Division of Finance and Administration
Employee Advisory Committee
August 26, 2015 Minutes

Welcome and Introductions and Approval of Minutes
1. The meeting was called to order at 9:00 a.m.
2. Minutes from 7/29/2015 were approved.

University Staff Council Report by Jennifer LeGrevellec
1. Meeting with President: USC leadership will soon meet with President Young to give an overview of the USC and discuss plans for the upcoming year. USC hopes to have a forum with President Young this fall.
2. Leave Time for Exercise: The System is currently considering a program which would allow 30 minutes of leave time 3 times per week for exercise. If approved, it will go to President Young for consideration.
3. Child Care: USC is studying child care availability for university employees. The Becky Gates Children’s Center has limited availability and funding. One alternative is to subscribe to an online program that connects users with local, qualified caregivers for children, elder care, and pets.
4. Staff Emergency Fund: The fund policies and procedures are still in the review and approval process. Once President Young has issued approval and the fund balance grows to $2,000, the program will be rolled out to staff. Current fund balance as of 8/18/2015 is $1,168.80.
5. Website: USC will soon launch changes to their website, staff.tamu.edu.

Administrative Report by Jerry Strawser
1. Division Climate Survey: A climate survey will soon be distributed to all staff in the division. The purpose of the survey is to gain an honest look at our division and identify areas in which we do well and areas in which we need to improve. The survey only takes 10-15 to complete. All employees are encouraged to complete the survey – particularly the open-ended questions. Be watching for more communications about this.
2. Continuous Improvement Teams: Two Continuous Improvement teams have been formed to study a Division Onboarding Program and a Professional Development Program. Each team is comprised of representatives throughout the division and team membership will be released once it has been finalized. Teams will begin meeting in mid-September. Members will be asked to share ideas and collect feedback on these topics from their colleagues.
3. Next Town Hall Meeting: The next Town Hall meeting will occur later this fall and will focus on the results of the division climate survey. The date is to be determined.
4. Transformational Idea: There will be a university-wide executive level leadership retreat next week where each unit is asked to present one major idea that would move the university forward in a positive way. The ideas are intended to be transformational with a broad impact beyond one particular discipline. Each Dean/VP is allowed two slides and 3-5 minutes for their presentation. Dr. Strawser received many ideas which were consolidated and compiled into general categories. The Executive Leadership Team voted on these ideas and the consensus was to pursue a Staff Success Program. Dr. Strawser’s first slide will be used to convey how growth in students, faculty, and facilities will affect the units within our division. The second slide will explain a university-wide Staff Success Program that will focus on orientation and culture, career ladders, personal and professional development, job rotation, and coaching and mentoring. This is still in the idea stage and any comments may be sent to Dr. Strawser. EAC members discussed their excitement over
the potential program. The idea of a campus lecture series was discussed as a way to enhance personal
development and provide learning about the various things happening at TAMU.

5. **Meetings with Deans/VPs:** Dr. Strawser has concluded his meetings with all Deans/VPs to orient them
about our division. The meetings went well and Dr. Strawser hopes they can occur on an annual basis.

6. **White Creek Apartments:** Construction didn’t go as well as planned and was not all completed in time for
move-in. About 150 students had to be relocated. Danny Pugh, VP for Student Affairs, called Dr. Strawser to
personally thank him for the collaboration with our division and the cooperation of many employees who
worked with ResLife to prepare the apartments for move-in.

7. **Division Annual Report:** Later this fall, the VP’s office will publish the first annual report for our division. The
intent is to communicate that we are a busy division and despite the fact that we’re doing more, we’re
maintaining an extremely high level of service and effectiveness.

8. **Educational Opportunities:** Related to the potential Staff Success Program, EAC members discussed the
importance of communicating with employees regarding the various training and development
opportunities that are available at no cost to staff. Examples of these are programs offered by Employee &
Organizational Development. Karen Bigley will research this to determine the best way to communicate this
information.

**Benefits Report by Sarah Tobola**

1. **Financial Wellness Fair:** Save the date for October 6 from 8:00-5:00 in the MSC. A wide variety of financial
workshops will be available to staff.

2. **Flu Vaccines:** Save the date for October 1-2 from 8:00-5:00 in the GSC for the annual flu vaccine clinic. This
will be the same program as in previous years.

3. **Insurance Initialization:** Beginning September 1, FY16 insurance premiums and selections go into effect. All
employees are encouraged to check their information in iBenefits under the My Benefits tab to ensure your
coverage is shown as intended.

4. **TRS Contribution Increase:** Reminder that member contributions to TRS are increasing on September 1 to
7.2%. This is part of a four-year phased increase, so note that in FY17 rates will increase again to 7.7%.

5. **Free Fitness Classes in GSC:** Reminder of the free fitness sessions available to all staff on Tuesdays and
Thursdays from 5:15-6:15 p.m. in the General Services Complex.

6. **Wellness Checks:** HR will schedule more of the wellness checks held on campus and available to employees.
HR is balancing the need to provide a convenient checkup to employees, with the desire for employees to
take the time to establish relationships with their own physician.

7. **EOD Certificate Programs:** Employee & Organizational Development will be adding two new certificate
programs this fall, in addition to the wonderful programs currently offered. These courses are available at no
cost to employees.

8. **Fair Labor Standards Act:** Reminder that there are proposed changes to the FLSA that would increase the
minimum salary threshold to $50,400. This is still in the comment period, and Human Resources Workforce
Planning is closely monitoring the situation and analyzing potential impact to TAMU. Affected departments
will receive more information on this once any FLSA changes are finalized.

**Old Business**

1. **Update on Intersection at F&B/Wellborn:** Karen Bigley is still waiting to receive information regarding the
meaning/intent of the new “No Left Turn” sign, and should be able to provide this at the next meeting. As a
reminder, this train exclusion light is typically used to communicate that when a train is present vehicles
should keep driving and not wait in the left hand turn lane. The light is not interpreted this way.

**New Business**

1. **Signage at Penberthy:** Monica Hartman mentioned that there is an incorrect sign at the intersection of Penberthy and Jones-Butler Roads. Eric Irwin will look into this.

2. **State Employee Charitable Campaign:** The SECC kicks off on September 1 and ends October 31. Watch for more communications on this. Karen Bigley is developing a division SECC webpage so that staff can see the various fundraiser events available for participation. Reminder of the division bowling tournament on October 9. It is recommended that if a group is organizing a fundraising event/activity, those funds should be designated to a particular program for tax purposes.

3. **Important Dates:**
   - August 30 from 2:00-3:00 p.m. – Undergraduate convocation at Reed Arena.
   - August 31 – First day of fall semester
   - September 11-13 – Kyle Field Celebration. There will be events all weekend long to celebrate the opening of Kyle Field. Visit [kylefield.com/news](http://kylefield.com/news) for a schedule of events.

**Closing Discussion**

1. At next month’s meeting, Adrian Shepherd will give a presentation on the concealed carry legislation and how it impacts campus.

2. Meeting adjourned 10:15 a.m.

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**Meeting Attendees:** Mary Bailey (EOD), Marco Campos (UES), Joe Garcia (UES), Betty Gibson (HR), Monica Hartman (EHS), Eric Irwin (TS), Cindy Ishaq (TS), Carletta McClenton (FMO), Jesse Mendez (UES), Audrey Murray (TS), Babette Perkins (EHS), Susan Phillips (SBS), Antonio Sarate (SRPL), Adrian Shepherd (UPD), Jerry Strawser (Ex-Officio Office of VPFA), Karen Bigley (Ex-Officio Office of VPFA), Ashley Skow (Ex-Officio Office of VPFA), Jennifer LeGrevellec (Ex-Officio University Staff Council), Sarah Tobola (Ex-Officio Human Resources)

**Members Absent:** none