Welcome and Introductions, and Approval of Minutes
1. James Smith (Information Technology), Braly Morse (Information Technology), Missy Mouton (Information Technology), and Bill Cox (Facilities and Dining Administration) were introduced as new EAC members. New member Michael Phillips (Information Technology) was unable to attend.
2. Minutes from 12/16/2015 were approved.

Administrative Report by Jerry Strawser
1. Division Town Hall and Climate Survey: A town hall meeting is scheduled for February 15, 2016. At this meeting, Dr. Strawser will present and discuss the results of the climate survey. Responses to the survey’s open-ended questions (What does the division do well? How can we improve?) can be categorized into six general areas: 1) compensation, 2) staffing levels, 3) equipment and facilities, 4) communication, 5) fairness and equity, and 6) training. The first three areas can be addressed during the budget cycle, but in order to address the last three areas of concern and make improvements in the division, the leadership needs more specific information. At the town hall meeting, employees will be asked to anonymously provide additional information. Employees who are unable to attend the town hall meeting will have the opportunity provide feedback via a survey. Employees will also have a chance to ask questions at the town hall meeting.
2. Breakfast with the Executive Leadership Team: Dr. Strawser appreciates the feedback and ideas that have been provided from employees who attended these breakfasts, and he will be compiling a summary of these comments. An EAC member suggested that perhaps every third or fourth time, this meeting could be held as a dinner rather than a breakfast, in an effort to accommodate those who work outside the typical 8:00 a.m. – 5:00 p.m. shift.
3. TAMU Merger with Health Science Center: While the merger occurred about two years ago, operations have largely remained unchanged. President Young has now tasked Dr. Strawser with facilitating a full integration. Dr. Strawser clarified that a full integration will not result in reductions in the work force, it will protect HSC’s statue as a health-related institute, and it will only occur where it makes sense to do so. The goal is to have a plan established by May 2016.
4. 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 should have their reports completed soon and a town hall will be scheduled in May or June to report the results of their work to the division. It was noted that there is a possibility for a process improvement team to be formed to address action items coming from the climate survey or the employee breakfasts.
5. Council on Climate, Culture, and Respect: The council has been tasked with reviewing our division’s diversity report and assisting with the creation of a diversity plan for the division.

University Staff Council Report
1. Staff Emergency Fund: The fund is now available. For more information on eligibility criteria or applications, visit staff.tamu.edu.
2. Spring Forum: Save the date for the next Presidential Open Forum on April 20 from 10:00 a.m. -12:00 p.m. If you have suggestions on topics you’d like President Young to address, please send them to staff@tamu.edu.
3. Staff Appreciation Week: Save the date for February 29 – March 5. More details can be found at www.tamu.edu/saw2016. The USC would like feedback on how to recognize and show appreciation to
staff who work outside the typical 8:00 a.m. – 5:00 p.m. workday. Please send feedback to staff@tamu.edu.

- Monday, Feb. 29: President’s Meritorious Service Award Ceremony and Reception
- Tuesday, Mar. 1: President Young’s Backyard Picnic on the East Quad
- Wednesday, Mar. 2: Maroon & White Wellness Walk, ending with rally at Rudder Plaza
- Thursday, Mar. 3: Stress Management Seminar
- Friday, Mar. 4: Departmental Appreciation Day
- Saturday, Mar. 5: Field Day

**Benefits Report by Sarah Tobola**

1. **Staff Appreciation Week:** Please encourage employee participation.
2. **Sick Leave Donations:** The process for making sick leave donations is complete. If the recipient qualifies as having a medical emergency (as defined by IRS guidelines), then the donation will not be taxable to the donor. For more information go to [http://employees.tamu.edu/benefits/leave/sick-leave-direct-donation/](http://employees.tamu.edu/benefits/leave/sick-leave-direct-donation/).
3. **HR Express Newsletter:** The latest edition of the newsletter can be found at [http://employees.tamu.edu/resources/hr-express/](http://employees.tamu.edu/resources/hr-express/).
4. **Tax Forms:** Electronic W-2’s have been distributed. The 1095C forms are expected to be distributed by mid-February. *Update: 1095C forms have now been distributed.*
5. **Walk Across Texas:** Employees are encouraged to participate in this program which begins on February 7. More information can be found in the HR Express Newsletter.
6. **BCBS On-Site Assessment:** Blue Cross Blue Shield recently conducted an on-site assessment of Texas A&M and its wellness culture. Based on their visit they will provide a report and resources.
7. **Wellness Release Time:** The System has authorized University Presidents to allow employees to have wellness release time for thirty minutes per day, three times per week for a physical wellness activity. Procedures for this process are still being developed.
8. **Reminder of the free fitness class** for TAMU employees, held on Tuesdays and Thursdays from 5:15 p.m. - 6:15 p.m. in the General Services Complex break room.

**Old Business**

1. **Signal at F&B and Wellborn:** A safety improvement was made at this intersection to address the problem of vehicles running a red light in instances where the first light is red but the second light is green. Louvers were added to the first light that make it where you cannot see the second light until you’ve passed under the first. The city may provide additional modifications at a later date to further enhance safety at this intersection.

**New Business**

1. **Phone and Phishing Scams:** Members discussed several scams occurring recently via phone and email. Reminder to employees of the importance of identity and information protection.
2. **EAC Processes:** Due to restructuring, the EAC bylaws will need to be amended. These will be distributed to members via email, for discussion and vote at the next meeting. Reminder to EAC members that if they are unable to attend, they should send a proxy from their voting group who is not already an EAC member. Updated EAC rosters will be provided at the next meeting. Information on the EAC can be found on our division webpage, [http://vpfa.tamu.edu/](http://vpfa.tamu.edu/), under Division Staff Links.
3. **Hoverboards:** A question was submitted about the university’s policy on the use of hoverboards. It was advised to check with Environmental Health & Safety and Student Affairs.
**Closing Discussion**

1. The next EAC meeting will be held on February 24, 2016.
2. Meeting adjourned 9:53 a.m.

**Meeting Attendees:** Marco Campos (UES), Bill Cox (FDAD), Monica Hartman (EHS), Eric Irwin (TS), Cindy Ishaq (TS), Carletta McClenton (FMO), Jesse Mendez (UES), Braly Morse (IT), Missy Mouton (IT), Audrey Murray (TS), Babette Perkins (EHS), Susan Phillips (SBS), Antonio Sarate (SRPL), James Smith (IT), 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), Sarah Tobola (Ex-Officio Human Resources)

**Members Absent:** Joe Garcia (UES), Michael Phillips (IT), Adrian Shepherd (UPD)