

**Staff Engagement Committee (SEC)
Meeting Agenda
April 25, 2023, at 8:30am in JKW 212**

1. Welcome & Introductions
 - a. Opening question “What fictional family would you pick to be apart of”?
2. Approval of March Minutes
 - a. Motion to approve by: Sybil Popham
 - b. Second: Katy Ellison
3. Administrative Report- Jane Schneider, Associate Vice President & Chief of Staff
 - a. CSIGG – Chaired by John McCall, Vice Chair Jessica Kilby
 - b. Plan to meet every other month
 - c. Discussing the best way to get ideas from the division across the campus
 - d. You can find the members on the division finance website
 - e. Discussion on changing the threshold from \$10k
 - f. Contracts group is looking at how to speed up the contract approval process, Chaired by Barbara Bayer and Vice Chair Jeff Burton at HSC. First round of recommendations to John this week.
 - g. Legislative session is proceeding, ends the end of May. University is optimistic
 - h. Financial discussions are continuing
 - i. Budget model they are hoping to have by the end of the summer
 - j. John Crawford met with Tamra, Dannah and Brittney to discuss the 3 initiatives. He is open to other ideas.
 - k. How can the SEC best represent the division and the ideas the division staff have suggested.
4. Benefits Report- Stacey Havel, Business Services Administrator, HROE
 - a. Official open enrollment dates July 10-31. The date change came from the System Benefits office.
 - b. Open enrollment fair at ILCB on July 12th from 8-5, combining with the College of Ag and College of Engineering
 - c. Wellness credit is due June 30th. Two Steps on your my Evive
 - d. TRS for both employee and employer will increase to 8.25% effective 9/1/23 FY24. Not expected to change for FY25
 - e. Open enrollment for flexible spending accounts be sure to re-enroll
5. University Staff Council Report, Tamra Young, Executive Officer Committee Secretary
 - a. Encouraging departments to do Staff Appreciation within their units.
 - b. Questions how to handle with the colleges that are centralized.

6. Old Business
 - a. Vote on By-Laws- Article III and Article X
 - i. Motion to approve Britney
 - ii. Second by Darlene Whyte

7. New Business
 - a. Updates from sub-committees
 - i. Staff Appreciation- Darlene Whyte
 1. Discussed Staff Awards to be late September or early October
 2. John will give budget and nominations in the coming months
 3. Quotes for food and location, bring to SEC for approval
 4. Last year at the Rec Center can get more information Sarah Curylo, John Crawford's assistant
 5. Swag- Set up a swag store (online or in person)
 - a. 2 Movie tickets, cups, t-shirts (800+ strong), Kyle Field Day, barbecue.
 - b. \$25.00 a person
 - c. Division shirts and name tags (look at logo ideas to vote on)
 - d. SEC name tags
 - e. Post it notes, certificates on the employees.tamu.edu website for ideas, personal thank you cards from higher level employees
 - f. Printing merit awards that are in workday and signed by the dean
 - g. 30-minute break to do a puzzle or play games
 - h. Play a funny movie
 - i. Birthday lunch (they do it potluck), decorate office
 - j. Leaving early on Friday, Sonic run, Starbucks run
 - k. Administrative leave
 - ii. Staff Development- Jessica Clark
 1. Planning staff development for the Division of Finance and Business Services.
 2. Suggested to a low, mid and high level
 3. A list of SEC appointments
 4. Staff development should be held bi-annually
 5. Post classes well in advance
 6. Professional growth and day to day work
 7. Internal resources within the university
 8. Poll the division on what kind of classes they would like to see available
 9. Offered a class being held in the morning and the same idea in the afternoon to allow all to be able to attend.
 - iii. Onboarding- Leann Harris

1. When someone is on-boarded they get division swag
 2. A lot of time to get an employee through the HR process, want to look at that
 3. Once an employee is hired get a welcome email with a checklist of things, they need to do
 4. Trainings they need to take on TrainTraq
8. Closing Discussion
- a. Email from John or Jane to encourage all departments to do something for Staff Appreciation.
 - b. Next SEC Meeting, Tuesday, May 23rd at 8:30am.
9. Adjourn

Important Dates: