

**Minutes of University Administrative Council
Tuesday, October 14, 2014**

I. Call to Order – Dan Howard, Executive Vice President and Provost

II. Approval of September 2014 Minutes (postponed)

III. Old Business - None

IV. New Business

a. On-Boarding System Implementation – Kathy Agnew

This system is part of HR, PeopleAdmin designed to officially onboard a new employee to the university.

b. Employee Climate Survey – Judy Bosland

Judy encouraged everyone to please take the anonymous online survey. The results will be presented to the administration. Please contact Judy if you need a paper copy of the survey or other questions regarding the survey. You can be entered for a drawing for lunch with president and provost.

c. Discretionary Spending – Cheryl Harrelson

When spending discretionary funds, please submit invoice and indicate purpose for spending funds. Also, when buying gifts for legislators/public officials, run these costs through the Office of Government Relations. Cheryl will send the gift policy spending rules to everyone.

d. Establishment of the President's Communications Council – Maureen Howard

PCC has been established in support of Vision 2020. There are representatives from each college. The Library would like to have a representative on PCC.

e. Upcoming University Events – Ben Woods

Encouraged everyone to attend some of the 10 “Dias Grandes” 10 big events which Aggies can come together and participate. Some upcoming events are the Employee Council's picnic, Oct. 17; Keep State Great, Oct. 25; and homecoming events.

Next Meeting: Tuesday, November 11, 2014, 8:30 a.m., O'Donnell Rm 300