Division of Finance and Administration  
Employee Advisory Committee  
November 18, 2015 Minutes

Welcome and Introductions, and Approval of Minutes
1. Minutes from 10/28/2015 were approved.

Administrative Report by Jerry Strawser
1. Continuous Improvement Teams: Two CI teams were formed to study an onboarding program and a personal and professional development program for the division. The teams continue to meet and hope to have reports completed in January.
2. Division Climate Survey: The survey closed on October 2 and we had an outstanding participation rate. The responses are being compiled and distributed to the leaders of each department, who will develop action plans in order to address items that were identified for improvement. The results will be communicated to staff at a future Town Hall meeting.
3. Diversity Report: Every other year the annual diversity report focuses on benchmarking with our peers, but this year our report is more of a strategic look at what our division is doing related to diversity. Dr. Strawser just completed our division’s report, and has tasked the leadership team with preparing a division-wide diversity plan using fundamental strategies to address four major areas: recruitment, equity, climate, and retention.
4. Capital Campaign: TAMU launched a capital campaign on November 6, 2015. The goal is to raise $4 billion by the end of 2020. By the end of this calendar year we will be almost halfway there. The campaign is directed by donors and what they desire to give money toward. There will be an internal portion of the campaign encouraging faculty and staff to participate. The staff development fund could potentially be one of the items available to contribute toward. Be thinking about things that employees in our division could have the option to donate to as part of the campaign that would provide a benefit to the staff.

University Staff Council Report by Melissa Loyd
1. USC Forum: USC hosted a forum on November 3, 2015 featuring President Young. There were some questions that were submitted via email that he did not have time to answer, so the USC is working with his office to get these questions answered and posted to staff.tamu.edu. Another forum will be held in the spring.
2. Organizational Changes: Effective December 1, 2015, USC will begin to report through Janelle Ramirez, Interim Vice President for Human Resources.
3. Staff Emergency 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. Applications for the fund will soon be accepted.
4. Staff Appreciation Week: Save the date for the week of February 29, 2016.

Benefits Report by Sarah Tobola
1. President’s Meritorious Service Awards: The award ceremony is February 29, 2016. Nominations are due November 30, 2015. Please remember to nominate staff for the award. The President’s Office has increased the number of awards, and the amount per award ($750 to $1,000).
2. HR Staff Changes: Benefit Services recently hired a new staff member.
3. Sick Leave Donations: This is still being reviewed by the TAMU System office, but we are close to receiving formal procedures. Reminder that any donation will be taxable to the individual who is donating. Donations must stay within a workstation. Details and guidance regarding the program will soon be posted to the HR
4. **Thanksgiving Holiday:** President Young authorized early release at noon on Wednesday, November 25.

5. **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.

6. **PayFlex Deadline:** December 31, 2015 is the deadline to file claims related to FY15 funds.

7. **Fair Labor Standards Act:** HR expects the Department of Labor to publish final rules in early 2016. The current proposed regulation to increase the salary test to $50,440, would result in Exempt staff who make less than that threshold to be moved to Non-Exempt to be paid hourly and subject to overtime regulations. Based on current budget salaries, there are about 1,600 staff members at TAMU who will potentially be affected by this if the salary test is increased to $50,440.

8. **Wellness SAP:** The System has authorized President Young to allow employees to have wellness release time for thirty minutes per day, three times per week for a physical wellness activity. It was clarified that this release time would require supervisor approval and is not an entitlement. HR is working on a standard administrative procedure for this process.

**Old Business**

1. **Article on ‘Working Differently’:** EAC members discussed an article titled ‘Working Differently’, which describes a flexible work schedule program used by an entity within the University of Missouri System. In this program, the employee has the ability to more freely select when and where they work, and the program focuses more on results rather than hours sitting at your desk. Members discussed that this would be a total paradigm shift of how we work here at TAMU, and this couldn’t apply to everyone as there are many employees who are required to work outside the traditional 8:00 a.m. – 5:00 p.m. schedule. Due to the many challenges associated with implementing this kind of program, members did not feel like it would be a good fit for TAMU.

**New Business**

1. **Organizational Changes:** Betty Gibson and Mary Bailey were thanked for their service on the EAC. This will be their last meeting, now that Human Resources reports to the Office of the President. An election will be held to find a new EAC representative for that voting group, which will now include the office of Technology Commercialization. The Information Technology department will also elect representatives for the EAC.

**Closing Discussion**

1. Thanks to those in the division who worked many extra hours to make the home football season a success.
2. Due to Winter Break, the next EAC meeting will be held on December 16.
3. Meeting adjourned 9:53 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), Audrey Murray (TS), Babette Perkins (EHS), Susan Phillips (SBS), 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), Melissa Loyd (Ex-Officio University Staff Council), Sarah Tobola (Ex-Officio Human Resources)

**Members Absent:** Carletta McClenton (FMO), Jesse Mendez (UES), Antonio Sarate (SRPL)