Division of Finance and Administration
Employee Advisory Committee

February 24, 2016 Minutes

Welcome and Introductions, and Approval of Minutes
1. Kurt Lantz attended for Braly Morse (Information Technology).
2. Minutes from 1/27/2016 were approved.

Administrative Report by Karen Bigley
1. President’s Meritorious Service Awards: Congratulations to our division winners: Lindsey Garza (Enterprise Information Systems), Monica Hartman (Environmental Health & Safety), and Jatan Vyas (Enterprise Information Systems). The awards ceremony will be held on Monday, February 29, 2016 at 3:30 p.m. in the MSC Bethancourt Ballroom with a reception to follow.
2. Division Town Hall and Climate Survey: A town hall meeting was held on February 15, 2016. At this meeting, Dr. Strawser discussed the results of the climate assessment and requested more feedback from employees related to communication, equity and treatment, and training. Staff were given the opportunity to complete a form at the Town Hall or to provide feedback via an online survey. He will evaluate the feedback to determine possible action items. A future town hall is planned to discuss the process improvement teams. As always please encourage the staff to attend and participate in future town hall meetings.
3. Scholarship Opportunity: Applications will soon be distributed for the scholarship opportunity for dependent children of Division of Finance & Administration employees.
4. Division Awards Ceremony: The nomination process will soon begin for the Division of Finance & Administration awards program. The awards ceremony will occur in May. There are other campus-wide award programs happening this spring.
5. Spring Break: Reminder that students are on Spring Break March 14-18 and the university is closed March 17-18.

University Staff Council Report by Melissa Loyd
1. Staff Appreciation Week: All employees are encouraged to participate in Staff Appreciation Week, February 29 – March 5. Visit www.tamu.edu/saw2016 for more details. The SAW committee recognizes that many workers aren’t able to attend the events because they cannot leave their locations or they work night shifts, so these employees will receive boxed lunch meals at an alternate time.
   o Monday, Feb. 29: President’s Meritorious Service Award Ceremony and Reception
   o Tuesday, Mar. 1: President Young’s Backyard Picnic on the East Quad
   o Wednesday, Mar. 2: Maroon & White Wellness Walk, ending with rally at Rudder Plaza
   o Thursday, Mar. 3: Stress Management Seminar
   o Friday, Mar. 4: Departmental Appreciation Day (Note that all division staff are invited to attend an appreciation event at 3:00 p.m. in the General Services Complex lobby.)
   o Saturday, Mar. 5: Field Day at Kyle Field
2. Staff Emergency Fund is now active and receiving applications.
3. The next Presidential Open Forum is April 20, 2016.
Benefits Report by Sarah Tobola

1. **Tax Forms:** 1095C forms are now available in the HR connect for those who elected to receive them electronically. Printed copies will be sent through the mail later this month for those that did not elect electronic notification.

2. **Staff Appreciation Week:** Please encourage employee participation. President Young sincerely wants to show his appreciation to staff.

3. **Wellness Exams:** An email will soon be sent regarding on-site wellness exams available for employees. 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.

4. **Performance Reviews:** Watch for communications regarding the performance review process which will soon begin.

5. **Sick Leave Donations:** The donation process is now in place and more information can be found on the HR website.

6. **Training Opportunities:** Reminder that there are wonderful training opportunities and certificate programs available through Employee & Organizational Development. Visit the EOD website for details.

7. **BCBS Website:** Blue Cross Blue Shield has launched a new website called Evive Health which is more user-friendly than the existing BCBSTX website. The new site makes it easier for employees to check on wellness exam incentive credits. Web address tamus.myevive.com. More information in the latest Benefit Briefs.

8. **Women’s History Month:** Be watching for program announcements related to Women’s History Month in March.

**Old Business**

1. **Signage at Penberthy:** At this time there will be no changes to the signage at the intersection of Penberthy and Jones-Butler Roads. The signage is not incorrect; the problem is that drivers aren’t paying attention to it.

2. **Identity and Information Protection:** Reminder of the importance of identity and information protection. There are many scams occurring around tax time. Check the TAMU Information Technology website for resources and more information.

**New Business**

1. **EAC Bylaws:** EAC members discussed proposed changes to the EAC bylaws. Article III – Representation was updated to add the departments that were recently added to the division. Article VII – Officers was discussed. The following items were approved:
   - The position of Recorder will be eliminated, and the bylaws will be revised to note that minutes are recorded by staff in the Office of the VP for Finance & Administration.
   - A new officer position of Chair Elect will be added to the bylaws. The Chair Elect will perform the duties of the Chair if she/he is unavailable for a meeting. When the Chair’s term ends, the Chair Elect will transition into the role of Chair.
   - Adrian Shepherd was previously functioning as a Vice Chair. That position is transitioned to Chair Elect.
   - Karen Bigley will draft these changes to the bylaws, which will be presented for approval at the next EAC meeting.

2. **EAC Elections:** Several EAC terms are ending in May. Elections for these positions will be held over the coming months. Jesse Mendez will be leaving the committee in May due to the changes in his job function. He will be replaced by Keith Bornmann who will serve the remainder of Jesse’s term (May 2016-May2018).

3. **Traffic Advisory:** Please be aware that over Spring Break there will be several construction projects that will impact traffic. Agronomy Road, Lubbock Street, and the intersection at Stallings and Joe Routt will all be closed. More details will be distributed to the campus via email.
**Closing Discussion**

1. The next EAC meeting will be held on March 30, 2016.
2. Meeting adjourned 9:55 a.m.

**Meeting Attendees:** Marco Campos (UES), Bill Cox (FDAD), Joe Garcia (UES), Monica Hartman (EHS), Eric Irwin (TS), Cindy Ishaq (TS), Jesse Mendez (UES), Kurt Lantz for Braly Morse (IT), Missy Mouton (IT), Audrey Murray (TS), Babette Perkins (EHS), Michael Phillips (IT), Susan Phillips (SBS), Antonio Sarate (SRPL), Adrian Shepherd (UPD), James Smith (IT), Karen Bigley (Ex-Officio Office of VPFA), Ashley Skow (Ex-Officio Office of VPFA), Sarah Tobola (Ex-Officio Human Resources), Melissa Loyd (Ex-Officio University Staff Council)

**Members Absent:** Carletta McClenton (FMO), Braly Morse (IT)