Welcome and Introductions and Approval of Minutes
1. Welcome and introductions. The following guests were in attendance: Diane Holt from Employee & Organizational Development (representing Mary Bailey) and Alfred Shaw from Logistics (representing Antonio Sarate).

Administrative Report by Jerry Strawser
1. Kyle Field: This project is reported to be on schedule. First game at Kyle Field is 9/12/2015.
2. Continuous Improvement Teams: Dr. Strawser received names for those throughout division who were recommended to serve on Continuous Improvement Teams. We will soon form two CI teams to begin work on these immediate projects:
   a. Reinstitute division onboarding program (formerly known as SOAR), and
   b. Create a division-wide professional development program.
3. Division Climate Survey: We are working on a climate survey, to be distributed sometime in August.
4. Division Annual Report: We are in the process of preparing our first division annual report. The purpose of the report is for us to communicate to the university community on what we do and the quality with which we do it. Dr. Strawser has been meeting with different colleges to discuss our division and the services we provide, and has received very positive feedback and suggestions.
5. Transformational Idea: There will be a university-wide leadership retreat at the end of August where each area is asked to present their idea on an initiative that should be considered an urgent university priority because it would be transformational and help the university to achieve its vision/mission. Dr. Strawser encourages the EAC to think about this and submit ideas to him no later than 5:00 p.m. on Friday, August 7. Many ideas can be turned in to him, but ultimately our division will select only one idea to present at the retreat. Ideas should be on something that would move the university forward in a significant, meaningful way. Ideally this would be something that benefits the entire university. Reminder that our division is the biggest advocate for staff on this campus, so we need to be the voice for staff.
6. Student Enrollment: Enrollment numbers should be released soon. Our freshman class will be about the same size as last year.

University Staff Council Report by Toni Eubanks
1. Memorial Student Center: Mr. Rick Greig, Sr. Assoc. Director of the MSC Student Programs Office, gave a presentation on the history and programs of the MSC. His office is always looking for opportunities to collaborate with other groups and departments. If you have ideas or suggestions, send them to rick@msc.tamu.edu. More information on the MSC can be found at http://mscc.tamu.edu.
2. Meeting with Liaison to the President: USC leadership met with Jessica Rubie, Liaison to the President, and gave her an overview of the USC history, purpose, and current initiatives. They discussed the possibility of a USC Fall Forum with President Young, and scheduled a time for the executive officers to meet with him.
3. Staff Scholarships: See http://staff.tamu.edu for a list of scholarship winners.
4. Move-In Assistance Day: Sunday, August 23. All employees are invited to volunteer at this event to help
students move in to their dorms. Sign up at [http://reslife.tamu.edu/moveinAssistance](http://reslife.tamu.edu/moveinAssistance) by Friday, August 7.

5. **Campus Carry Bill**: This legislation was passed and must be implemented by August 2016. A committee is being formed to advise President Young on which areas of campus to consider designating as a carry-free zone. Designating the entire campus as a carry-free zone is not an option. Send feedback to staff@tamu.edu. Adrian Shepherd will give a presentation at the September EAC meeting and explain the details of the new campus carry law.

**Benefits Report by Sarah Tobola**

1. **2016 University Holiday Calendar**: The holiday schedule has been revised to include Memorial Day. As a result, the Spring Break holidays will be reduced from three to two days.

2. **Annual Benefits Enrollment**: Ends Friday, July 31. Make sure your documents are in a submitted status and that you have reenrolled in any flexible spending accounts. If no changes are desired, your FY15 benefits will carry forward to FY16 except for any flexible spending accounts.

3. **Affordable Care Act**: The ACA measurement period is closing soon. HR is working directly with the small number of departments on campus who are affected by this. Additionally, ACA reporting requires SSN’s for dependents and HR is sending out requests to employees who haven't already provided this information. If you have any questions, please contact HR.

4. **Financial Wellness Fair**: Save the date for October 6 from 8:00-5:00 in the MSC.

5. **TRS Contribution Increase**: Reminder that member contributions to TRS are increasing on September 1.

6. **Fair Labor Standards Act**: There are proposed changes to the FLSA to increase the minimum threshold to $50,400. Human Resources Workforce Planning is closely monitoring the situation and is analyzing potential impact to TAMU and will communicate with key stakeholders once any FLSA changes are finalized.

7. **Sick Leave Donations**: Under the last legislative cycle, a bill was passed that will give employees the ability to donate sick leave directly to an employee. This goes into effect September 1. System HR is currently studying how to implement this new law. No other details are known at this time.

**Old Business**

1. **Update on Intersection at F&B/Wellborn**: This project is now complete. There was discussion about the meaning/intent of the new “No Left Turn” sign. Karen Bigley to research and provide more information at the next meeting.

2. **EAC Communications**: The plans provided by EAC members revealed that all members are communicating with their constituents via email and occasionally at internal staff meetings. Karen Bigley gave the following reminders related to communication: If more than one representative for your voting group, making sure to work together and have a clear understanding of how/when/who you’re communicating to. If more than one representative for your group, make sure that you are working together and one person isn’t doing all of the work. Make sure you communicate to all departments within your voting group. Make sure constituents know they are welcome to speak to you verbally in addition to by email. If you need assistance with drafting an email to send to your voting group or creating a communication plan, contact Karen Bigley or Ashley Skow.

**New Business**

1. **Clarification on Various Committees**: Karen Bigley provided a handout giving a brief overview of the Employee Advisory Committee (EAC), the University Staff Council (USC), and the Council on Respect (COR), in order to help employees understand the differences between each group. She also provided a tour of the
new EAC website. You may visit the site at http://vpfaeac.tamu.edu/ or from the division website http://vpfa.tamu.edu, click on Division Staff Links and then Employee Advisory Committee.

2. **University Risk & Compliance Website:** The URC department has a new website: http://urc.tamu.edu. It contains a page dedicated to information important to the staff. You may access this information via the “By Who You Are Link” and selecting “Staff.”

3. **Question Regarding Work Time for Participation in Fitness Programs:** Has there been any discussion on allowing employees to take work time off to participate in wellness programs? It was confirmed that there is currently a System Regulation for wellness release time in the draft and comment process. After that point, the CEO/President of each institution will have to make a determination on whether they will participate. HR will then develop a Standard Administrative Procedures for any implementation and ongoing procedures.

4. **Transformational Idea:** Jane Schneider reiterated that Dr. Strawser is really interested in hearing feedback from EAC members regarding the transformational idea. It was agreed to hold a meeting to brainstorm ideas to submit to Dr. Strawser. **Update:** This meeting is confirmed for Friday, August 7 from 11:30-1:00.

**Closing Discussion**

1. Meeting adjourned 10:15 a.m.

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**Meeting Attendees:** Marco Campos (UES), Betty Gibson (HR), Monica Hartman (EHS), Diane Holt for Mary Bailey (EOD), Eric Irwin (TS), Cindy Ishaq (TS), Carletta McClendon (FMO), Audrey Murray (TS), Babette Perkins (EHS), Susan Phillips (SBS), Alfred Shaw for Antonio Sarate (SRPL), Adrian Shepherd (UPD), Jerry Strawser (Ex-Officio Office of 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), Sarah Tobola (Ex-Officio Human Resources)

**Members Absent:** Mary Bailey (EOD), Joe Garcia (UES), Jesse Mendez (UES), Antonio Sarate (SRPL)