

**Staff Engagement Committee (SEC)****Meeting Agenda****October 24, at 8:30am in Zoom**<https://tamu.zoom.us/j/94998628409?pwd=OEg4eWc3TVU3NmtCZVRINWtYZmc5dz09>

Meeting ID: 949 9862 8409

Passcode: 411867

1. Administrative Report- Jeff Burton, Vice President & Deputy CFO
  - VPs have met and discussed different departments for finance, HR, marketing and communications, and colleges. Have provided input and given to Dr. Sams' to meet with colleges to get a full understand of how the reporting structure will look.
  - President has mentioned several times “Strong College”, shifting the power back to the deans in the colleges. Make sure the deans have what they need.
  - There shouldn't be day-to-day changes.
  - Assistant Deans will have a solid line to the Dean. Everything past that is still up in the air on the dotted line reporting structure.
  - Expect sometime this week the provost will start meeting with the deans.
  - Student Affairs not affected initially. Working on the colleges only at this time.
  - Aggie One Stop and Scholarships & Financial Aid the Provost talking about a November 1<sup>st</sup> effective date.
  - President Welsh wants the Budget Process for FY25 plan by November 1<sup>st</sup>. The thought is that in December or January there will be division head and have discussions on the plan.
2. Welcome & Introductions
  - a. What is one piece of useless information you still have memorized.
3. Approval of September Minutes
  - a. Motion to approve- Darlene Whyte
  - b. Motion 2<sup>nd</sup>- Wade Nordberg
4. Vote on By-Law change adding section on Resignation.
  - a. Make change to by-laws to say Supervisor or Department Head
  - b. Under resignation add- A replacement member will fill the position on the subcommittee that was vacated.
  - c. Under attendance there is a typo that needs to be updated and corrected.
  - d. Update subcommittee to allow others the opportunity to serve on other committees at fiscal year change.
  - e. Update chart for departments that serve on the SEC.
5. Benefits Report- Stacey Havel, Benefits Services Administrator, HROE

- a. **Register: Free Employee Financial Consultations with TIAA**  
Oct., & Nov. dates General Services Complex, Suite 1201 | [TIAA Event Flyer](#)
  - b. **Register: [Pre-Retirement Counseling Workshops](#)**  
Held monthly via Zoom or In-person
6. University Staff Council Report, Katherine McLelland or Gloria Brecht
    - a. Gloria Brecht attended for October.
    - b. Had President Welsh speak at the Common Grounds in October.
  7. Old Business
    - a. N/A
  8. New Business
    - a. Updates from sub-committees
      - i. Staff Appreciation- Darlene Whyte
        1. Monday, October 30<sup>th</sup>, Keys to Excellence Awards Ceremony
        2. Awards are ordered and will be picked up on Thursday.
        3. Holiday Party, December 19<sup>th</sup> from 2:00-4:00 at Big Shots
      - ii. Staff Development- Rebecca Spangler
        1. Staff Development event has been rescheduled to the Spring.
      - iii. Onboarding- Leann Harris
        1. Have a meeting with John on November 6<sup>th</sup> to discuss the draft for the Onboarding template to be rolled out to the division.
  9. Closing Discussion
    - a. Next SEC Meeting, Tuesday, November 28th at 8:30am.
  10. Adjourn
    - a. Motion to adjourn: Leann Harris
    - b. Motion 2<sup>nd</sup>: Donna Watson

**Important Dates:**

October 26, 2023- Professional Development hosted by SEC

October 30, 2023- Keys to Excellence Awards

December 19, 2023- Division Holiday Party 2:00pm - 4:00pm