

**Staff Engagement Committee (SEC)**  
**Meeting Agenda**  
**June 23, 2023, at 8:30am in JKW 212**

1. Welcome & Introductions
  - a. Opening question: If you could have a lifetime supply of anything what would it be?
  - b. Chris Novosad, Assistant Dean for Architecture
  - c. Jessica Kilby, Assistant Vice President for Operations
  
2. Approval of May Minutes
  - a. Motion to approve- Linda Thurman
  - b. 2<sup>nd</sup>- Jessica Clark
  
3. Administrative Report- John Crawford, Vice President & CFO
  - a. Professional Development- FMO is hosting a professional development day that will have concurrent sessions. Would like SEC to connect with those groups and act as the sponsor. (i.e., SEC is sponsoring the FMO Professional Development)
  - b. What is a regular basis for professional development events to take place? John said quarterly to allow people to attend as they have the time. Personal development, technical development, and professional development. SEC to promote within the division.
  - c. Free LinkedIn training is available to staff within the TAMU System.
  - d. Have a monthly division “newsletter” to the spotlight different trainings on LinkedIn. Karen Bigley is assigned to the division; John will talk to her about getting something together to share through the division.
  
4. Benefits Report- Stacey Havel, Business Services Administrator, HROE
  - a. The finalized premiums employee is staying the same. The employer is going up.
  - b. Starting September 1<sup>st</sup> moving from MyEvide to WebMD One. Still access through SSO.
  - c. Remote open enrollment events- see website for locations.
  - d. Open enrollment starts July 10-31, 2023.
  - e. July 12<sup>th</sup> is the Open Enrollment event ILCB.
  
5. University Staff Council Report, Tamra Young, Executive Officer Committee Secretary
  - a. Staff Emergency Fund working on putting together a 5K/10K to raise money.
  - b. SEBAC Update
  
6. Old Business
  - a. Vote on By-Laws, Ex-Officio
    - i. Motion to approve- Britney Castillo
    - ii. 2<sup>nd</sup>- Donna Watson

7. New Business
  - a. Updates from sub-committees
    - i. Staff Appreciation- Darlene Whyte
      1. Staff Awards Name will be Keys to Excellence Awards
      2. Awards ceremony will be November 7<sup>th</sup>.
      3. We will stay with a breakfast option to allow Qatar to attend. We will be looking at other locations aside from the MSC.
      4. University swag store instead of each division or unit having their own swag.
    - ii. Staff Development- Jessica Clark
      1. Frymer room for October 26<sup>th</sup> for Professional Development Day
      2. John has requested the committee to submit a proposal on what the cost will be and then present it to him for final approval. John would like to meet with the committee individually to talk through the sessions and understand what direction they are going.
      3. Theme for the fall- Stress in the Workplace, Workload Management and Productivity, Addressing Real Life Examples.
      4. How to incorporate remote locations. Will definitely be recording but thinking about a snack pack to send to those at Law School, Galveston, Health Science Center to enjoy snacks while watching the sessions.
    - iii. Onboarding- Leann Harris
      1. Is there an ability to update the website to put updated training and events on the division website. Connect them with Karen Bigley. Don't want to step on the toes of Human Resources. Make a distinction between being an A&M employee and a Division of Finance and & Business Services Employee.
      2. John would like to get all the ideas from the committee and take them to the leadership team and then implement them for the division new hires.
8. Closing Discussion
  - a. Next SEC Meeting, Tuesday, July 25<sup>th</sup> at 8:30am.
9. Adjourn

Motion to adjourn: Damon Wallace  
2<sup>nd</sup>: Britney Castillo

Important Dates:

July 12, 2023- Professional Development hosted by FMO

October 26, 2023- Professional Development hosted by SEC

November 7, 2023- Keys to Excellence Awards