Division of Finance and Administration
Employee Advisory Committee

April 27, 2016 Minutes

Welcome and Introductions, and Approval of Minutes
1. Betty Gibson attended for Sarah Tobola
2. Minutes from 3/30/2016 were approved.

Administrative Report by Karen Bigley
1. Board of Regents Meeting: The Board of Regents are meeting this week. They are considering several landscape projects for campus, including Spence Park, Academic Plaza, and the JK Williams front lawn.
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. Town Hall Meeting: The next town hall meeting will be May 11, 2016 from 11 a.m. to 12 p.m. in the auditorium of the Interdisciplinary Life Sciences Building (ILSB). The Continuous Process Improvement Teams will present their recommendations on Employee Onboarding and Professional Development.
4. Discussed the upcoming Commencements:
   • Wednesday, May 11, 2 p.m. – Rudder Auditorium - Doctor of Veterinary Medicine
   • Thursday, May 12, 2 p.m. – Reed Arena - Graduates in College of Engineering
   • Thursday, May 12, 7 p.m. – Reed Arena - Undergraduates in College of Engineering
   • Friday, May 13, 9 a.m. – Reed Arena - Graduates and Undergraduates in Agriculture and Life Sciences and Graduates and Undergraduates in Geosciences
   • Friday, May 13, 2 p.m. – Reed Arena - Graduates and Undergraduates in Architecture, Graduates and Undergraduates in Science, and Graduates and Undergraduates in Veterinary Medicine and Biomedical Sciences
   • Friday, May 13, 7 p.m. – Reed Arena - Graduates in Bush School of Government and Public Service and Graduates and Undergraduates in Education and Human Development
   • Saturday, May 14, 9 a.m. – Reed Arena - Graduates and Undergraduates in Mays Business School
   • Saturday, May 14, 2 p.m. – Reed Arena - Graduates and Undergraduates in Liberal Arts
   • Friday, May 20, 10 a.m. – Rudder Auditorium - Graduates and Undergraduates in the College of Nursing
   • Saturday, May 21, 9 a.m. – Rudder Auditorium - Graduates and Undergraduates in the School of Public Health
   • Saturday, May 21, 2 p.m. – Rudder Auditorium - Professional and Graduates in the College of Medicine
5. Division Awards Ceremony: The awards ceremony will be held on May 24, 2016. The ceremony begins at 9:00 a.m. with the doors opening at 8:15 a.m. Employees are asked to RSVP.

University Staff Council Report by Toni Eubanks
1. Forum: The forum with the President last week was a success. Among the things President Young announced was the launch of the staff tuition assistance program this Fall. A recording of the forum is available on YouTube: https://www.youtube.com/watch?v=S_-3wDZ9OoA.
2. USC elections: Toni’s term is ending and we will be seeking nominations for at least one position – possibly two in the near future.
3. Inclusion, Equity, and Respect in the Workplace is a new committee of the USC that will focus on fostering a
culture of respect in the Aggie community. We will look to partner with existing groups.

4. **Next Meeting:** The next meeting is scheduled for May 17, 2016 at 8:30 a.m. in Room 110 of the Houston Building.

**Benefits Report by Betty Gibson**

1. **Wellness Strategic Planning:** University representatives met with BlueCross BlueShield wellness consultants to receive and review the University’s campus wellness assessment report from the BCBS onsite visits conducted in January. This report will give us strategic direction to focus our wellness efforts.

2. Reminder the target date for the wellness exam incentive completion is June 30 in order for the claim to complete and be reported back to System Office prior to the FY17 premium calculation. BCBS is scheduled to send postcards to those who are not reported as completed in early May. Remember, the wellness exam incentive applies to employees and their spouses enrolled in the A&M Care plan. More information on our website: [http://employees.tamu.edu/benefits/wellness-exam/](http://employees.tamu.edu/benefits/wellness-exam/) Catapult onsite screenings will be made available with dates in May/June at the GSC to assist employees in satisfying the exam completion requirement.


4. **Performance Evaluations:** Reminder – performance evaluations to be complete by end of May.

5. **FSLA:** Final regulations are expected soon related to the FLSA changes. As a reminder, the proposed regulation changes the salary minimum for consideration for exempt status under the FLSA. The proposed salary amount is $50,440. This change will result in currently exempt employees moving to non-exempt.

6. **Standardized Pay Plan:** The effective date for the Standardized Pay Plan (System level initiative) is set to December 2016. Work is continuing on that project and additional communications will be forthcoming.

7. **HELIOS:** Project HELIOS is progressing and is currently at the business process design phase to establish the initial prototype for testing. The go live date for that project is December 2017.

8. **Vice President for HR and Organizational Effectiveness search:** Three final candidates are being interviewed in April/May.

9. **Upcoming Programs:**
   - Living WELL Aware Conference (May 25) [http://www.signupgenius.com/go/30e0e4babaa29a5fd0-living](http://www.signupgenius.com/go/30e0e4babaa29a5fd0-living)

10. **Save the date:** Annual Enrollment benefits fair July 12 – 13, 2016

11. **Upcoming Wellness Initiatives:**
   - Expanding locations of free fitness sessions
   - Wellness Release time
   - Wellness Survey
   - WELL Leaders (division level)
   - Mobile mammography services

**Old Business**

1. **Weekly Communications:** Discussed the recent implementation of a weekly e-mail communication containing important dates for the division and campus as well as available training. Members were encouraged to talk about this with the groups they represent to ensure everyone is reading them.

**New Business**

1. **Move-Out:** Jesse Mendez announced that beginning May 2, 2016 open top containers will be placed across campus for move-out. There was discussion about the proper disposal of recyclables, electronics, and hazardous materials. Goodwill will have two designated drop-off sites. EHS has volunteered to help if needed.

3. **High School Commencements on Campus**: In addition to the TAMU commencements, we will host several high school commencements – two on June 2, 2016, three on June 3, 2016, and four on June 4, 2016 – all at Reed Arena.

4. **Stream Clean**: Stream Clean was postponed in the fall due to inclement weather. The make-up session was this past weekend and included 60 volunteers. They collection 25 bags of trash.

5. **Information Technology**: IT has opened a portion of their executive level meeting to all IT staff. If anyone at the EAC or in the division is interested in attending, please let Michael Phillips know.

6. **Jury Duty and Overtime**: Joe Garcia brought an issue from an employee who was selected to serve on jury duty. As the time spent at jury duty was not actual work time, the employee lost overtime pay they would have otherwise been entitled to. Betty Gibson will review the situation and report back to the committee.

7. **Campus Carry Announcement**: Discussed the recent Campus Carry announcement. Everyone was encouraged to read the resources available on the website. For those groups needing additional information or greater clarity – UPD has agreed to make presentations. Thus far those individuals with the greatest concerns and the most questions are those that were not aware of what was already permitted under the law.

8. **Campus Master Plan Update**: The consultants conducting the update have been seeking input through a series of forums and focus groups. A campus wide invitation to an open forum went out recently. EAC members are encouraged to attend any future forums as are their constituents.

**Closing Discussion**
1. The next EAC meeting will be held in May – the date will be determined.
2. Meeting adjourned

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**Meeting Attendees**: Bill Cox (FDA), Joe Garcia (UES), Jesse Mendez (UES), Monica Hartman (EHS), Babette Perkins (EHS), Eric Irwin (TS), Cindy Ishaq (TS), Braly Morse (IT), Carletta McClenton (FMO), Missy Mouton (IT), Audrey Murray (TS), Michael Phillips (IT), Susan Phillips (SBS), Antonio Sarate (SRPL), Adrian Shepherd (UPD), James Smith (IT), Karen Bigley (Ex-Officio Office of VPFA), Betty Gibson for Sarah Tobola (Ex-Officio Human Resources), Toni Eubanks (Ex-Officio University Staff Council),

**Members Absent**: Marcos Campo (UES), Ashley Skow (Ex-Officio Office of VPFA), Jane Schneider (Ex-Officio Office of VPFA), Jerry Strawser (Ex-Officio Office of VPFA).