tax filing season.

− **Weight Management Program**: TAMU System working on a weight management program called Naturally Slim to be rolled out later this summer. There are certain eligibility requirements. HR is working to enhance that program by coordinating with the Fit Life Program to incorporate exercise. Watch for more communications on this. EAC Member noted that St. Joseph's cardiology department has a heart-healthy meal planning program that you can participate in.

− **Free Fitness Program**: every Tuesday and Thursday from 5:15-6:15 p.m. in General Services Complex break room. This is continuing through summer. Very good class available to all employees, with options for those at all fitness levels.

University Staff Council Report by Jennifer LeGrevellec

− **Staff Tuition Assistance**: Hoping to meet with President and Mrs. Young about this.

− **Staff Scholarships**: applications due by May 31.

− **Elections for USC**: elections for division representative are due. If using a shared computer, email your vote to Rebecca Morgan.

− **Annual Report**: Toni Eubanks will be working on the USC annual report for FY15 and would like to include any staff or departments who have received national or international recognition/awards. Please submit to toni@tamu.edu.

− **Future USC Meeting locations**: looking for meeting rooms for next year, need TTVN and to seat 40-50 people. Only maybe a dozen of those rooms on campus, so if you know of any please pass that along to staff@tamu.edu.
Old Business

- **Update on Intersection at F&B/Wellborn:** Steve Smith contacted Union Pacific Railroad (UPR) and stressed the importance of completing this project due to safety concerns. UPR has begun to do some work and hopefully this will be completed in next few weeks.

- **Update on Division Scholarship:** Karen Bigley commented that the application period is complete and we are now gathering a selection committee to review. Winners should be announced no later than July 1.

New Business

- **New Role:** Jane Schneider is promoted to Associate Vice President for Facilities & Operations. Utilities & Energy Services, Outsourcing Office, Office of Facilities Coordination, University Architect, Office of Sustainability, and Communications Manager will all be reporting to her.

- **EAC Membership:** Copy of EAC bylaws and roster including new members was distributed to help give you an understanding of committee. Members have a responsibility to share information to those who you represent. Entire purpose of the committee is to get feedback throughout the division. EAC was established over 25 years ago. It’s nice to now have representatives from all departments, reinforcing that we are all one division. At the next meeting we will elect a new Chair for the committee and talk further about how we communicate information to constituents.

Closing Discussion

- Meeting adjourned 10:13 a.m.

**Meeting Attendees:** Mary Bailey (EOD), Jennifer Bomnskie (SASE), Joe Garcia (UES), Betty Gibson (HR), Monica Hartman (EHS), Eric Irwin (TS), Cindy Ishaq (TS), Carletta McClenton (FMO), Audrey Murray (TS), Babette Perkins (EHS), Susan Phillips (SBS), Susan Russell for Jesse Mendez (UES), Antonio Sarate (SRPL), Steve Smith (FCOR), Mary Wilson (TS), Jerry Strawser (Ex-Officio VPFA), 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), Jennifer LeGrevellecc (Ex-Officio University Staff Council), Sarah Tobola (Ex-Officio Human Resources)

**Members Absent:** Marco Campos (UES), Jesse Mendez (UES), Gina Miller (UES), Adrian Shepherd (UPD)