Welcome and Introductions and Approval of Minutes
1. Welcome and introductions.

Administrative Report by Jane Schneider
1. Kyle Field: This project is reported to be on schedule.
2. Accreditation: TAMU is accredited through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and we typically go through the re-accreditation process every ten years. Because of the addition of the Law School and Health Science Center, we must be re-certified. The university is beginning the preparation for this process, which will require lots of effort throughout the university.
3. Division Town Hall Meeting: Thanks to those who attended the Town Hall meeting on June 17. Attendance was lower than expected, so administration is seeking feedback on these meetings and ways to encourage attendance and participation. EAC members discussed the following ideas:
   a. Supervisors should attend and encourage their staff to attend.
   b. Provide a format for people to submit questions in writing at the meeting, as some don’t wish to speak in front of the group.
   c. Provide more reminders about the ability to submit questions in advance.
   d. Staff appreciate these meetings and that Dr. Strawser is trying to communicate information to employees and collect feedback. Provide more clarification and emphasis on purpose of the meetings.
   e. Provide meeting dates in advance so those times can be held on everyone’s calendars.
   f. Consider sending out notes of what was discussed following the meeting.
   g. In addition to live streaming, provide a recording of the meeting for those unable to attend.
   h. Hold the meetings in different locations on campus to allow employees to see new parts of campus.
   i. Feature a different department at each town hall meeting. Could provide a brief presentation with facts about the department and a brief video tour.
   j. Send out a survey to all division employees asking for feedback on the Town Hall meetings.

Any other thoughts or comments regarding the Town Hall Meetings can be emailed to jane-schneider@tamu.edu.

4. Division Scholarship Program: Six applications were received and the winners should be announced soon.
5. Budget Process: Phase 1 (lump sum) has just been completed and Phase 2 (salaries) will begin in July.

Benefits Report by Sarah Tobola
1. Annual Enrollment: Annual enrollment is July 1-31. Encourage employees to review your benefits information and ensure your selections are accurate. Benefits Fair will occur on July 9 and 10 from 10:00-2:00 in GSC 101. This is a come-and-go meeting. Out of pocket premium information can be found on the HR website: http://employees.tamu.edu/benefits/annual-enrollment/ Employees encouraged to check beneficiaries, personal contact information and coverage during annual enrollment period.
2. Naturally Slim: TAMU System is coordinating a weight management program that targets health risk factors. The deadline to apply for participation in this program is June 26. https://www.naturallyslim.com/TAMUS
3. **Affordable Care Act**: Legislation we were hoping to pass to get state rules in sync with federal rules did not happen. As a result, departments will have to absorb costs related to certain changes. Affected departments will receive more information about this.

4. **Wellness Exam completion status**: Displayed in iBenefits for FY16 premium calculations during annual enrollment and will be updated weekly.

5. **Dependent Social Security Numbers**: ACA requires IRS reporting of health coverage for covered employees and dependents enrolled in the health plan. Newly added dependents will require a SS# during annual enrollment. Existing dependent SS# may be updated in HR Connect

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**University Staff Council Report by Jennifer LeGrellec**

1. **Sustainability**: Kelly Wellman gave a presentation about the Office of Sustainability. If your department is interested in learning more about sustainability please contact her at kwellman@tamu.edu.

2. **Staff Emergency Fund**: The fund now has a balance of just over $1,000, however the fund will not begin accepting applications until the balance has reached $2,000. For more on the fund’s purpose and donating visit [http://staff.tamu.edu](http://staff.tamu.edu).

3. **Staff Scholarships**: Thirty-seven applications were received and are now being reviewed.

4. **New USC Representatives**: Elections were conducted and fourteen new USC representatives will begin on September 1 including Jenna Truelove (HR) and John Kay (UPD).

5. **Step In and Stand Up Campaign**: The purpose of this student-led, university-wide campaign is to raise awareness of sexual harassment, discrimination and violence and options for prevention training, support and reporting. Employees will receive more information about this in the fall.

6. **Move-In Assistance Day**: Sunday, August 23. All employees are invited to volunteer at this event. Sign up at [http://reslife.tamu.edu/moveinAssistance](http://reslife.tamu.edu/moveinAssistance) by Friday, August 7.

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**Old Business**

1. **Update on Intersection at F&B/Wellborn**: Work by Union Pacific Railroad is ongoing.

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**New Business**

1. **Elections**: Elections were held for the position of EAC Chair. The Chair will serve for one year and their typical role is to conduct the meeting, keep the meeting on track, facilitate discussion, and call for a vote when needed. Reminder to all members that if you are unable to attend you should appoint a proxy to attend in your place. The key to a successful EAC is participation. Nominations for Chair: Mary Bailey, Monica Hartman, Eric Irwin, Babette Perkins, Adrian Shepherd. Winner is Babette Perkins.

2. **Communications**: In order to provide timely distribution of minutes, Ashley Skow will continue to serve as Recorder for the committee. It is critical that EAC members facilitate communication with those in their voting group. It was suggested that the minutes could be distributed division-wide, however the disadvantage to that is that it cuts off communication between EAC members and their constituents. Ideally the members would email minutes to their constituents each month. Other ideas for communicating is to attend monthly staff meetings and provide a verbal update. EAC members are to work with other representatives for their voting group (if applicable) and create a plan for communicating with their constituents. Please provide a report to ashleyskow@tamu.edu. Dr. Strawser really values the EAC and looks forward to receiving feedback from the committee.

3. **Idea for Wellness Program**: EAC member reported on a wellness program at one university that allows employees to “check out” kittens for a period of time. Discussion about animals in the workplace as
contributing to employee wellness.

**Closing Discussion**

1. Meeting adjourned 10:05 a.m.

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

**Members Absent:** Babette Perkins (EHS), Jesse Mendez (UES)