

Staff Engagement Committee (SEC)
Meeting Agenda
March 28, 2023, at 8:30 a.m. in JKW 212

1. Welcome and Introductions
 - a. Vivienne Crooks, Assistant Dean, Texas A&M Law School
 - b. Cari Tawney, Assistant Vice President, Student Affairs Finance
2. Approval of February Minutes
 - a. Motion to approve- Donna Watson
 - b. Second- Tamra Ray
3. Administrative Report- John Crawford, VP for Finance & Business Services and CFO
 - a. Wants this division to be the best place to work and for everyone to want to work for the division.
 - b. Discussed having sub-committees for the SEC to work specifically on Onboarding, Staff Development Day, and Best place to work
4. Benefits Report- Stacey Havel, Business Services Administrator, HROE
 - a. A&M Express Scripts was covering COVID tests but that is going away and will now have to pay for them. Ends on May 11.
 - b. Premiums are going to go up. Not sure if it will be on Employer or Employee side. Should know more in May.
 - c. Big interest in having infertility covered on our benefits. It is at the legislature waiting to see if it will be approved
5. University Staff Council Report, Tamra Young, Executive Officer Committee Secretary
 - a. Huron a new system and Conflict of Interest disclosure will start being required
 - b. for all faculty and staff in the Fall 2023.
6. Old Business
 - a. Vote on By-Laws
 - i. Motion to approve to change Article III Group 5 from Central Receiving to Logistics (Motion- Tammy Prater, Second- Jamie Crenshaw)
 - ii. Motion to approve to change Article III Group 13 from Student Financial Aid to Scholarship & Financial Aid (Motion- Leann; Second- Britney Castillo)
7. New Business
 - a. Onboarding (consistent on how we do on-boarding across the division)
 - i. After HR hands off the onboarding to the departments, a consistent process that is the same for the entire division.
 - ii. Personalize the process to all of the division of Finance and Business Services and feels welcome.
 - iii. The division welcome and then a department welcome
 - iv. Best practice conversations to have to help move into a consistent process
 - b. Staff Development Day
 - i. Professional development day for the staff in the division
 - ii. Personal employee side for specific professional development to help build strengths and/or weaknesses; to build knowledge for building skills for supervising and career growth.
 - iii. Pick a specific day that is used specifically for professional development for all the staff that are interested in participating.
 - iv. Would like the SEC to brainstorm putting this together
 - v. Session opportunities on different topics that will be set up as a conference.
 - vi. A short version of Leading Others program

- vii. Work with HR Organizational Development group on programs they have available that would provide opportunities
 - viii. Always have a zoom/ web-ex option for those that are not located at TAMU Main Campus
 - ix. Supervisory career path and Technical more professional personal career path options.
8. Closing Discussion
New SEC Meeting, Tuesday, April 25 at 8:30 a.m.
9. Adjourn
- a. Motion to Adjourn- Ketra Williams
 - b. Second- Darlene Whyte

Important Dates:

Friday, March 31 Field Day at Penberthy RecSports Complex, Field #11 at 12:30 p.m.
April 17- Financial Wellness & Planning Extravaganza SAVE THE DATE