**University Staff Council Meeting Agenda**

Tuesday, September 20, 2022

8:45‐10:45 am

Rudder 601

1. **Call to Order: Cynthia Billington**
	1. Motion to call meeting to order
	2. First: Katelynn Kellogg
	3. Second: Juan Rodriguez
2. **Roll Call of Members: Tamra Young**

**Present:** Sharon Alderete, Agatha Alonso, BB Barron-Gaytan, Lori Bienski, Cynthia Billington, Jennifer Bradford, Gloria Brecht, Ryann Howe (for Sandra Church), Carria Collins, Kari DeStefano, Sarah Franke, Liliana, Gonzalez, Erin Hinojosa, Katelynn Kellogg, Marcos Mendez, Kamola Milton Owen, Martha Parker, LaTia Peavy, Tracy Posey, Pam Praesel, Brittany Ramsey, Crystal Riles, Juan Rodriguez, Katie St. Clair, Stephanie Thompson, Angela Vasquez, Robin Williamson, Ryann Howe (for Bree Wright), Sally Yang, Mohammad Younes, Tamra Young, Tracy Young

**Absent:** Debjyoti Banerjee, Alice Brandao, Katie Giordano, Kelli Isaacks, Alicia Meza

1. **Introduction & Installation of New Executive Committee - Cynthia Billington**
	1. Chair:  Sarah Franke
	2. Vice Chair:  LaTia Wilson
	3. Secretary:  Tamra Young
	4. Treasurer: Carria Collins
	5. Member at Large:  Katelynn Kellogg
	6. Member at Large:  Angela Vasquez
	7. Past Chair: Cynthia Billington
2. **Installation of New Representatives and Reaffirmation of Returning Representatives -** Sarah Franke
3. **Approval of Minutes -** August 2022
	1. Motion to approve minutes
	2. First: Martha Parker
	3. Second: Sally Yang
4. **Meeting with Vice President of Human Resources**
	1. Have not pushed out alternate work location policy at this point. System is working on some verbiage to be sure it is the same across the system
	2. Conflict of interest statement and staff that are worried about signing this.
	3. Education support changed this year. Doctoral does not allow any kind of outside financial assistance. The bachelor’s education assistance program for staff have received financial aid and other assistance. There is a policy that prevents 2 contract payments. There is a work around to allow staff to receive both. Need to know how to use both and get the information shared and communicated to be sure staff are being able to use both.
	4. Discussed the success of how the forums have gone. Discussed having all 5 Executives from the President’s Cabinet was very successful with not enough time. For future forums have 1 exec for the forum to allow plenty of time to have all questions answered during the time allotted.
5. **Reports**
	1. **COVID-19 Task Force** - Sarah Franke
		1. Have identified hotspots such as the Gardens working on to minimize the hotspot areas
		2. Some Covid is very valuable and some it is not as valuable to them.
		3. Will be updating the dashboard online to be sure the latest information is available
	2. **Monthly HROE Vice President Meeting** - Sarah Franke
	3. **Inquiries** - LaTia Wilson
		1. The discussion on the HURON disclosure is required. Some of the questions are a yes or no and a mandatory answer. Can these questions be shielded from Open Records requests
		2. Questions about schedules for Staff Appreciation week.
	4. **Treasurer’s Report** - Carria Collins
		1. No funding in professional development balance
		2. Operating Balance: $9,932.05
		3. Monthly Expenses:
		4. Monthly Balance:
6. **Proposal for Changes to By-Laws - Katelynn Kellogg**
	1. Discussion:
	2. Would like to make some verbiage changes to include be more gender neutral
	3. Change the member at large positions to Past Chair and Parliamentarian
	4. Changing Task Force Committees to Ad Hoc Committees
	5. Vote
	6. Voting at the October meeting. Other proposed changes to be emailed to the council.
7. **USC Committees - Update on Chair & Goals**
	1. **Branch Committee Members**
		1. First meeting in October
			1. Tracey Posey (Co-Chair)
			2. Stephanie Thompson (Co-Chair)
			3. Brittany Ramsey
			4. Sally Yang
			5. Mohammad Younes
			6. BB Barron-Gaytan
	2. **Communications- Outreach**
		1. Needing more members
			1. Pam Praesel (Chair)
			2. LaTia Wilson
	3. **Elections**
		1. Hold an election in the Spring
		2. Onboarding program for new members
			1. Marcos will set up a zoom with new members, explain what the USC does and what each committee does to help the new member decide what committees they would like to join.
		3. Sarah to connect Marcos and Malika with HROE to start on the new membership with the new centralization.
		4. University Libraries currently has a vacant position
			1. Marcos Mendez (Chair)
			2. Carria Collins
			3. Angela Vasquez
			4. Sarah Franke
			5. Tamra Young
			6. Crystal Riles
	4. **IERW**
		1. Diversity Conference will be voted on as an Ad-Hoc Committee. Kristina Ballard has agreed to support this event. Met with Damon Slaydon and Annie McGown. Will be held February 23, 2023.
		2. Tamra will send a calendar meeting for this event.
		3. Living Well Fair on October 4th. USC will have a table at this event
		4. Looking for a name for the conference. This will be discussed in the committee
			1. Cynthia Billington
			2. Juan Rodriguez
			3. Sharon Alderete
			4. Jennifer Bradford
			5. BB Barron-Gaytan
			6. Erin Hinojosa
	5. **Professional Development**
		1. Goals for this next year:
			1. Sharon Alderete (Chair)
			2. Carria Collins
			3. BB Barron-Gaytan
			4. Erin Hinojosa
	6. **Staff Emergency Fund**
		1. In need of members.
		2. Have not received August financials at this time.
		3. Approved 1 application for 100.00 in August. Received 2 applications in late august. One not eligible and one denied.
		4. Fundraiser made $87.63 at Double Dave’s
		5. Whataburger at Dominick- Thursday, September 22nd.
		6. Goals- fundraisers, flyers
		7. Talk to Sarah about president matching funds.
		8. Make the SEF as a charity to be able to market it better
			1. Tracy Young (Co‐Chair)
			2. Kari DeStefano (Co‐Chair)
			3. Agatha Alonso
			4. Bree Wright
			5. Gloria Brecht
			6. Lori Bienski
			7. Robin Williamson
			8. Sandra Church
	7. **Work Life and Benefits**
		1. Goals- be a communications conduit for staff, advocate for staff for financial issues that affect them directly, partner with the university for staff retention
			1. Juan Rodriguez (Chair)
			2. Katelynn Kellogg
			3. Robin Williamson
			4. Marcos Mendez
			5. Carria Collins
			6. Mohammad Younes
			7. Tracey Posey
			8. Sarah Franke
			9. Erin Hinojosa
			10. Martha Parker
8. **External Committee Appointments:**
	1. **Task Force for Campus Emergencies -** Tracey Posey
	2. **System Employee Benefits Advisory Committee** - Juan Rodriguez
	3. **Transportation Safety Advisory Committee -** Tamra Young & Katelynn Kellogg
	4. **Diversity Operations Committee** - Appointment TBD
	5. **Dining Services Committee-** TBD
9. **Guest Speaker**
	1. Dr. Michael Dewsnap - Leading by Example / Enriching our Learning and Working Environment
10. **Next meeting**
	1. October 18th in Rudder 601 from 1:30‐3:30 pm.
11. **Motion to adjourn Meeting**
	1. First: Robin Williamson
	2. Carria Collins

\*We were given the possible academic calendar for 2023-2024. Sarah will send out to everyone to look at and asked for everyone to review and let her know of issues.