

**Staff Engagement Committee (SEC)**  
**Meeting Minutes**  
**February 27, 2024, 8:30 a.m., via Zoom**

1. Welcome & Introductions
  - a. Welcome new members Mofie Thomas replacing Donna Lovell who is retiring and Lewis Benford replacing Ketra Williams.
  
2. Administrative Report- John Crawford, Vice President for Finance & CFO
  - a. When President Welsh did the quick look assessment, he gave the Division of Finance 5 tasks.
    - i. Move the assistant deans back to reporting to their deans as the solid line. They are dotted lines to the division of finance. Finance employees still report to finance.
    - ii. President wanted the service groups to focus more on customer service. There will be some professional development opportunities that will focus on customer service.
    - iii. President requested to have a broader member on ABOC. Have added HR, Facilities, Operations, and IT along with all assistant deans and AVPs that report directly to the VP for Finance
    - iv. Advisory group meets quarterly to discuss issues from the different departments across campus.
    - v. HR/Finance working group that gets down into the weeds (The WEEDS Group) on processes and how to make the better.
    - vi. When centralized a question of who funded the student employees. Student employees are not budgeted employees. IT had the largest issue because they have the highest number of student employees. Currently working with VP for IT to determine the amount of money and get it transferred to IT from division of Finance.
  - b. Phase I of the FY25 budget has closed. Currently working on the Programmatic Budget Review that is the President presents to the Board of Regents for approval.
  - c. Board of Regents decision to start reducing operations in Qatar. Have about 750 students, between 60-70 faculty and about 120 staff. This will be a 4-year process of closing that campus. Will teach the students out.
  
3. Approval of November Minutes
  - a. Motion to approve- LeAnn Harris
  - b. Motion 2<sup>nd</sup>- Darlene Whyte
  
4. Benefits Report- Stacey Havel, Benefits Services Administrator, HROE
  - a. Retirees meeting today 2/27/24 and another in March.

- b. WebMD 1 is now getting files along with historical files updating the 2-step incentive. Can self-certify dental cleaning and flu shots.
  - c. Retirement event on May 15<sup>th</sup>.
  - d. SEBAC lets explore an option for financial vendor for people that may be in financial hardship.
5. University Staff Council Report, Katherine McLelland, or Gloria Brecht
- a. The university is wanting to bring back the university staff photo days. Would come back in the Fall of 2024.
  - b. Questions about Staff Appreciation Week. No longer university sponsored events. This has been put back into the departments.
  - c. Questions on why there is no Spring Break for staff. Since the holidays that were selected did not allow time off for Spring Break.
  - d. 5K on May 4, 2024, for the Staff Emergency Fund in College Station. The branch campuses are going to host their own 5K or other fundraisers to help raise money for the Staff Emergency Fund.
  - e. Employee learning day is June 2024.
  - f. Employee learning in December the content will be available through the end of the year.
  - g. Employees do not need to take personal leave to vote, give blood, or to determine if you will be an organ donor.
  - h. Be sure to check your blue points under Well on Target with BCBSTX.
  - i. If you are having problems with Express Scripts email the University Staff Council so they can work with SEBAC to fix the issues.
  - j. Delta Dental is not covering as much anymore. It's basically up to the dentist.
6. Old Business
- a. Holiday Party at Big Shots a huge success.
7. New Business
- a. Updates from sub-committees
    - i. Staff Appreciation- Darlene Whyte
      - 1. The Holiday Party will be at Top Golf on December 17<sup>th</sup>.
      - 2. Keys to Excellence- October 22, 2024, at Rudder Theatre Complex
    - ii. Staff Development- Britney Castillo
      - 1. Save the Date for Staff Development Day on March 27<sup>th</sup>.
        - a. The half-day event starts at 8:30 at Annenberg Conference for breakfast. The first panel will start at 9:00 with the event ending at 11:45.
        - b. There will be a raffle and photobooth.
        - c. Wellness, Work-life Balance, Leading without a Title Panel
    - iii. Onboarding- Leann Harris

1. No update.
  - b. John would like to have the committee meet out of the office for a Happy Hour.
8. Closing Discussion
  - a. Next SEC Meeting, Tuesday, March 26, 2024, at 8:30am.
9. Adjourn
  - a. Motion to adjourn: Britney Castillo
  - b. Motion 2<sup>nd</sup>: Leslie Dunn

Important Dates:

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