Welcome and Introductions, and Approval of Minutes
2. Minutes from 2/24/2016 were approved.

Administrative Report by Jerry Strawser
1. Division Town Hall and Climate Survey: An action plan is being created based on the results of the division climate assessment and the information provided via the February 15th Town Hall meeting regarding communication, equity and treatment, and training. Any ideas on ways to improve these areas may be sent to Dr. Strawser.
2. Division Scholarship Opportunity: Applications are being accepted for the scholarship opportunity for dependent children of Division of Finance & Administration employees. Applications are due by Friday, May 6, 2016.
3. Division Awards Ceremony: Nominations are being accepted for the Division of Finance & Administration Excellence Awards. The awards ceremony will occur on May 24, 2016. Nominations are due by Monday, April 4, 2016.
4. Continuous Improvement Teams (CIT): The CIT teams studying Employee Onboarding and Professional Development will present their recommendations at the next division town hall meeting (target date is mid-May). One idea from the Professional Development CIT is on the notion of changing our mindsets regarding professional development, as it looks different for everyone and can be as simple as doing something other than our day-to-day jobs and investing time in other people. For example, employees could do a community service project together. This is a topic that will be further explored.
5. Fourth of July Event at Bush Library: Dr. Strawser provided clarification on our division’s involvement with this event, which was recently discussed in The Eagle. After discussions with leaders of the departments whose staff work this event, it was concluded that they would like to support the event but not at the cost of employees having to miss out on this holiday with their families. The decision to not work the event was not made because of funding or our division not being patriotic, but rather in an effort to give employees more time to spend with their families. A solution has been reached with other volunteers staffing the event. We appreciate President Young supporting this decision.
6. Suggestion Regarding Family-Friendly Initiatives: A suggestion was made to implement initiatives that enable better family time and work/life balance. One specific example was providing amenities on campus such as a playground for the occasions when we have to bring our children to the workplace. The idea of a “Bring Your Child to Work Day” was also discussed. Dr. Strawser supports this concept and is open to considering any ideas the committee would like to bring forward. He is also exploring options for wellness initiatives.
7. Staff Appreciation Week (SAW): EAC members heard good feedback on SAW and that employees truly felt appreciated with the variety of fun, well-organized events and emphasis from the President’s office.

University Staff Council Report by John Kay
1. Step In. Stand Up.: This campaign has been created to show survivors of sexual assault that we stand with them and asks others to do the same, with an end goal of reducing incidents of sexual assault and sexual
violence. You can learn more about this campaign at http://stepinstandup.tamu.edu.

2. **Sick Leave Donation Program** is active. To learn more about donating sick leave hours to another employee, visit http://employees.tamu.edu/benefits/leave/sick-leave-direct-donation/.

3. **Staff Appreciation Week** was a success. Reminder for employees to complete the survey that was sent via email to give feedback and suggestions for next year.

4. The next **Presidential Open Forum** is Wednesday, April 20, 2016 at 10:00 a.m. in MSC Room 2300 D&E. All staff are invited and encouraged to attend.

**Benefits Report by Sarah Tobola**

1. **Evive Website**: Blue Cross Blue Shield has launched a member portal called Evive Health, found at https://myevive.com/tamus-login. This user-friendly website and mobile app makes it easier for employees to engage in their personal health and check on wellness exam incentive credits.

2. **Wellness Exams**: On-site wellness exams with Catapult were recently scheduled, and more additional dates will be released soon. These spots fill up very quickly. Reminder that employees should complete their wellness exams by target date of June 30 in order to receive full credit for FY17 premiums.

3. **Performance Reviews**: The performance review period is April 1 through May 31.

4. **Potential Employee Wellness Clinic**: HR is exploring the possibility of partnering with the Health Science Center to offer an employee health and wellness clinic. A short survey will be sent to A&M Care plan members to gather information to help determine interest and potential use as this initiative is evaluated further for feasibility.

5. **Project Helios** is a system that will replace our existing HR and Payroll solution (BPP) with a modern, integrated HR and payroll system. This project will be beneficial to all employees. The new system will go live in December 2017.

6. **Wellness**: A Standard Administrative Procedure (SAP) is currently in development related to Wellness Programs and Wellness Release Time for physical fitness activities. This SAP has been written with flexibility with the intent to have the greatest number of employees be able to utilize the program. As part of Wellness Works, HR is also developing a network of WELL Leaders, which is a concept similar to HR Liaisons, to work at the division/college level to provide wellness resources to staff and be a champion for wellness for their areas.

7. **Fair Labor Standards Act (FLSA)**: The Department of Labor changes to the FLSA overtime salary threshold were sent to the federal Office of Management and Budget in March for approval. Once the guidelines are finalized, a 60-90 day implementation is expected. Additional information and instructions will be provided at that time.

**Old Business**

1. **EAC Bylaws**: Members reviewed proposed changes to the EAC bylaws, which included the following:
   - Departmental representation was updated.
   - The position of Recorder was eliminated and it was noted that minutes are recorded by staff in the Office of the VP for Finance & Administration.
   - A new officer position of Chair Elect was added.

   EAC members voted for approval of the proposed changes to the EAC bylaws, with the following revision:
   - Section VII on Officers should be revised to note that the Chair position is a one-year term.

2. **Intersection at Penberthy and Tom Chandler**: The transition of the four-way stop to a two-way stop at Penberthy and Tom Chandler has been successful.
New Business

1. **Council on Climate, Culture, and Respect (CCCR):** Gib Sawtelle, Chair, gave an update on the work of the CCCR. The CCCR has been charged to develop a proposal for a diversity plan for the division. This includes discussing the President’s call to action following the incident in February. President Young asked units to take action to address and prevent issues like this from occurring in the future. Each unit is to establish goals for the end of this month, the end of the semester, and the end of the summer. The CCCR will develop a proposal on this for Dr. Strawser’s review by the end of April. In addition, the CCCR welcomes employee ideas and input on ways our division can improve matters of communication, equity, and professional development. Any ideas can be submitted to your area’s CCCR representative.

2. **Communication:** A member inquired whether we are doing anything on a division level to communicate current events. Dr. Strawser discussed the idea of a weekly communication to the division via email that would include a list of the major events/topics/deadlines of importance. EAC members indicated support of this idea. It was suggested that the information could be coordinated with the HR Liaison Network News so that information is not duplicated.

Closing Discussion

1. The next EAC meeting will be held on April 27, 2016.
2. Meeting adjourned 10:08 a.m.

Meeting Attendees: Marco Campos (UES), Bill Cox (FDAD), Joe Garcia (UES), Monica Hartman (EHS), Austin Horne for Babette Perkins (EHS), Eric Irwin (TS), Cindy Ishaq (TS), Kurt Lantz for Braly Morse (IT), Carletta McClenton (FMO), Missy Mouton (IT), Audrey Murray (TS), Michael Phillips (IT), Susan Phillips (SBS), Aaron Riojas for Antonio Sarate (SRPL), Adrian Shepherd (UPD), James Smith (IT), Karen Bigley (Ex-Officio Office of VPFA), Ashley Skow (Ex-Officio Office of VPFA), Jane Schneider (Ex-Officio Office of VPFA), Jerry Strawser (Ex-Officio VPFA), Sarah Tobola (Ex-Officio Human Resources), John Kay (Ex-Officio University Staff Council), Gib Sawtelle (Guest, Council on Climate, Culture, and Respect).

Members Absent: Braly Morse (IT), Jesse Mendez (UES), Babette Perkins (EHS), Antonio Sarate (SRPL)