Welcome and Introductions, and Approval of Minutes
1. Introduced Scott Honea and Josh Kissee for IT.
2. Susan Russell (UES) attended as proxy for Jesse Mendez.
3. Minutes from 9/30/2015 were approved.

Administrative Report by Jerry Strawser
1. Division Annual Report: All employees are encouraged to read the division performance dashboard/annual report, available at vpfa.tamu.edu/performance-dashboard/. The purpose of this report is to communicate to the university community what we do and how well we do it.

2. Council on Climate, Culture, and Respect Breakfasts: As recommended by the CCCR, Dr. Strawser is hosting a monthly breakfast with twenty employees and two members of the Executive Staff team. The purpose of these meetings is to facilitate interaction between staff and the leadership team, give division updates, answer questions, and receive suggestions from employees. Employees can sign up to attend by contacting their CCCR representative.

3. Continuous Improvement Teams: Two CI teams were formed to study an onboarding program for the division as well as a personal and professional development program. The teams continue to meet and hope to have reports completed in January.

4. Division Climate Survey: The survey closed on October 2 and we had an outstanding participation rate at around 40%. The results are being compiled and will be communicated to staff at a future Town Hall meeting.

5. Capital Campaign: TAMU is launching a capital campaign in November.

6. Proposed Tuition Increases: TAMU has proposed tuition increases that will be presented to the Board of Regents for approval in November. A 2.2% tuition increase is proposed, as well as a $20/semester advising fee. TAMU guarantees particular tuition rates for undergraduate students for four years, so these increases would affect new students going forward.

University Staff Council Report by Toni Eubanks
1. Tuition Assistance Program: USC worked with the Provost’s office to determine the costs for implementing this program. The information is currently being reviewed by the VP for Finance & Administration.

2. USC Forum: USC will host a fall forum for staff on November 3, 2015 at 10:00 a.m. in Rudder Auditorium, to be immediately followed by a reception. President Young is the guest speaker and will answer questions from the staff.

3. Staff Emergency Fund: USC is in the process of receiving final approvals for the fund. The Office of the President contributed $5,000 for this fiscal year and plans to match donations to the fund each year, up to $5,000.

4. Staff Appreciation Week: Save the date for the week of February 29, 2016.

Benefits Report by Sarah Tobola
1. Financial Wellness Fair: Was held on October 6, 2015 and was well attended by staff.

2. Wellness Exam Credit: Completion rates for wellness exams have decreased as compared to last year. Reminder to all employees and their spouses to complete the wellness exam each year to receive the credit.

3. Affordable Care Act: TAMU continues to implement changes related to ACA. Reminder that employees are
asked to report SSN’s for all dependents. Watch for notifications to sign up for electronic delivery of the 1095C tax form.

4. **SEBAC Meeting:** The System Employee Benefits Advisory Committee met recently. Everything is running smoothly regarding our insurance plan. System Offices and BCBS will be communicating a new website that makes it easier to check on your wellness incentive. The BAM account will still be used for accessing member information, but this new site will link to BAM and include some new and additional communications including an easier way to see the exam credit information.

5. **Sick Leave Donations:** This is still being reviewed by the TAMU System office, but we are closer to receiving formal procedures on this. Reminder that any donation will be taxable to the individual who is donating.

**Presentation on Concealed Carry by Adrian Shepherd**
Adrian Shepherd gave a presentation on the state legislative changes for handgun license holders. Beginning 1/1/2016, a handgun license will allow for either concealed carry or open carry in public areas within the state. If using open carry, handguns must be holstered to the body. Private businesses may prohibit open carry by displaying appropriate signage. Open carry is not allowed on college campuses. Currently, concealed carry is allowed on college campuses in outdoor public spaces, but not inside buildings. On 8/1/2016, concealed carry will be allowed on campuses inside buildings, unless restricted by the university in certain areas. President Young has formed a task force to study and provide recommendations on how best to implement Campus Carry on the TAMU campus. Employees should give feedback by completing the Campus Carry Survey no later than November 9, 2015. More information can be found at [http://www.tamu.edu/statements/campus-carry.html](http://www.tamu.edu/statements/campus-carry.html).

**Old Business**
1. **Article on 'Working Differently':** There is a magazine article called ‘Working Differently’ that was provided to EAC members at the September meeting. EAC members are asked to read this article and be prepared to discuss it at the next meeting.
2. **Signage at Penberthy:** Transportation Services representative has investigated the signage at the intersection of Penberthy and Jones-Butler Roads and determined that the signage is not incorrect. The purpose of the signage is to indicate that the right lane ends and drivers should merge into the left lane, however it is being interpreted that drivers in the right lane have priority. It was suggested to paint arrows on the road to clarify this. UPD representative said that patrols could be increased in the area. This item will be brought up at a Monthly Traffic Meeting to discuss next steps.

**New Business**
1. **State Employee Charitable Campaign:** Karen Bigley thanked employees for their participation in the SECC. Our division is on track to raise over $30,000.
2. **Organizational Changes:** Information Technology has joined the Division of Finance & Administration. Human Resources will now report to the Office of the President.

**Closing Discussion**
1. Due to the Thanksgiving holiday, the next EAC meeting will be held on November 18.
2. Meeting adjourned 9:50 a.m.

**Meeting Attendees:** Mary Bailey (EOD), Marco Campos (UES), Betty Gibson (HR), Monica Hartman (EHS), Eric Irwin (TS), Cindy Ishaq (TS), Audrey Murray (TS), Babette Perkins (EHS), Susan Phillips (SBS), Susan Russell (UES, for J. Mendez), 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), Toni Eubanks (Ex-Officio University Staff Council), Sarah Tobola (Ex-Officio Human Resources)
Members Absent: Joe Garcia (UES), Carletta McClenton (FMO), Jesse Mendez (UES)