

2013-2014 Executive Officers

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

University Staff Council (USC)

Meeting Minutes

September 17, 2013

8:30 a.m. – 10:30 a.m.

401 Rudder

Members Present: Linda Bair, Michele Beal, Kendra Beasley, Kathy Beladi, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Nikki Cavender, Courtney Charanza, Chantale Deuel, Susan Edmisson, Carmen Espitia, Toni Eubanks, Les Fiechtner, Shelly Janac, Robert Jensen, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Robbie Lukeman, Roger Martinez, Amanda Mather, Darryl Petersen, Janelle Ramirez, Veronica Sprayberry, Faith Stringer, Tom Swanner, and René Weidemann

Members Excused: None

Members Unexcused: Tim Sweeney, Alma Villarreal

Visitors Present: Kim Crawford, Robert Jensen, Ronnie Huddleston, Chris Kaunas, Linda Stelly, Kimberly Sytak, Kathy Symank, and Janice Walpert

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

- I. Call to Order** (Lisa Blum)
At 8:31 a.m. Lisa Blum welcomed everyone and called the meeting to order
- II. Roll Call** (Kathy Beladi)
Member roll called
- III. Recognition of Visitors** (Lisa Blum) – Chris Kaunas of ADVANCE Center, Linda Stelly of ADVANCE Center, Ronnie Huddleston of UPD, Janice Walpert of Athletic Dept., Kimberly Sytak of CLBA, Kathy Symank – Human Resources
- IV. Special Presentation: ADVANCE Program**
Chris Kaunas, Director of ADVANCE Center and Linda Stelly Program Assistant of ADVANCE Center

Linda Stelly and Chris Kaunas gave a presentation about the ADVANCE Center at Texas A&M University. Interdisciplinary collaboration among departments in STEM fields (Science, Technology Engineering, and Mathematics) and is funded by the National Science Foundation. The ADVANCE Center aims to create a better workplace for everyone by promoting women faculty growth and development, health and well-being, involvement, recognition and a work-life balance for employees. The FASIT (Faculty and Staff Interaction Team) training program helps to build a working relationship between faculty and staff which is critical to the success of Texas A&M University. Visit the ADVANCE Center's website for additional information: <http://advance.tamu.edu/>



V. Recognition of Outgoing Members (Lisa Blum)

Recognition of service for outgoing members who have served 3 year terms - Kim Crawford, Mary DuBuisson, Ronnie Huddleston, Robert Jensen, Judy Marrs, Janice Walpert, Emily Weers

Recognition and gift presentation for Lisa Blum as 2012-2013 USC Chair by outgoing Executive Officers

VI. Induction of 2013-14 Officers and Committee Chairs (Robert Jensen)

Induction of Lisa Blum, Michele Beal, Kathy Beladi, Jennifer Le Grévellec, Matthew Johnson, Faith Stringer, Les Fiechtner, Carmen Espitia, Tom Swanner, Lisa Brown, Amanda Mather, and Darryl Petersen

New Members Oath

Oath taken by incoming members and ex-officios- Linda Brochu, Courtney Charanza, Chantale Deuel, Toni Eubanks, Shelly Janac, Robert Jensen, Ann Kellett, Robbie Lukeman, Janelle Ramirez, Veronica Sprayberry, Renee Weidemann

VII. Minutes Reviewed/Approval (Lisa Blum)

Faith Stringer motioned to approve minutes from meeting on August 20, 2013, seconded by Susan Edmisson – approved unanimously.

VIII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum / Jennifer Le Grévellec)

- IT Review – nothing new to report
- Administrative Review – nothing new to report
- Kyle Field and Renovations – discussed issue about staff season ticket holders
- Forum – gave update to Matt on status of planned November Forum with Chancellor Sharp
- Council Retreat – currently planning on holding Council Retreat in October for all members
- Joint UT Meeting – reaching out to UT about yearly USC meeting
- Presidential Search – Lisa Blum will serve on this committee as a representative for staff
- West Campus Dorms – discussed briefly about where the 46 acres are
- Meetings – Lisa and Jennifer meet with Matt Fry the 2nd Thursday of each month. Please let them know if there is anything you would like addressed with Matt.

IX. New Business

a. Approval of Ex Officio Representatives to USC for 2013-14

Linda Brochu, Chantale Deuel, Shelly Janac, Robert Jensen, and Janelle Ramirez

Motion by Matt Johnson to approve appointments, seconded by Michele Beal – approved unanimously.

b. By Law amendments

Proposed amendment by Janice Walpert:

Remove from required duties of Secretary “(3) facilitate nominations during nomination process; (4) serve as Chairperson of the Elections Committee” – Article IV Officers – Terms (C) (3) (4) nomination process for elections

Faith Stringer moved to discuss this amendment, Amanda Mather seconded.

Discussion was held on whether to assign the Election Chair duty to Executive Officer chosen by Executive Committee or if should be standing committee and members of that committee elect a chair.

Two Amendments on floor after discussion



First proposed amendment as originally proposed by Janice Walpert. In favor - none. Opposed - 20.
Second proposed amendment striking from the first proposed amendment the wording - Add "An Executive Officer shall be chosen by the Executive Committee to facilitate nominations during the nomination process and serve as Chairperson of the Elections Committee." as proposed by Faith Stringer. Faith also proposed that Election Committee be a standing committee and any member of the elections committee elect the chair. In favor - 23. Opposed - none. Motion approved.

Proposed amendment by Janice Walpert:

Add the word "by" as in 'annual elections shall be held BY each May' to the following sentence "Annual elections shall be held each May". Motion on floor by Amanda Mather, seconded by Jennifer Le Grévellec to have more specific wording of "by each May 31st". In favor - 23. Opposed – none. Motion approved.

Proposed amendment by Faith Stringer:

Change number of days in advance proposed amendments to bylaws must be distributed to council members from 10 days to 3 business days. Motion by Faith Stringer to approve amendment, seconded by Nikki Cavender. In favor – 23. Opposed – none. Motion approved.

c. Academic calendar

No official comments to send forward. Lisa will thank them for the opportunity.

d. Committee Representation Vacancies

Parking, Transportation, Facilities and Infrastructure - Courtney Charanza volunteered

University Dining - Linda Bair volunteered

Energy Action Plan 2015 Advisory Committee - Kathy Beladi volunteered

X. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner) – Did not meet.
2. Staff Scholarship Committee (Carmen Espitia) – Did not meet.
3. Elections Committee – Did not meet.
4. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen) – Did not meet.
5. Communications Committee (Tom Swanner and Lisa Brown) – Did not meet.
6. Outreach (Matthew Johnson) – Did not meet. Did meet with 30 new staff members last week.
7. Bylaws Committee (Lisa Blum) – Did not meet.

XI. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum) – Discussed a memo from graduate council on hiring practices. Will meet at the end of month.
2. Council for Strategic Budgeting (CSB) (Lisa Blum) – Did not meet.
3. Sub-Council, Strategic Reallocation – Faith Stringer reported did not meet.



4. Council on Climate & Diversity (CCD) (Lisa Blum) – Did not meet.
5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec) – meeting scheduled for Sept. 23rd
6. Diversity Operations Committee (DOC) (Carmen Espitia) – Did not meet. Next meeting will be Oct. 22nd.
7. University Worklife Committee (Janelle Ramirez) – Did not meet.
8. Council for the Built Environment (CBE) (Tom Swanner and Amanda Mather)
 - The Graphics Services Building will be renamed to the Engineering Innovations Center
 - Requests
 - Psychology Request for Awning - This awning which will be behind the Psychology Building will re-direct rainwater to an appropriate storm drain – approved
 - Engineering request Skylight Window Glazing - They will replace skylights over a catwalk in the Wisenbaker Engineering building. The skylights are cracked and leak during rainstorms – approved
 - Engineering request Spin Pit Test Facility - This is a research building for testing flywheel energy located outside of the University Services Building (old TI plant) – approved
 - Engineering request Test Facility for UAV Engines - This is another research facility outside of the University Services Building (old TI plant) which amounts to a concrete culvert used to house a test engine with a propeller attached – approved
 - OPAS Request for a Sculpture at Rudder Complex, redirected to Sub-Councils for review following additional information provided by requesting party - After much discussion, a statue was approved to be placed in front of the MSC honoring OPAS.
9. Energy Action Plan 2015 Advisory Committee – Nothing to report
10. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner) – Did not meet. Can watch Kyle renovation on website.
11. Transportation Services Advisory Council (TSAC) (Darryl Petersen)
 - Met on Sept. 4th. After the opening welcome and introductions of those present a general overview of TSAC's charge was presented for the benefit of new members:
 - provide advice and input to Transportation Services concerning policy, user fees, or other issues that affect the campus community;
 - evaluate service levels and demands for new services in relation to their associated costs and the necessity of a self-supporting financial condition for Transportation Services; and
 - develop a consultative process and communication plan to assure the campus community is kept informed about policy and price changes, in advance of implementation, to allow sufficient time for input from the campus community.
 - A presentation on Emerging Trends in Parking and Initiatives was given:
 - License Plate Recognition (LPR) Permitless Enforcement. Camera technology used to identify overdue ticket violators, etc. on campus (currently 2 vehicles equipped and cruising campus). Technology currently used to monitor parking at the Rec Center. Possibility exists to use technology in lieu of hang tags in future as a cost saving measure for lot/garage parking (Texas Tech currently using).
 - aggiEpass. Preloaded "debit" card for use in University Center, Central, and West Campus Garages



- Other new technologies. Time-based scratch-off permits, online permits, etc.
- UPDATES:
 - Adjusting Lot99/UAP permit price to match other surface lots for 2014-15 permit year. Previously these fees were rolled into apartment rent, now separate starting next year.
 - Northside Garage Study. Ingress and egress improvement.
 - Kyle Field Parking. Nothing planned for now but pressure still exists.
 - Slow Moving Vehicle SAP. Awaiting action by upper management.
 - Lot30/77. Awaiting removal of Dulie Bell this year to claim area for surface parking.
 - Wellborn Road Passageway
 - New Vet School Construction
 - West Campus Housing Project
- Transit First Week – 241,000 riders first week of class
- Upcoming Peer Site Visits/Projects
 - Alabama Transportation Services. SEC school most like TAMU in services, visit Sept. 12-14
 - Penn State. Oct. 4
 - Traffic Study partnership with City of College Station during Alabama game week.

12. Search Advisory Committee – Chief of Police (Les Fiechtner)

Met twice and did Skype interview of 5 candidates. Narrowed down to 3 candidates to come to campus for an interview.

13. University Dining Services – Did not meet.

14. Task Force on Campus Emergencies (Lisa Blum) – Did not meet.

15. Presidential Search Advisory Committee (Lisa Blum) – Will get briefing on Saturday, Sept. 21st.

16. Administrative Assessment Advisory Committee (Lisa Blum) – Will meet at end of month.

XII. Old Business

- USC Shirts are in.

XIII. Announcements

- USC Retreat scheduled for Oct. 15th in 401 Rudder
- USC Forum with Chancellor Sharp scheduled for Nov. 5th
- Anne Mayer will do presentation next month on Employee Development
- USC Member group picture to be taken in front of Rudder Fountain after meeting

XIV. Meeting Adjourned

- At 10:10 a.m. – Motioned by Tom Swanner, seconded by Amanda Mather.

The next USC meeting is scheduled for Tuesday, October 15, 2013 - 1:30 p.m. – 3:30 p.m. 101A GSC

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**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

**University Staff Council (USC)
Meeting Minutes
October 15, 2013
1:30 a.m. – 3:30 p.m.
101A General Services Complex**

Members Present: Linda Bair, Kathy Beladi, Lisa Blum, Gary Booth, Lisa Brown, Courtney Charanza, Susan Edmisson, Carmen Espitia, Toni Eubanks, Les Fiechtner, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Amanda Mather, Veronica Sprayberry, Tom Swanner, Tim Sweeney, Reneé Weidemann

Members Excused: Michele Beal, Kendra Beasley, Nikki Cavender, Ann Kellett, Robbie Lukeman, Roger Martinez, Darryl Peterson, Faith Stringer, Alma Villarreal

Members Unexcused:

Visitors Present: Brody Smith '12, Kathy Sybank

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum)

- At 1:35 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)

- Member roll called

III. Recognition of Visitors (Lisa Blum / Jennifer Grévellec)

- Brody Smith '12, Student Advocate for Academic Affairs
- Kathy Sybank, Associate Vice President for Human Resources and Administrative Services

IV. Presentations

- **Brody Smith**, Graduate Student and Student Advocate for Academic Affairs at Texas A&M University, gave a presentation concerning the proposed Texas A&M University academic calendar for next year. He and the other Academic Calendar Task Force members discussed how to change the academic calendar to include the Wednesday before Thanksgiving as a student holiday. Felt like this would help to allow students more time to travel home for holidays as there have been several deaths in recent years with students traveling home late at night on Wednesdays. They had 6 options for the university to consider and Brody mentioned three of these options: remove one of the Fall dead days, hold Academic Convocation on Saturday and Sunday, begin Fall classes 2 days earlier. Brody got input from the staff on how some of these options would impact staff. Staff noted that the timeframe for turning in grades could be impacted, getting in and out of dorms could be affected, as well as having to work on a weekend. Brody thanked the council for their input as it gave them more information to make a recommendation. Brody also said they would share with the council the results of the survey they had done.
- **Tom Swanner**, Communications Chair for the University Staff Council, presented information on how the Keystone System works and about Filex. The Keystone System is an incident management system that keeps track of the emails sent to the Staff Council. The system numbers the record, records the information sent, and tracks the communication chain through the system. The program Filex is available as a secure place to put large files up to 2GB. Works like Dropbox but it only keeps the record for a short/limited time. This is the safest and recommended way by the university to transmit a document with confidential or



sensitive information. Only the intended addressee can view the file and the file cannot be forwarded by any other person. Anyone with a TAMU net ID has access to utilize this program and more information about Filex can be found at: <https://filex.tamu.edu/>.

V. Minutes Reviewed/Approval (Lisa Blum)

- Amanda Mather motioned to approve minutes from meeting on September 14, 2013 with noted correction on new inductees list, seconded by Tim Sweeney – approved unanimously.

VI. Keystone Presentation

- Presentation made on how Keystone System Works by Tom Swanner

VII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum / Jennifer Le Grévellec)

- IT review - it is still being processed
- Easterwood – contract pending approval
- Dining services - concerns were expressed about SBISA and Einstein being shut down recently. Information will be passed on Compass Group.
- Tentative Executive Officer Meeting on November 6 with President Loftin.

VIII. Reports from USC Committees

Work-Life & Benefits (WL&B) Committee (Les Fiechtner) - Did not meet this month. Will meet on Nov. 5th in Transportation Building. Will be discussing a couple of items that came in through Keystone.

- a. Staff Scholarship Committee (Carmen Espitia) - Did not meet. Will schedule a meeting sometime this Fall semester.
2. Elections Committee (Toni Eubanks) – Did not meet.
 3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jennifer Le Grévellec) – Did not meet.
 4. Communications Committee (Tom Swanner and Linda Brown) – Met on Monday, October 14th to discuss verbiage and timing of announcements for upcoming forum by Chancellor Sharp.
 - a. Outreach (Matthew Johnson) – also met on Monday, October 14th.
 - Invitations to speak to our group were sent to Licensing and EOD. EOD has requested to wait until next semester. The committee also discussed additional invites to send out for future University Staff Council presentations.
 - AggieMarketplace for the credit card processing of TAMU
 - Providing information regarding Perks and Benefits available to staff who work for TAMU
 - Possibility of including information in each briefing about the PERKS Connect program. Additional information about the program can be found at: <http://new.tamu.edu/benefits/perks.aspx>
 - Have an MSC representative come speak at a monthly meeting
 - Once the new Chief of Police is selected, have them come speak to us
 5. Bylaws Committee (Lisa Blum) – Did not meet.

IX. Reports from Special Committees, Working Groups, or Appointments.

1. Quality Enhancement Plan (QEP) (Lisa Blum) – September meeting was cancelled.
2. Council for Strategic Budgeting (CSB) (Linda Blum/Jenny Kenley) – Will meet Friday, October 18th.
3. Sub-Council, Strategic Reallocation (Faith Stringer) – Nothing to report. Has not been contacted yet.
4. Council on Climate & Diversity (CCD) (Lisa Blum) – Will meet on Tuesday, October 22nd.



5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec)
Committee is working on revisions to a university rule that is up for review regarding Faculty Teaching Workload Reporting (12.03.99.M1). Currently there is no mechanism for the actual faculty members to report their workload. This is done at the Dean/Department Head level with no review or input from faculty. Some research needs to be done regarding the addition of faculty reporting and whether this would cause unknown issues. There is also some inconsistency in reporting between library faculty and other faculty.
6. Diversity Operations Committee (DOC) (Carmen Espitia) – Will meet on Friday, October 25th.
7. University Worklife Committee (Janelle Ramirez) – Did not meet.
8. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather) – Will be meeting on Oct. 16th.
Follow-up: The Council for the Built Environment met at 1:00pm on Wednesday, October 16, 2013. Items up for approval were:
 - AgriLife requested approval for a telecommunications tower in a field at the far north of their holdings next to Finfeather road in Bryan. It was recommended for approval.
 - The folks in Atmospheric Sciences requested a sign signifying our status as "Storm Ready" to be placed near the Eller Building (the old O&M building). The Design review subcommittee recommended against this and it was not recommended for approval.
 - The Turbomachinery Lab requested a storage building be built. Since the design passed the review of the Design review subcommittee, it was recommended for approval.
 - The Council recommended for approval a District Plan for Athletic Facilities which would be an amendment to the Campus Master Plan. Future buildings would still need to be submitted to the CBE for approval.
 - The last item was related to parking garages. In July and August, the CBE recommended approval for two new parking garages, one near the Engineering Complex, the other on the north side near the dormitories. If the Engineering garage was initiated in 2016 and the north side garage was initiated in 2020, there would not be an increase in parking fees because of the payoff completion of other garages which would make funds available for the debt service for the new garages. Since then two new garages have been proposed, one near Kyle field to handle game day parking and one on the west campus near the proposed new dormitory. These new garages do not have funding available for the debt service right now, so building them would result in increased parking fees for everyone who parks at TAMU. A number of schemes were introduced related to fee increases and the Council voted to send two options to the President. One would involve a 10% increase in 2015, a 7.5% increase in 2016 and a 5% increase in 2017. This would allow all of the parking garages to be initiated by 2018. The other option would have a 5% increase for 2015, 2016, 2017 and 2018 and would have all of the garages initiated by 2019. One thing to note is that the Kyle field garage and the West Campus Dormitory garage would be initiated in 2016 in both of these plans. The other garages would be initiated later.
9. Energy Action Plan 2015 Advisory Committee (Kathy Beladi) – Nothing to report. Has not been contacted yet.
10. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner) – Committee met once.
 - Request for camera in MSC pointing at aquarium. Committee sent this request back to the group. There is an issue about privacy
 - Request came in to put 16 cameras in a lab to take pictures of equipment and for safety purposes. Request sent back for more information.



- Freedom of information act request on where are all the cameras and audios on campus. With attorneys to decide.
11. Transportation Services Advisory Council (TSAC) (Darryl Petersen via email)
- Transportation Services in the News – ABC40 story on MaroonBikes, with a mention of "Borrow a Bike" program on campus.
 - UPDATES:
 - On-time bus stats – between 95-97%
 - Previous week's ridership up 45,000 over same week in 2012
 - 4000 more permits purchased
 - Dulie Bell Update – possible December demolition and then conversion to surface parking
 - Alabama Game Traffic Study – "Carmageddon", data to be used by TS and CoCS for future football traffic planning.
 - Fee Request sent forward to help fund bus replacement plan
 - Ribbon Cutting for Wellborn Road Grade Separation Project – Friday, October 18 at 9am (the Grove area)
 - Future Garage Plans to be presented to CBE for advisement- TS needs direction on future garage plans. Proposed Engineering Corridor and Northside Residence Area garages have been planned and budgeted for; proposed Kyle Field and West Campus Residence garages have not and will require permit rate increases to fund.
 - Next meeting scheduled for Wednesday, November 6 @ 11:30 a.m. in Koldus, Room 110/111
12. University Dining Services (Linda Bair) - Nothing to report. Has not been contacted yet.
13. Task Force on Campus Emergencies (Lisa Blum) – Met on September 17th.
- Monica Weintraub reported that, since our last meeting in February 2013, there have been four incidents requiring Code Maroon alerts. These incidents included a campus-wide bomb threat on March 7, 2013, a gas leak near Rosenthal on May 6, 2013, a fire in Kleberg on July 16, 2013, and a gas leak near the Albritton Bell Tower on August 22, 2013
 - Marlin Crouse and Judith Lewis gave an update on the Integrated Emergency Notification (IEN) system including current enrollment numbers, delivery times of recent Code Maroon alerts and tests, system maintenance and testing, future notification methods, and processes to implement Texas Education Code Section 51.218
 - Due to the holiday schedule, the November and December monthly tests of the Code Maroon system will be combined. The combined test is scheduled for Friday, December 20, 2013 at 12:30pm.
 - Marlin Crouse gave a demonstration on the new mobile notifier which will be piloted soon. The mobile notifier delivers alert messages to Android smartphones and tablets, iPhones, and iPads.
 - Judith Lewis and Chris Meyer gave an update on the TAMU School of Law Emergency Notification System.
 - Judith Lewis discussed the results of the IEN/Code Maroon Risk Assessment performed in June 2013.
 - Mark Troy, Associate Director of Data and Research Services, presented the results of the Code Maroon survey conducted on March 29, 2013
 - Chris Norton gave an update of integrating the Code Maroon system into buildings that contain Siemens fire alarm panels. As of September 17, 2013, 14 buildings have been integrated.
 - Chris Norton also reported that the Integrated Public Alert and Warning System (IPAWS) is currently not yet active in our area but is coming.
 - Committee reports were given by Monica Weintraub and Cynthia Hernandez, respectively:
 - Monica reported that the Campus Awareness and Involvement Committee has updated the LEADS document to include information on active shooters and will be doing an outreach effort to distribute the updated document (see fifth attachment); Tell Somebody flyers and Concerning Behavior folders have been distributed to all new faculty, staff, and graduate assistants; and Campus Safety Awareness Week was held September 10-12th. This annual event promotes safety and provides emergency preparedness information for faculty, students, and staff.



- Cynthia reported that the Special Situations Team continues to meet monthly and that the number of reports received through the TellSomebody.tamu.edu website continues to grow each year. The team is also exploring purchasing threat assessment software.
- Charley Clark reported that the Task Force on Campus Emergencies continues to do outreach activities regarding the Code Maroon system. The Code Maroon system will be featured in an upcoming article in the Tech Decisions magazine and the Fort Bend Aggie Moms' Club has asked for a presentation on the Code Maroon system in April 2014.

14. Search Advisory Committee – Chief of Police (Les Fiechtner) – Met October 10th. Three 3 candidate came to campus to interview in October. Meet with administrators, staff and students. Committee made final recommendation to chair and anticipate will select new Police Chief later this week.
15. Administrative Assessment Advisory Committee (Lisa Blum) - Met this morning, October 15th.
 - Price Waterhouse deciphering administrative review supervisors took. Results should be available in 2-3 weeks and was told they would provide data. Customer service survey was also sent out. Only 17% of faculty and 20% staff responded. Most found survey confusing. They are going to extend the date for the customer service survey as subject line was also confusing. Hot spots appear to be IT, dining services, and Sponsored Research Services. Please encourage employees to take survey. Committee will meet again next month.

X. Old Business

- Question was asked if anybody had heard anything about TAMU presence in Israel. Only comment was what has been written in paper.

XI. Announcements

- USC Retreat – Looks to be rescheduled for either October 30th or October 31st. Will announce soon.
- Fall Forum, November 5th with Chancellor John Sharp, 10:30 a.m.-12 p.m., Rudder Theatre
- The next USC meeting is scheduled for Tuesday, November 19, 2013 from 8:30-10:30 a.m. in 401 Rudder

XII. Meeting Adjourned

- At 2:40 p.m. – Motioned by Matthew Johnson and seconded by Les Fiechtner.

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Meeting Minutes
November 19, 2013
8:30 a.m. – 10:30 a.m.
401 Rudder**

Members Present: Linda Bair, Michele Beal, Kathy Beladi, Lisa Blum, Linda Brochu, Lisa Brown, Courtney Charanza, Susan Edmisson, Carmen Espitia, Toni Eubanks, Les Fiechtner, Shelly Janac, Robert Jensen, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Robbie Lukeman, Roger Martinez, Amanda Mather, Darryl Petersen, Veronica Sprayberry, Tom Swanner, Alma Villarreal, Reneé Weidemann

Members Excused: Nikki Cavender, Chantale Deuel, Janelle Ramirez, Faith Stringer

Members Unexcused: Kendra Beasley, Gary Booth, Tim Sweeney

Visitors Present: Kenny Kimball

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum / Jennifer Le Grévellec)

At 8:30 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)

Member roll called

III. Recognition of Visitors (Lisa Blum / Jennifer Grévellec)

Kenny Kimball, Assistant Director of Transportation Services

IV. Presentations

- **Kenny Kimball**, Assistant Director of Transportation Services, reported to the council that a great deal of information concerning Transportation Services could be found on the Transportation Services website at www.transport.tamu.edu. He encouraged members that if their constituents had questions to contact Transportation Services. Peter Lange, Executive Director often meets with students to discuss their concerns and he would be happy to meet with any staff or faculty member. The most common question they receive is "Why do I have to pay to park?" An auxiliary like Transportation Services is not funded by the state. The state prohibits using any state appropriations for parking at universities. This must generally be supported by user fees. To change this funding process would require a state legislative action. Parking is never free. Even when you go into a business you pay for the parking spaces through the price of the goods purchased. If the funding mechanism was changed it would likely impact the same pool of funds employees are paid from. Transportation Services is composed of several units: Parking, Fleet and Transit. Transportation Services does not have the authority to build garages or raise permit rates. Both must go through a chain of command which ends with the Board of Regents. The number of permits sold is relatively static over the years. There is a visible increase this fall of about 1,000 permits due to a growing student population. Parking enhances revenue with visitor parking to help cover operational expenses. Our long term plan was to build a garage in the engineering corridor now and one in 2019-2021 in the North Side Dorm area with no permit rate



increases. The department has now been asked to consider the impact of building a garage at Kyle Field and one on West Campus in support of the new 4,000 bed resident halls immediately. . If 4,000 beds are added to West Campus, Parking will have to support this with a garage as there is not room for an estimated 2,500 resident vehicles which do not move and require overnight parking elsewhere on campus. The department does anticipate a significant increase in permits sold once Resident Life completes its building process and resident population grows significantly. Transportation Services always advocates for the permit holder and will recommend the option which has the least impact on them. The current recommendation from the CBE to build all four garages in a shorter time frame is in the president's office. Transportation Services is waiting to hear what the University leadership instructs us to build to accommodate campus parking needs. We believe it is unlikely due to the financial risk that the university will construct four garages in close quarter. Even our original plan spread out the two recommended by Kimley-Horn and Associates, Inc. in their demand study. If we postpone the original two planned it would require only two separate 3% increases. If you consider that 12th man will likely be willing to pay higher game day rates and that the Kyle Garage will have a robust visitor parking component outside of game day, it will actually be the least impactful on rates of the structures being considered.

V. Minutes Reviewed/Approval (Jennifer Grévellec)

- Amanda Mather motioned to approve minutes from meeting on October 15, 2013, seconded by Susan Edmission and Linda Bair. Minutes approved unanimously.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Jennifer Le Grévellec)

- Discussed graduation issues
 - Graduation in May will be done separately. Colleges will be responsible for graduation. Larger graduations will be held in Reed and smaller ones in Rudder. Diplomas will be mailed out. The Registrar's Office will be coordinating.
- HSC will have representatives joining USC. Elections committee will be contacting them.

VII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
 - Met during retreat and on November 5th.
 - Information has been forwarded to the Foundation CFO to see if can work through them. They already have similar one used by university for students.
 - Developed survey to send to SEC, Big 12 and Texas schools about reduced rate for employee tuition.
 - Next meeting December. 3rd
- a. Staff Scholarship Committee (Carmen Espitia)
 - Did not meet.
2. Elections Committee (Toni Eubanks)
 - Yesterday was the last day for HSC, Wesleyan, etc., to respond to the invitation to the USC. The Elections Committee will meet this week to discuss this election as well as the Spring elections.
 - Meeting today to discuss HSC elections as well as the Spring elections.
3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)
 - PTFI has received one request for specific parking lot repair information (Lot 55 is scheduled for maintenance this summer). Will respond to directly to person on this item.
 - Will gather emails getting on parking to give to Dr. Loftin if needed.



4. Communications Committee (Tom Swanner and Linda Brown)
 - The Communications Committee has not met since the Open Forum with Chancellor Sharp.
 - Committee asked to provide feedback from after forum that we received (if any).
 - a. Outreach (Matthew Johnson)
 - Linda Brochu attended new employee orientation last week.
 - Sarah Tobola will present Campus Perks at next USC meeting.
5. Bylaws Committee (Lisa Blum)
 - Did not meet.

VIII. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)

- Met November 8th.
- Graduate Student Council President Brittany Bounds gave a presentation of funding requests and opportunities for graduate students.
- Discussions for using data collected from 1st year seminars could be used.
- Another visit from SACs is scheduled for February. This is due to our new structure-inclusion of Health Science Center and Law School.

2. Council for Strategic Budgeting (CSB) (Linda Blum/Jenny Kenley)

- Met on October 18th.
- Received copies of FY 2015 Reallocation and Funding requests.
- The Council reviewed each request designating which subcommittee would receive the requests for further review.—Tuition & Fees, Reallocation or both. Any information on Tuition & Fees will be available after the next Board of Regents meeting—late October or early November.

3. Sub-Council, Strategic Reallocation (Faith Stringer)

- The Strategic Reallocation Sub-Council had its first meeting of the year on Friday, November 8th. We had all been sent in advance copies of requests for reallocation funding from 9 different divisions on campus. Requests totaled over \$42 million, the majority (over \$24 million) of which is for base funding. At the meeting, we discussed our general thoughts on priorities and the process for deciding which requests to recommend for funding.
- Each member is now scoring the requests he or she considers to be the “top 5” and ranking their top 3. Here’s the official wording of our scoring/ranking criteria:
- Our philosophy for determining funding recommendations prioritizes proposals that will have an impact both deep and wide. Deep impact means proposals that will significantly affect TAMU’s progress toward excellence. Those with wide impact will affect the greatest number of people across campus. Our primary concern is with academics, whether direct support for college initiatives or meaningful support for the central teaching, research, and service missions of TAMU.
- SRSC met again yesterday and narrowed down the proposals to 5 that we’re still considering. We’re going to vote and rank our individual choices again, then make a final decision at our next meeting on December 3

4. Council on Climate & Diversity (CCD) (Lisa Blum)

- Met October 22nd.
- Dr. Mark Hussey, Vice Chancellor and Dean for Agriculture, is the new Chair for the Council for Climate & Diversity. This is a two year term.
- Dr. Christine Stanley reaffirmed the Council Charge and Reviewed the Diversity Plan



- Dr. Eleanor Green, past Chair of the Council provided a brief review of past processes for collecting and scoring information from units and colleges.
- Reports from units and colleges will be due December 16, 2013. Goal is to have information available for committee members to review by December 20, 2013. Next meeting is scheduled for February 12, 2014.

5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec)

- The new Ombuds Officer in the Dean of Faculties Office, Dr. Clare Gill, was present at the meeting to share with the group that she is available as part of her duties for help with conflict resolution (although she has no authority to implement a change), faculty advising, mediation training and faculty mentoring. Any faculty member with a complaint or issue can schedule an appointment with her or she can come to their location.
- As stated in the last meeting, they will be working on researching issues associated with revising University Rule 12.03.99.M1 regarding Faculty Teaching Workload Reporting.
- As an update to last year's project, they have sent letters to the deans of every college with an explanation of workplace bullying and a request to include this information and available options to faculty members in their college guidelines and make sure their faculty are aware of this.
- The University Council on Climate and Diversity is reviewing all diversity plans for all units this year.
- Faculty from the HSC and TAMU would like to work to align policies to avoid confusion among HSC faculty.

6. Diversity Operations Committee (DOC) (Carmen Espitia)

- Met on October 22nd.
- Presentation by Sidney R. Gardner, Program Coordinator for the Gay, Lesbian Bisexual and Transgender (GLBT) Resource Center - Working with Transgender Students - topic
- Presentation by Dr. Jennifer Reyes, Director for Assessment and Diversity Initiatives - Using Assessment Results - surveys went out and how college using surveys
- Next meeting Nov. 22nd – Carmen is not able to attend. Let Carmen know if you can attend this meeting in her place.

7. University Worklife Committee (Janelle Ramirez)

- No report.

8. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)

The Council for the Built Environment met twice since last meeting.

October 16, 2013 Meeting

- AgriLife requested telecommunications tower on Finfeather Road in Bryan. Recommended for approval.
- Atmospheric Sciences - sign near Eller Building. Not recommended for approval.
- Turbomachinery Lab requested storage building be built. Recommended for approval.
- CBE recommended for approval a District Plan for Athletic Facilities which would be an amendment to the Campus Master Plan. Future buildings would still need to be submitted to the CBE for approval.
- Requested additional parking garages – recommendations have been made to the President for his approval.

November 12, 2013 Meeting

- The Manukainiu Memorial at the Bright Football Complex which was recommended for approval. Polo Manukainiu was a 19 year old freshman lineman from Euless, Texas who was killed in an automobile accident last summer. Monument vertical aspect - want them to do in future monuments that can be walked across - memorial steps, etc. suspect will be more in future.



- The request by the College of Veterinary Medicine to install Way Finding Signs out in area - north of campus.

9. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)

- Have not been contacted yet

10. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)

- Met couple of times
- Placement of cameras in places - some MSC police department on bike racks to catch people - good recovery rate - north side of MSC - discussion - rearranged some cameras in Beutel - close to machinery and hallways and exits. Check out conference room - camera to see how is using - using when not approved to use it. - discuss about that. Freedom of information act - where are cameras are and videos - attorneys dealing with. Linkage renovation of Kyle field. When new Kyle field about 400 cameras inside Kyle field.

11. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)

- **Proposed Off-Campus Transit Changes for Fall 2014** – These are changes to South Off-Campus bus routes. An Open Forum regarding these changes will be held on Monday, November 25th at 5:30 pm in MSC Room 2300E.
- **Bus Purchase Process** – Looking to purchase 10 replacement buses at a cost of approximately \$450,000 each using a new process by Procurement Services, an online “Reverse Auction”.
- **Bike Master Plan** – Ron Steedly outlined the need for an external group to evaluate the campus and propose a Bicycle Master Plan in order to plan strategically for future growth (new West Campus dorm has potential to add 3,000 new bikes, for example).
- **Updates:**
 - **Garage Update** – Dr Loftin has received two recommendations from CBE on potential increases for permit holders. Dr. Loftin has asked for more feedback from faculty and staff in order to make a determination on the best way to proceed.
 - **Hertz Car Upgrades** – Hertz has replaced all 6 vehicles with new models. Currently there are 1826 members.
 - **Starline/Megabus** – Still working with both companies to provide weekend bus service to Houston, Austin, and Dallas.
 - **Lot 48/62** – Loss of spaces available due to Kyle renovation. Lot 48 loses 232 spaces – current permit holders offered space in University Center Garage at surface lot price, others moved to West Campus Garage, Lot 61. Once construction moves to that area Lot 62 will lose nearly entire south side by February 2014 (about half).
 - **New Bus Wrap** – Aggie Athletics unveiled new basketball-themed bus wrap funded by Marketing and Communications.

12. University Dining Services (Linda Bair)

- Met on October 21st.
- Leadership Update - Some personnel changes and introduction new Chartwells team member, Lee Rapport.
- On Monday October 14, 2013 Chartwells launched a campus wide meal plan survey to gather student input regarding meal plans. The results of the CAMP (Collaboration to Advance Meal Plans) survey will be utilized in Chartwells' 2014-2015 meal plan proposal to the University. The survey was completed October 30, 2013. At the close of the survey the data will be reviewed and student preferences will be included in the meal plan proposal. When the proposal is being prepared student focus groups will be conducted and additional information will be posted here for review. Meal plan updates are listed on the website at <http://www.dineoncampus.com/tamu/show.cfm?cmd=diningNews>.



- A new chef has been employed and she will profile her new menu on 10/23/13 with a \$9.00 lunch promotion.
- Sbisa Renovation slated for renovation summer of 2014. Another survey is in the works. This is location based survey.
- *More flexibility of dining dollars, hours, end mandatory meal plan, discussion of some food items*
- *Discussion final hours - late night for Sbisa - include in other dining areas - decided to keep in one location. Mentioned Papa Johns late night hours in November.*

13. Task Force on Campus Emergencies (Lisa Blum)

- Did not meet.

14. Administrative Assessment Advisory Committee (Lisa Blum)

- Meets at 9:00 a.m. November 19th.

IX. Old Business

- None.

X. Announcements

- Student Government-Brody Smith – will send out a survey seeking input from Staff regarding the Academic Calendar with the focus being on no classes the Wednesday prior to Thanksgiving Holiday. I've requested a copy of the survey sent to Faculty. Rose will share this with me when she receives from Brody.
- The next USC meeting is scheduled for Tuesday, December 17, 2013 from 1:30 p.m. in 101A General Services Complex
- December Presentation will be made by Sarah Tobola, Employee Services on PERKS

XI. Treasurer's report (Michele Beal)

- Balance approximately \$5,000 after all pending items go through.

XII. New Business

1. Suggested by an employee that a staff survey on moral be sent campus wide. This requested will be discussed at the next EO meeting.
2. Email Selection Advisory Committee has recently been formed with Tom Swanner and Jenny Kenley representing the USC on this committee.
 - The committee consists of 17 individuals from various groups has been formed to come up with consolidated email plan. Looking at Google Apps for Education, Microsoft Exchange, and Microsoft Office 365. Final decision likely will be made by end of year.
3. A Wellness Exam must be completed by June 30th in order for employees not to be charged an additional \$30/month on their health insurance (\$60 including spouse). This requirement is for both you and your spouse.
4. A council member brought to the attention of the Council about the Texas Public Employees Association, where TPEA members can vote, write or call their legislators to promote the interests of state employees and retirees.

XIII. Meeting Adjourned

- At 10:35 a.m. – Motioned by Les Fietchner, seconded by Amanda Mather.

2013-2014 Executive Officers

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

**University Staff Council (USC)
Meeting Minutes
December 17, 2013
1:30 p.m. – 3:30 p.m.
101A General Services Complex**

Members Present: Linda Bair, Michele Beal, Kathy Beladi, Lisa Blum, Lisa Brown, Courtney Charanza, Susan Edmisson, Carmen Espitia, Toni Eubanks, Les Fiechtner, Shelly Janac, Robert Jensen, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Robbie Lukeman, Roger Martinez, Amanda Mather, Darryl Petersen, Janelle Ramirez, Veronica Sprayberry, Faith Stringer, Reneé Weidemann

Members Excused: Gary Booth, Linda Brochu, Nikki Cavender, Chantale Deuel, Tom Swanner, Tim Sweeney

Members Unexcused: Kendra Beasley, Alma Villarreal

Visitors Present: Abigail Graves, Debbie Oakes, Jamaica Pouncy, Allen Reed, Alyssa Smith, Sarah Tabola, Joey Wylie

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum / Jennifer Le Grévellec)

At 1:30 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)

Member roll called

III. Recognition of Visitors (Lisa Blum / Jennifer Grévellec)

Sarah Tobola
Allen Reed

IV. PERK Presentation

Presentation made on PerksConnect Program by Sarah Tobola, Texas A&M Human Resources. Texas A&M has joined with PerksConnect to help you stretch your dollars through an employee discount program. The PerksConnect program is a lifestyle product and service discount savings program enabling employees and retirees to find great deals on items and services you need and use every day. PerksConnect users receive discounts on everything from local restaurants, movie theater tickets, vacations, online retail purchases, and insurance and benefit products. More details and how to register can be found at <http://employees.tamu.edu/benefits/perks/>.

V. Minutes Reviewed/Approval (Lisa Blum)

One correction noted for last page of minutes. Michelle Beal motioned to approve minutes from November 19, 2013 with noted correction, seconded by Jennifer Le Grévellec. Approved unanimously.



VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum / Jennifer Le Grévellec)

- No decision made on parking garages by Dr. Loftin.
- Matt will talk to Dr. Hussey about continuing USC.
- Process of incorporating HSC and Law School into USC using TTVN for meetings is being researched.
- Staff emergency fund is still pending at Foundation.
- Will follow up with Brody Smith about survey to staff on academic calendar and day before Thanksgiving.

VII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)

- Met on December 3rd.
- Discussions centered on staff tuition and fees survey sent to SEC, Big 12 and Texas schools. Have received 7 responses back out of about 25 or so. Expect to have results compiled by first of year.
- Staff emergency fund - waiting to hear back from Ann Lovett at Foundation. Les will follow up with her.
- Staff Appreciation Week – HR has requested that we partner with them for a Staff Appreciation Week the week of March 3-7, 2014. Looking at doing some activities that week and sending out emails to staff each day by VP's expressing appreciation. USC task force will work to see if this is feasible. A survey will be sent out first to university staff to see what kind of activities, etc. they would be interested in. End the week at a departmental level appreciation event.

a. Staff Scholarship Committee (Carmen Espitia)

Did not meet.

2. Elections Committee (Toni Eubanks)

- Met on November 19th and reviewed the timeline for elections for HSC, EO, and council membership.
- The HSC nomination period for USC election began December 11 and will end December 20. We will potentially have 7 new members who will serve, 1-, 2-, and 3-year terms. We will roll them off 2 or 3 at a time to maintain an easier transition for the council. If all goes well, election period will begin after the break and we will be notified of the new reps at the end of January.
- Have not had response from Law School.

3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)

Did not meet. Still receiving comments about parking in In-Box.

4. Communications Committee (Tom Swanner and Lisa Brown)

Did not meet.

a. Outreach (Matthew Johnson)

Sarah Tobola here today. Looking for people to come and speak next semester. Continuing to send out invitations. Ann Lovett for January meeting possible. No employee orientations this month.

5. Bylaws Committee (Lisa Blum)

Did not meet.



VIII. New Business

a. Bylaws Amendment Proposal on Elections Eligibility

An amendment was submitted to waive eligibility requirements if no staff employees meet the 2 year eligibility requirement. It will be decided on a case by case basis for any new incoming group. Motion to vote on proposed Bylaws Amendment to Elections Eligibility was made by Faith Stringer and seconded by Lisa Brown. Twenty-two in favor and none opposed. Motion passed.

b. Staff Appreciation Week

Texas A&M HR contacted Work, Life and Benefits Committee (WLB) about USC sponsoring events for "Staff Appreciation Week". A task force within WLB was formed to look into possible participation. Several ideas have been discussed but unsure if we have the manpower to pull off a weeklong event this year. A survey is to go out to get feedback from staff about interests for showing appreciation. The task force will meet in January to come up with proposals based on survey feedback to submit to the Executive Officers and to be discussed at January USC Meeting in. Motion to have USC support this event made by Jennifer Le Grévellec and seconded by Faith Stringer. Nineteen in favor and one opposed. Motion approved.

c. Staff Appreciation Week Financial Support

Budget requested for this event. Have flagged up to \$1,000 for this group to cover room rentals and other expenses. EOs have recommended approval of this. Motion made to have USC support this event made by Michelle Beal and seconded by Faith Stringer. Nineteen in favor and one opposed. Motion approved.

d. Treasurer Report - Michelle Beal

Current balance is \$15,450. All expenses from retreat and forum have gone through. Will be subtracting gift for Dr. Loftin from this balance.

IX. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)

Met new chair - Vice Provost for Dr. Michael Stephenson. HSC and Law school accreditation clock starts over in February. SACs team will be here starting in February. Texas A&M University is accredited by the Southern Association of College and Schools.

2. Council for Strategic Budgeting (CSB) (Linda Blum/Jenny Kenley)

Committee met on Dec. 10th. Sent recommendation on tuition and fees for FY 2015. Recommendation will be sent to BOR for January meeting. CSB website (csb.tamu.edu) has detailed recommendations listed.

3. Sub-Council, Strategic Reallocation (Faith Stringer)

The Strategic Reallocation Sub-Council voted via email to rank our priorities among the top 4 funding proposals (IT, Libraries, Undergraduate Studies, and Provost), as well as recommending an amount of funding to provide to each. We had our final meeting for the year on December 3rd, where we discussed potential funding scenarios and how to handle smaller-budget items that we feel are still important. We voted a final time on the reallocation scenario and amount of funding.

The recommendation (which will be sent to the Council for Strategic Budgeting today – yesterday, by the time the USC meeting happens) is to fund the top 3 priority proposals (IT, Libraries, and Undergraduate Studies) at the average amounts recommended by voters. In all three cases, we're



recommending awarding most of what they requested. This is a total of about \$3 million. We're recommending a 0.4% reallocation from academic colleges and a 1% reallocation from all other units. IT, Libraries, and Undergraduate Studies would be exempt from the cut, since they're the departments we're trying to fund.

We are also recommending that the Council for Strategic Budgeting consider the two smaller-budget items that we feel are still important (funding for bus replacement 160K and for funding to pay fees for graduate assistants 150K) and requesting that they discuss the possibility of including auxiliary units in future reallocations.

4. Council on Climate & Diversity (CCD) (Lisa Blum)
Will not meet until February.
5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec)
Did not meet. Next meeting in February.
6. Diversity Operations Committee (DOC) (Carmen Espitia)
Met on November 22, 2013. Presentation by Col. Gerald "Jerry" Smith, USMC (Ret.), Director of the Texas A&M University Student Veteran Resource Center.
7. University Worklife Committee (Janelle Ramirez)
Did not meet.
8. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)
 - New fund raising project - AgriLife
 - Automated Fabrication and Design Lab building renamed
 - Approved new restrooms for Riverside
 - Approved thermal storage tank to be built. Currently looking at choices for location.
9. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
Have not been contacted.
10. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
Meeting held on Dec. 12th but not sufficient attendance for quorum. Meeting was postponed until January.
11. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)
Gotcha Ride – Company representatives visited campus.
 - 6 passenger, street-legal (up to 35 mph) electric vehicles.
 - Free service (advertising pays operating costs)
 - Passengers can hail from street, use mobile apps, social media to book rides.
 - Currently on campus at Florida State, Florida, Auburn, Alabama, Georgia Tech
 - If introduced to TAMU, Transportation Services would provide housing for fleet (4 cars), Gotcha Ride employs drivers.
 - Under further review.

Updates:

- **Garage Update** – Dr. Loftin continues to study options.



- **Bike Master Plan** – Looking at implementing a required bicycle registration program for Fall 2014.

Next TSAC Meeting – Wednesday, February 5, 2014.

12. University Dining Services (Linda Bair)
Did not meet.

13. Task Force on Campus Emergencies (Lisa Blum)
Did not meet.

14. Search Advisory Committee – Chief of Police (Les Fiechtner)
Committee is done.

15. Administrative Assessment Advisory Committee (Lisa Blum)
Met December 17th. Email went out to CFOs about moving into phase 2 of assessing TAMU agencies. Initial timeline by PWC was December but will probably be extended out until March.

X. Old Business

Dr. Watson called a special meeting for University leaders on December 4th and provided information on one time funding of \$ 34.2M to be distributed throughout colleges and schools. Dr. Loftin announced he would be leaving TAMU to become the Chancellor at the University of Missouri.

USC was invited to participate as part of the Aggie Ability Awareness on December 10th. Unfortunately nobody was able to attend.

Kyle Kelly of the Student Government Association also invited the USC to join in on the farewell reception for President Loftin. Each group presented Dr. Loftin with a gift. The USC presented Dr. Loftin with a picture of USC Members and every individual past and present who served on the USC was listed on the back of picture.

XI. Meeting Adjourned

At 3:02 p.m. – Motioned by Faith Stringer and seconded by Les Fiechtner.

XII. Announcements

The next USC meeting is scheduled for Tuesday, January 21, 2014 from 8:30-10:30 a.m. in 401 Rudder

2013-2014 Executive Officers

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

**University Staff Council (USC)
Meeting Minutes
January 21, 2014
8:30 a.m. – 10:30 a.m.
401 Rudder**

Members Present: Linda Bair, Michele Beal, Kathy Beladi, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Courtney Charanza, Chantale Deuel, Susan Edmisson, Carmen Espitia, Toni Eubanks, Les Fiechtner, Shelly Janac, Robert Jensen, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Robbie Lukeman, Roger Martinez, Amanda Mather, Darryl Petersen, Janelle Ramirez, Faith Stringer, Tom Swanner, and René Weidemann

Members Excused: Ann Kellett

Members Unexcused: Kendra Beasley, Nikki Cavender, Veronica Sprayberry, Tim Sweeney, and Alma Villarreal

Visitors Present: Lindsay Miles (Engineering Staff Council); Vyas Yashwant (12th Can Food); Allen Reed (The Eagle)

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum)

At 8:30 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)

Member roll called

III. Recognition of Visitors (Lisa Blum)

Yashwant Vyas of Texas Aggies Making Changes

IV. Presentation

Mr. Yashwant Vyas with Texas Aggies Making Changes gave a presentation to the Council that introduced The 12th Can Food Pantry. This food pantry became active in November 2013 and helps TAMU students or employees who may not be able to provide for themselves on a daily basis. The 12th Can Food Pantry is located in the Mail Services Building on Agronomy Road and is open the 1st Wednesday and Thursday of every month from 9 a.m. – 3:30 p.m. In the first month of operation, they had 37 requests and in January they had 25 requests. The 12th Can Food Pantry operates under the guidelines of the Brazos Valley Food Bank (BVFB), it is completely confidential. You can donate non-perishable items on the days they are open or make monetary donations to the BVFB, and designate The 12th Can Food Pantry as the recipient of your donation. They are also looking for volunteers. All volunteers and members of the executive officers are required to have a valid food handler's certificate. More information can be found at tamc.tamu.edu.



V. Minutes Reviewed/Approval (Lisa Blum)

Jennifer Le Grévellec motioned to approve minutes from meeting on December 17, 2013, seconded by Susan Edmisson – approved unanimously.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum / Jennifer Le Grévellec)

- Dr. Mark A. Hussey, Interim President will continue to support the University Staff Council under his leadership.
- Dr. Loftin asked the two constituent groups (Student Affairs and Athletics) to officially seek a recommendation from CBE regarding their respective garages
- Price Waterhouse requested extension on assessment.

VII. Treasurer's Report (Michele Beal)

The USC balance as of 1/16/14 is \$14,436.03

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)

- Met on January 7th.
- Staff emergency fund - Foundation is able to act as conduit for this so can set up as non-profit and as part of state charitable campaign. Foundation does want the USC to set up a policy and guidelines before moving forward with this any further. WL&B Committee will discuss this further at next meeting.
- University tuition survey - Survey went out to 25 different schools. Have received responses from 14 schools and will follow up with schools who have not responded. Will plan to give update at next meeting.
 - a. Staff Scholarship Committee (Carmen Espitia)
 - All Staff Scholarship recipients met the minimum GPA at the end of the Fall semester. Spring Semester funds have been paid.
 - Committee is scheduled to meet on January 29th
 - b. Staff Appreciation Week (Janelle Ramirez)
 - A group from the WL&B Committee is helping to organize an event for Staff Appreciation Week (March 3-7, 2014) in conjunction with Texas A&M Human Resources Department.
 - The group is requesting support from the USC to continue the initiative and is also requesting some financial support.
 - In addition to the \$1,000 approved during the December Council Meeting, Les Fiechtner made a motion to designate another \$1,000.00 making it a total donation of \$2,000.00 from the current budget to help with costs associated with staff appreciation week. This motion was seconded by Faith Stringer and all voting members voted to support the motion.
 - The HR department will send out information to staff in February.
 - The USC communication committee volunteered to work up letters for the committee to distribute to Deans, Directors and Vice Presidents.

2. Elections Committee (Toni Eubanks)

- HSC Nominations are underway and they will begin the election by next week. Texas A&M University School of Law has joined us as well, but because of their late response they will not finish their election until February.
- The Division of Administration and Division of Finance have been combined into one Division. Currently there are five on the USC, but the number of staff in the new Division is about 800, which



would give us 4 representatives. BJ Crain, VP for the new division, has indicated that she would like us to replace Darryl for this election, and then next year when two people roll off we can replace one.

Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)

- Did not meet. Have a few emails to respond to.
3. Communications Committee (Tom Swanner and Lisa Brown)
 - No report - did not meet.
 - a. Outreach (Matthew Johnson)
 - Attended New Employee Orientation
 - Working with IT and EOD to present at February and March meetings
 4. Bylaws Committee (Lisa Blum)
 - No report - did not meet.

IX. New Business

- Discussion on how absences are noted in minutes. Will be reviewed further.
- Scholarship Office needs 2 staff reviewers to read essays for scholarships. Let Lisa know if interested in volunteering.

X. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)
 - Is regrouping after the addition of Health Science Center and Law School. Will need to start over on SACS accreditation.
2. Council for Strategic Budgeting (CSB) (Lisa Blum/Jenny Kenley)
 - Met and discussed tuition hearing. Interim President Hussey to give recommendation to Board of Regents on tuition.
3. Sub-Council, Strategic Reallocation (Faith Stringer)
 - No report - did not meet.
4. Council on Climate & Diversity (CCD) (Lisa Blum)
 - No report - did not meet.
5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec)
 - No report - did not meet. Will meet in February.
 - Requested substitute from members for this meeting in February and March while Jennifer is out. René Weidemann agreed to attend these meetings for Jennifer.
6. Diversity Operations Committee (DOC) (Carmen Espitia)
 - No report - did not meet.
7. University Worklife Committee (Janelle Ramirez)
 - No report - did not meet.
8. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)



- Met on January 14, 2014. There were three presentations by the sub-councils which were submitted for approval all of which were recommend for approval by the President:
 1. Utilities and Energy Design Standards. This standard requires a detailed energy impact and life cycle cost analysis for each project costing \$50,000.00 or more.
 2. Bright building renovations. The request is for remodeling the football locker room, Hagner auditorium, training room, meeting rooms and coach's offices.
 3. George Bush statue at the Bush Library. The Bush Library foundation requested permission to install a second casting of an existing statue of 41st President George Bush in front of the Bush Library. The original casting is in Houston, Texas.
 - B.J. Crain announced the initial capital plan for FY 2015. The plan includes:
 1. A Human Clinical Research Facility
 2. Improvements to the campus water system
 3. Improvements to the campus storm water system
 4. A new data center for VPAPIT
9. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
- No report - did not meet.
10. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
- Met twice.
 - Request came in to add cameras to the student special services area for monitoring students taking tests as do not have enough staff for monitoring tests plus adds to the quiet test environment needed. Exception to policy was made and this request was approved.
 - Request made for real time feed only for dorms being built. Request was approved.
 - A request came on about removing cameras from an area on campus. New type of request have not had before so developing forms for this type of request.
11. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)
- No report - did not meet.
12. University Dining Services (Linda Bair)
- No report - did not meet.
13. Task Force on Campus Emergencies (Lisa Blum)
- No report - did not meet.
14. Administrative Assessment Advisory Committee (Lisa Blum)
- Price Waterhouse requested additional time for submitting the Administrative Assessment and now plan to send their report forward to the Chancellor in March.

XI. Old Business

Reminder for all employees and if their spouses are covered under their plan they must complete a Wellness Physical by June 30, 2014. If not, then their insurance premium will cost \$30 each, (so \$60 total if both are under the TAMU insurance plans) more per month during the next year. HR hopes to have a FAQ completed to email to all participating employees soon.

XII. Announcements

The next USC meeting is scheduled for Tuesday, February 18, 2014 from 1:30-3:30 p.m. in 101A General Services Complex



Meeting Adjourned

At 10:30 a.m. – Motioned by Amanda Mather, seconded by Lisa Brown.

2013-2014 Executive Officers

Chairperson: Lisa Blum

Vice Chairperson: Jennifer Le Grévellec

Secretary: Kathy Beladi

Treasurer: Michele Beal

At-Large: Matthew Johnson

At-Large: Faith Stringer



**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

**University Staff Council (USC)
Meeting Minutes
February 18, 2014
1:30 p.m. – 3:30 p.m.
101A General Services Complex**

Members Present: Linda Bair, Michele Beal, Kendra Beasley, Kathy Beladi, Julie Bishop, Lisa Blum, Linda Brochu, Lisa Brown, Courtney Charanza, Chantale Deuel, Carmen Espitia, Toni Eubanks, Les Fiechtner, Emily Finbow, Willie Hobbs, Sheryl Hornback, Shelly Janac, Robert Jensen, Matthew Johnson, Sharon LeMieux, Robbie Lukeman, Roger Martinez, Amanda Mather, Darryl Petersen, Janelle Ramirez, Veronica Sprayberry, Faith Stringer, Tom Swanner, Reneé Weidemann, Joey Wylie

Members Excused: Gary Booth, Nikki Cavender, Susan Edmisson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, and Tim Sweeney

Visitors Present: Adam Mikeal, Jim Rosser and Allison Oslund of ITAC (IT Advisory Committee)

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum)

At 1:30 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)

Member roll called

III. ITAC Presentation

Presentation on ITAC made by Adam Mikeal and Jim Rosser. ITAC was formed in 2008 and funded by Dr. Pierce Cantrell and has University wide representation. The committee initially functioned as an information conduit. Now the committee has transitioned into collaborative work and projects, like the campus email project. Many changes have happened in the IT landscape in the last few years, especially with the explosion of mobile devices. TAMU needs to think about how we are conducting business and continue to adapt and change with these new expanding environments. Our vision is to create a competitive advantage for Texas A&M through a culture of collaborative IT innovation. Council members were asked to give their feedback on a survey at http://itacwiki.tamu.edu/Communication_Plan.

IV. Recognition of New Members/Installation (Lisa Blum)

The following new members from Health Sciences Center and Texas A&M School of Law were sworn in:

- Julie Bishop – HSC General Administration
- Emily Finbow – Texas A&M School of Law
- Willie Hobbs – HSC General Administration
- Sheryl Hornback – HSC Baylor College of Dentistry
- Sharon LeMieux – HSC College of Pharmacy
- Joey Wylie – HSC College of Medicine



V. Minutes Reviewed/Approval (Lisa Blum)

Faith Stringer motioned to approve minutes from meeting on January 21, 2014. Seconded by Michele Beal. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

The USC account balance is \$10,000. Recent costs have been for the Staff Appreciation event. May have TTVN costs and Spring Forum costs.

VII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum)

- Jennifer Le Grévellec had a baby boy on February 10th. She will be out 6-8 weeks.
- Gave update on staff appreciation week.
- Gave update on tuition and fees survey that went out. Will share finalized report when ready.
- Nora Cargo will be representing USC at President's Meritorious Award Ceremony.
- A Welcome Orientation was held prior to this meeting for our new members. Now have 37 USC members - 32 voting and 5 non-voting.
- Alma Villarreal has reached her term date with Compass and is no longer a USC member.
- Nancy Allaham from TAMUQ is in town next week and is interested in hearing about protocol and set up of USC. Lisa and Rose will be meeting with her.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)

a. Staff Tuition Assistance Program

Members volunteered to search the websites of the 12 remaining universities for answers to the survey. Faith will review and compile summary of responses.

b. Staff Emergency Fund Task Force

Carmen, Susan and Courtney will review existing fund regulations and applications of UT and other schools and bring a recommendation back to WLB for eligibility, selection process, etc., and application.

c. Staff Appreciation Week

Planning is moving along. Tables, tents and banners all reserved. Vendor donations still coming in (deadline Feb. 28th). We would like Dr. Hussey to send an email out to encourage division and department heads to organize appreciation events for their staff and possibly make a donation of giveaways or door prizes. USC representatives are encouraged to contact their division/department heads and assist with organizing staff appreciation events. Need 6 people per hour to help, including putting up and taking down tents and tables (sign-up sheet).

d. Staff Scholarship Committee (Carmen Espitia)

- Committee met on January 29th, we reviewed the application form for possible updates. The deadline will be Friday, May 30th.
- FY14 is the third year of funding for the Staff Scholarship. The committee has drafted a letter to request continued funding for FY15.

Elections Committee (Toni Eubanks)

- HSC & LAW SCHOOL ELECTIONS: We have six new USC members: Emily Finbow will represent Law School; Willie Hobbs and Julie Bishop will represent HSC General Administration; Sheryl Hornback will represent Baylor College of Dentistry; Joey Wylie will represent College of Medicine;



Sharon LeMieux will represent College of Pharmacy; there were no nominations for SRPH or College of Nursing. New members just attended orientation this morning and have been briefed about our various committees. Their terms will be staggered to avoid a large loss of reps at the end of the usual three-year term.

- GENERAL ELECTIONS: Expiring terms: Roger Martinez, Tom Swanner, Darryl Petersen, Kendra Beasley, Lisa Blum, Gary Booth, and Alma Villarreal. Alma will not be replaced by a new member and only one representative from EVP & Provost will be replaced due to change in FTEs in that group. There will be 5 new members elected to serve 2014-2017. Next week I will be contacting Division Heads and Deans to assign an election coordinator.
 - OFFICER ELECTIONS: Nominations for Executive Officers will open at the beginning of April. Be thinking about whom you'd like to nominate or if you'd like to self-nominate.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)
 - The PTFI has not formally met. We do have a Keystone parking question and response from Transportation Services that will be emailed to the group members for their consideration this week.
 3. Communications Committee (Tom Swanner and Lisa Brown)
 - The Communications Committee did not meet. However, we did gather electronically to come up with the "Unit Head" donation request template for Staff Appreciation Week.
 - a. Outreach (Matthew Johnson)
 - No New Employee Orientation for February
 - Still looking for speaker(s) for March and April meetings. Need contact for HR department.
 5. Bylaws Committee (Lisa Blum)
 - Did not meet.

IX. New Business

None.

X. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)
Met on January 27. Dr. Michael Stevens QEP scoring and plan for year 3. TAMU will undergo 2018 accreditation because of new HSC and Law school - not 5 year review and then into full review mode
2. Council for Strategic Budgeting (CSB) (Linda Blum/Jenny Kenley)
Did not meet.
3. Council on Climate & Diversity (CCD) (Lisa Blum)
Met Feb. 12. Scored reports by college and other units. Drs. Stanley and Watson will meet with individual basis with colleges and units.
4. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec/Reneé Weidemann)
 1. Resolutions/Concerns regarding faculty and the HSC/TAMU merger
The committee is currently seeking resolution with administration on:
 - Faculty tenure
 - 360 evaluations
 - HSC CEO reports directly to the president. All other faculty reporting structures go through Dr. Benedict/Dr. Watson then to the President. This reporting structure is a problem; however, they don't feel it is a good time to address with a new interim president.



2. Faculty Workload Reporting Rule (12.03.99.M1) currently under review

The committee discussed revising the rule to:

- Increase transparency and reduce inequities on how workload is reported
- Include a real number, not a minimum number (currently the rule states: the minimum workload requirement for faculty members, paid 100%, is 9 teaching credits)
- And Include language to require validation
 - o There was a question and clarification requested for “teaching credits” and “teaching equivalents” for the professional schools (medical, law, vet med, dentistry, pharmacy)
 - o The committee will review and propose adding professions for clarification and how CTC’s are calculated (CTC = Classroom Teaching Credit)

The committee is looking at either preparing a survey for faculty or reviewing the results from the last climate survey to determine the inequities across campus on how workloads are counted and reported.

5. Diversity Operations Committee (DOC) (Carmen Espitia)

Committee met on February 10th:

Lynn Barnes, Director of Recruitment gave an Admissions update.

- New Deadline was Dec 1
- 35,654 applications received for Fall 2014 a 3.3% increase (Fall 2013 -34,510).
- Completed applications for Fall 2014 30,830, 7.8% increase (Fall 2013-28,586)
- All Admission decisions will be out by the end of the month (six-weeks ahead of last year)

Recruiting Efforts

- Recruiters are focused on financial aid applications and working with Juniors
- Faculty/Staff Phone-a-fish will happen is scheduled for April
- Working in partnership with National Hispanic Institute. NHI student organization just formed, first in the nation.

Accessibility in the Built Environment

Janelle Ramirez, Interim Associate Vice President for Human Resources & Administrative Services and Lilia Gonzales, University Architect presented on Accessibility in the Built Environment and the Workplace Lactation Program.

Discussion centered on ADA Accessibility Guidelines; Texas Accessibility Standards and the Campus Accessibility Guide. A document, compiled by the Women’s Resource Center, with a list of all known lactation spaces open to the public was distributed. Several committee members stated that other lactation spaces exist, but are restricted to a particular college/unit. Dr. Stanley would like to compile a comprehensive list of all lactation spaces on campus, public and private and asked committee members to provide the information to her office by February 24th.

Rooms for lactation - locked location - administered by college or department. Accessible by public if ask for access. Specific regulations that room has to include. Can’t be bathroom, access to warm water, access to refrigerator and private. Not required to have room - we are required if and when an individual needs to pump - work with supervisor - a room designated for them to do that. Any place locked and secured - not permanent room - temporary period of time while mom is doing this. Federal regulation standard administrative procedure which refers to the federal reg.



Reminder: On February 24th there will be a work session to discuss the results of recent faculty, staff, and student (graduate and undergraduate) campus climate assessments. This will be held from 9:30 a.m. to 12:30 p.m. at 301 Rudder Tower.

6. University Worklife Committee (Janelle Ramirez)
Committee has been disbanded.

7. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)
There were four presentations for new construction projects presented by the sub-councils. All four were recommended for approval.
 1. Hensel Park Telecommunications Building - The Telecommunications department needs to expand the Kyle Field Distributed Antennae System before the next football season. The expansion requires 104 racks of equipment which necessitates a new building. The plan is to re-use the plans for the existing Telecommunications building to reduce the time spent on design development.
 2. Concrete Bike Pads - Transportation Services requested permission to add concrete pads which will support bike racks located on the north east side of Rudder Tower and the north side of the Military Sciences Building.
 3. Kyle Field Parking Garage - The Athletics Department has requested a new parking garage near Kyle Field for game day parking.
 4. West Campus Residence Hall Parking Garage - The Department of Residence Life has requested a new parking garage on the West Campus near the new West Campus Residence Hall.
Committee's recommendation for approval only on design and location - not anything else.
Athletics, 12th man and university - financing

8. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
No report - did not meet.

9. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
Met on Feb. 13th.
 - Approved cameras on northeast corner of Rudder where bus drivers check in.
 - Approved cameras at MSC at guest services
 - Request for 4 cameras in All Faith's Chapel. Reviewing privacy policies.
 - Had some cameras returned to Pavilion.
 - Request came in for the Civil Engineering Building for cameras to protect some equipment.
 - Have tabled Mays schools request for 2 cameras in Houston Center.
 - Recent open record request for location of cameras – TAMU attorney general has indicated can provide list of those cameras that are obvious on campus.
 - Requests coming in for audio from cameras – this is not something we have available.

10. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)
Committee met on Feb. 5th.
Updates:
 - Transit Charter Rates – Continue to be local use only, visiting rate structure.
 - Ridership – Approximate 11% increase first 12 days of Spring 2014 over same period last year.
 - Garages – going through CBE process, no new information.
 - Lot 62- South end of lot captured for Kyle construction, all of Lot 62 to be captured in phases by November 2014.
 - TTI Game Day Traffic Study – “Carmaggedon” Alabama game, looking at both pedestrian safety/mobility as well as vehicle management. Some possible solutions: contraflow lanes, more remote parking/shuttles, designated pedestrian lanes.



- Bike Registration – Students understand benefits, don't want to pay. Currently 5,000 bikes registered. Late night bike count to take place during February. May use impound process to encourage registration; if bike is impounded pay registration fee to get it back.
- Question about low speed vehicles. Group has 6 man electric vehicles and run around campus. Street legal - run on streets and take them around here - get to most parts of BCS at 30 MPH. Alternative to having vehicle here or out late somewhere - catch this vehicle - run by company - university provide spot for them to house vehicle.

Next TSAC Meeting – Wednesday, March 5, 2014.

11. University Dining Services (Linda Bair)

Met Feb. 5th. New Chartwells Management team members were introduced. Dining Advisory Committee Members are listed below:

MSC Representative: Andrew Ligon
GSC Representative: Matthew Fitzmaurice
RHA Representative: Kasey Kram
RHA Representative: Tim Broderick
Corps of Cadets Representative: Dakota Relford
Corps of Cadets Representative: Karl Velasco- Lehman
SGA Representative: Matt Keller
RA Staff Council Representative: Chris Story
Faculty Senate Representative: Gretchen Tyson
Staff Council Representative: Linda Bair
Residence Life: Jeff Wilson
Chartwells Dietician: Chanika Moses
Chartwells Marketing Manager: Gina Capetanakis
Chartwells Senior Director of Operations: Ed Taraskewich Chartwells
Senior Director of Operations: Cody Begg
Chartwells Resident District Manager: Lee Rapport

Gina Capetanakis reported that this meeting will mostly concern Sbisa. She invited members to help themselves to drink/food. She showed a PowerPoint presentation on the Sbisa Food Survey and Renovations, with Lee Rapport reporting.

Lee Rapport's talking points:

- Sbisa Renovation:
- Spice Up Sbisa Survey:
 - What type of food was your favorite? Entrée, Grill, Pizza
 - What kind of food would you like to see more? Home-style and Healthy
 - What type of seating? Booths/Soft Seating
 - What is most important in the dining area feel? Look and Feel (aesthetics).
- Sbisa Floor Plan was displayed on the PowerPoint. They also brought up actual plans for people to look at.
- 1000 seats (current 1000 seats). Keep current seating number. Remove footage and have smaller tables, booths and nooks.
- Mezzanine will be added. Keep architecture. Furnishings and kitchen will be new.
- Underground will be renovated as well; Expand Chick Fi-la; add more retail. (Smashburger at a Glance; Colorado Restaurants; Lime Fresh Mexican Grill)
- Create different neighborhoods.
- Renovate the outside area (landscaping and welcoming invite and draw people in)
- Renovate the Pavilion (bring equipment up to code; new menu; flow better)



- Completion target date is August.
- Starbucks at the Library location (similar but larger than at hullabaloo; look and feel of Scott and White at Rock Prairie.
- Setting of Final Hours in planning.
- Setting of Summer Hours in planning.

12. Task Force on Campus Emergencies (Lisa Blum)

Will meet on Thursday.

13. Administrative Assessment Advisory Committee (Lisa Blum)

Will meet on Thursday.

XI. Old Business

- Staff Appreciation Week is March 5th and 6th at Rudder Plaza
- President's Meritorious Service Award (PMSA) Ceremony on Feb. 26th kicking off event.
 - Lisa Blum, Kevin Gustavus (former USC member) and Kim Crawford Syptak (former USC member) are all recipients of PMSA award this year.
 - PMSA funded by AFS and President's office.
 - Drawing for 2-3 prizes will be held after the PMSA ceremony.
- Have over 70 donated prizes to be given out.
- Encourage members to inform colleges, deans and departments about event.
- If signed up to work staff appreciation event please wear your USC shirt.
- Plan to share results of staff recognition survey.

XII. Announcements

- Robert Jensen has volunteered as a reader for Student Financial Aid.
- TTVN – will contact each off campus group to see what their capabilities are.
- The next USC meeting is scheduled for Tuesday, March 18, 2014 from 8:30-10:30 a.m. in 401 Rudder.

XIII. Meeting Adjourned

At 3:05 p.m. – Motioned by Les Fiechtner and seconded by Amanda Mather.

2013-2014 Executive Officers

Chairperson: Lisa Blum

Vice Chairperson: Jennifer Le Grévellec

Secretary: Kathy Beladi

Treasurer: Michele Beal

At-Large: Matthew Johnson

At-Large: Faith Stringer



**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

University Staff Council (USC)

Meeting Minutes

March 18, 2014

8:30 p.m. – 10:30 p.m.

401 Rudder

Members Present: Linda Bair, Michele Beal, Kendra Beasley, Kathy Beladi, Lisa Blum, Lisa Brown, Nikki Cavender, Courtney Charanza, Chantale Deuel, Susan Edmisson, Toni Eubanks, Emily Finbow, Willie Hobbs, Robert Jensen, Matthew Johnson, Jenny Kenley, Sharon LeMieux, Robbie Lukeman, Roger Martinez, Amanda Mather, Janelle Ramirez, Faith Stringer, René Weidemann, Joey Wylie

Members Excused: Linda Brochu, Carmen Espitia, Les Fiechtner, Sheryl Hornback, Shelly Janac, Ann Kellett, Jennifer Le Grévellec, Veronica Sprayberry, and Tom Swanner

Members Unexcused: Julie Bishop, Gary Booth, Darryl Petersen, and Tim Sweeney

Visitors Present: Ralph Davila (Division of Finance), Allen Reed (The Eagle), and Blake Whittaker (Engineering Staff Council)

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum)

At 8:30 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)

Member roll called

III. Presentation

Ralph Davila with the Division of Finance spoke to the University Staff Council about how the outsourcing from 2 years ago and how it has been progressing. Ralph was asked 2 years ago to oversee the outsourcing agreements for the university. The University currently has four agreements - Chartwells for Dining Services, SSC for Landscaping, SSC for Maintenance, and SCC for Custodial. Ralph meets weekly with the teams to discuss issues. There were some initial issues with the outsourcing but at this point overall things are working well. Most of the man power that left initially were individuals who had skills that could make more money working outside the university or were ready for retirement. Ralph reminded members to use the online process for reporting maintenance issues. Ralph also noted that Chartwells is currently working with the University on the meal plan options for students.

IV. Minutes Reviewed/Approval (Lisa Blum)

Faith Stringer motioned to approve minutes from meeting on February 18, 2014. Seconded by Susan Edmisson. Approved unanimously.

V. Treasurer's Report (Michele Beal)

Balance is ~\$10K. Still waiting for items for the Staff Appreciation Event to come in. USC has recently started paying phone charges for the USC Administrative Assistant's phone line.



VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum)

Postponed until this Friday. No report.

VII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)

- Met on March 11th.
- Discussed application and procedures for Staff Emergency Fund and asked committee to finalize recommendations and form. Will also send to General Counsel for input.
- Reviewed draft Staff Appreciation Survey and sent suggestion to include question about entertainment to TAMU HR.

a. Staff Emergency Fund Task Force (Susan Edmisson)

- Carmen, Courtney and Susan went over procedures and application forms from other universities. Drafted eligibility requirements, applicants and will report back to committee.

b. Staff Tuition Assistance Program (Faith Stringer)

- Jenny Kenley is entering last of information on schools.
- Faith will start averaging numbers and prepare summary.
- A meet with Dr. Hussey will be set up once we have all information.

c. Staff Appreciation Recap (Janelle Ramirez)

- Approximately 700 folks visited booth for 2 day event at Rudder
- Over 9000 entries online
- 118 prizes along with hundreds of free giveaway prizes were given out.
- 30 different departments sent in pictures and told us what they were doing in their departments.
- Overall people said they really appreciated this event.
- Will be doing a wrap up meeting and sending out survey.

d. Staff Scholarship Committee (Carmen Espitia)

- Did not meet.

2. Elections Committee (Toni Eubanks)

- Did not meet. In process to nominate executive officers before we meet again. Can self-nominate or nominate someone as an officer. Will be contacting divisions to get name of person to coordinate election for new members for those divisions.

3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)

- Nothing to report.

4. Keystone Report (Darryl Petersen)

- Only one keystone item came in and was moved to PTTS to handle.

5. Communications Committee (Tom Swanner and Lisa Brown)

- Did not meet.

a. Outreach (Matthew Johnson)

- Have gotten confirmation from Ann Mayer from EOD to do presentation at June USC meeting.
- Reaching out to Police Chief for future presentation.
- Seeking other suggestions for presentation to finish out this year.



- Reach out to library for perks they have
- Contact vet school

6. Bylaws Committee (Lisa Blum)

- Did not meet.

VIII. New Business

a. Staff Appreciation Survey

- Council asked to review and approve proposed survey.
- Faith Stringer motioned to approve Survey. Amanda Mather seconded. Survey unanimously approved.

b. Wellness Initiative – still appears to be some confusion. Members believe it would be a good idea to have a speaker come in and do a presentation on this.

IX. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)

- Met on March 17th.
- Survey sent to all students and encouraged to complete. Gauging how we are doing compared to other universities.
- This is not a full accreditation year but we must be re-accredited since HSC and Law School joined Texas A&M.

2. Council for Strategic Budgeting (CSB) (Jenny Kenley)

- Did not meet.

3. Council on Climate & Diversity (CCD) (Lisa Blum)

- Did not meet.

4. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)

- Did not meet.

5. Diversity Operations Committee (DOC) (Carmen Espitia)

- Did not meet.

6. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)

- Meeting canceled no quorum and all agenda items moved to April meeting.

7. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)

- Did not meet in February. Meet once each semester. First meeting for 2014 is set for March 20th.

8. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)

- Committee met once this past month (moved one meeting to next Monday because of spring break). Approved installation of 12 cameras at the Mays 'City Center' Campus in Houston.

9. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)

- Met on March 5, 2014
- TTI Presentation – Kyle Field Game Day Transportation Ideas
 - Pedestrian Safety Job #1, Less Congestion Job #1a
 - Use existing resources more efficiently
 - Smartphone App



- Pregame – Real time info on traffic, route options
- In Game – maps, menus, concession stand wait lines (2015), rosters
- Post-Game – Real time info, traffic, restaurants, events
- Events such as “First Fridays” in Bryan to draw possible visitors, parking in downtown Bryan.
- Other Discussion:
 - West Campus Residential Hall and effect on bus utilization.
- Next TSAC Meeting – Wednesday, April 2, 2014.

10. University Dining Services (Linda Bair)

- Did not meet.
- Status on dining facilities open and closed for summer due to renovations - requested.

11. Task Force on Campus Emergencies (Lisa Blum)

- Reviewed code maroon issue - last code maroon - how long to reach people.
- Code maroon testing time will change. Will be going out at 1:45 PM.
- Code maroon emails are also being moved.
- Plan to do integrated system to an estimated 126 campus buildings and project expected to be completed by March 2015.
- 12th Man Emergency Playbook will be updated with additional information about active shooters and will be distributed at new students conferences

12. Administrative Assessment Advisory Committee (Lisa Blum)

- PWC is expected to make recommendation around April 15th to the Chancellor and expected to share by the end of April. It will then be presented to Board of Regents by May 15th.

13. Dependent Children Faculty and Staff Program Scholarship Program

- This scholarship program is designed to provide scholarships to dependent children of Texas A&M University (TAMU) Faculty and Staff (which now includes HSC and Chartwell employees). It is designed to recognize the contributions of TAMU employees in the workplace and in the community by rewarding their children on the basis of need and academic achievement. Each recipient will receive a renewable scholarship in the amount of \$1500/year according to his/her undergraduate status.
- Committee is made up of one faculty member, one non-classified staff (monthly) employee and one classified (biweekly) employee. Phase I involved reading and scoring essays from 67 incoming freshman. Phase II (which we are currently doing this week) involves reading and scoring essays from 25 continuing students. Phase III will involve the reading and scoring of essays from transfer students.
- Will inquire about Law School eligibility.

X. Old Business

- Have requested a meeting room change to accommodate using TTVN and those members off campus.
- Change of rooms would start with April meeting
- Can park in Parking Lots 51 or 54 with business permits as well as the Northside Parking Garage.
- Faith Stringer motioned to approve this request and Michele Beal seconded. Approved unanimously.
- Next meeting will be held in Room 309 of the Richardson Building in the Engineering Quadrant.

XI. Announcements

- Feb. 26th SACs team met to discuss how incorporate HSC and law school.
- On Feb. 27th met with Nancy Allaham from TAMU Qatar campus. Discussed how incorporate staff council at Qatar campus.



- On Feb. 27th EOD had their certification ceremony and Lisa asked to do presentation from USC
- On April 28th Lisa will be representing USC at Association of Former Students Distinguished Achievement event.
- Physics and Engineering Festival to be held on Saturday, March 22nd. Free to public.
- Reminder about Coffee Conversations and staff invited to attend those as well.

The next USC meeting is scheduled for Tuesday, April 15, 2014 from 1:30-3:30 p.m. in Room 309 of the Richardson Building.

XII. Meeting Adjourned

- At 9:50 a.m. – Motioned by Amanda Mather and seconded by Susan Edmisson.

2013-2014 Executive Officers

Chairperson: Lisa Blum

Vice Chairperson: Jennifer Le Grévellec

Secretary: Kathy Beladi

Treasurer: Michele Beal

At-Large: Matthew Johnson

At-Large: Faith Stringer



**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

University Staff Council (USC)

Meeting Minutes

April 15, 2014

1:30 p.m. – 3:30 p.m.

309 Richardson

Members Present: Linda Bair, Michele Beal, Kathy Beladi, Julie Bishop, Lisa Blum, Linda Brochu, Lisa Brown, Nikki Cavender, Chantale Deuel, Carmen Espitia, Toni Eubanks, Les Fiechtner, Willie Hobbs, Sheryl Hornback, Robert Jensen, Matthew Johnson, Ann Kellett, Jenny Kenley, Sharon LeMieux, Robbie Lukeman, Roger Martinez, Amanda Mather, Janelle Ramirez, Veronica Sprayberry, Faith Stringer, Tom Swanner, Reneé Weidemann, Joey Wylie

Members Excused: Gary Booth, Courtney Charanza, Susan Edmisson, Emily Finbow, Jennifer Le Grévellec, Darryl Petersen, and Tim Sweeney

Members Unexcused: Kendra Beasley and Shelly Janac

Visitors Present: Dr. Suresh Pillai (National Center for Electron Beam Research), Dr. Rosemary Walzem (Poultry Science) and Dr. Vicky Salin (Agricultural Economics), Sarah Tobola (TAMU HR), Allen Reed (The Eagle), and Samantha Latta (The Battalion)

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum)

At 1:30 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Recognition of Visitors (Lisa Blum)

Dr. Suresh Pillai, Dr. Rosemary Walzem, Dr. Vicky Salin, Sarah Tobola, Allen Reed and Samantha Latta

III. Roll Call (Kathy Beladi)

Member roll called

IV. Presentations

Presentation on Healthy Vending Machines from Dr. Suresh Pillai, Director, National Center for Electron Beam Research, Dr. Rosemary Walzem, Poultry Science and Dr. Vicky Salin, Agricultural Economics. The National Center for Electron Beam Research (NCEBR) is the leading academic and research organization in the world that is focused on the research, development, and commercialization of Electron Beam (E-Beam) and X-ray technologies. Their goal is to use these technologies for improving the quality of life of peoples and economies around the world. They are interested in doing Healthy Vending Machines as a project. They would like first to have access to a vending machine to do initial research.

- Phase 1 and 30-60 days – lab trials to validate extension of shelf-life.
- Phase 2 - 60-90 days - sensory studies and consumer perception studies.
- Phase 3 - 90-120 days - TAMU campus field trials. Scientifically designed study of willingness to purchase.



E-Beam technology already being used to treat a wide variety of foods. Healthy vending is very unique opportunity.

Presentation from Sarah Tobola from Human Resources about Wellness Initiative. The Texas A&M University System as a whole is taking steps to encourage employees to live healthier lives by actively engaging with a health care provider through utilizing preventive services available under the A&M Care Health Plan. To promote this healthy behavior, enrolled members will be required to receive a wellness exam/annual physical during the designated time period to receive the lower wellness premium rate on their insurance. This will be an ongoing program. Will need to do an annual exam each year. The Wellness Exam deadline is June 30, 2014. Additional information can be found at <http://employees.tamu.edu/benefits/wellness-exam/>.

V. Minutes Reviewed/Approval (Lisa Blum)

Les Fiechtner motioned to approve minutes from meeting on March 18, 2014. Seconded by Willie Hobbs. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

- Balance is ~\$11K. Still waiting for items for the Staff Appreciation Event to come in. Some items will not post until end of April.

VII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum)

- Met with Matt Fry on Thursday, April 10, 2014
- Provided updates on Staff Appreciation Week, Staff Tuition and Staff Survey results. This information will also be shared with Dr. Hussey during the April Meeting.
- Discussed
 - Staff Scholarship funding and availability of future funding support from AFS.
 - PMSA Ceremony move date to a Friday or Monday to better accommodate attendance of recipients families
 - Future USC Forum PWC assessment update - revisit after BOR meeting in May. Good opportunity to share with staff in a forum.
 - USC Executive Officer nominations in process
- Actions Items: USC Work Life and Benefits work with EOD Classes, TTVN access for employees outside College Station.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)

- Met on April 1st.
- Staff appreciation week
 - About 2/3 departments did something during that period of time. Feedback received from over 800 people.
 - Committee of USC and HR met in the past week and will begin planning for next year in October.
 - Will plan something for West Campus and will assist offsite locations with events as well.
- a. Staff Tuition Assistance Program (Faith Stringer)
 - Every university offers some sort of tuition assistance.
 - Texas A&M, University of Houston, and Oklahoma State are the only schools that offer neither free nor reduced tuition.
 - Of the 25 schools polled, Texas A&M is ranked second-to-last (just above University of Houston) in total cost savings available to staff, with a maximum potential savings of \$278.50.



- Information is being put in an Excel spreadsheet and will be shared with interim President Hussey.
 - It was suggested that the committee also look at past State legislation for possible restrictions and limitations.
- b. Staff Emergency Fund Task Force (Susan Edmisson)
- Additional changes to the SEF application and requirements were discussed and revisions sent to Committee.
 - Eligibility – active budgeted staff member for at least 1 year.
 - Would be for temporary hardship and would not be eligible again for 2 years to apply for SEF.
 - Award would be up to \$500.
 - Paid as a salary supplement through payroll and taxed.
 - Application and requirements will be sent to general counsel for official review.
 - Initial funding will be discussed with Dr. Hussey.
 - Can be funded through State Employee Charitable Campaign through Foundation
- c. Staff Scholarship Committee (Carmen Espitia)
- USC has received approval for FY 2015 scholarship funding.
 - Application deadline is Friday, May 30, 2014.
 - Announcement will be made through Distribution A.
2. Elections Committee (Toni Eubanks)
- USC Executive Officer nominations are open through April 18. You may nominate yourself or another USC member for an officer position. The list emailed out last week was old and did not include our new HSC and Law School representatives' names. Would like to clarify that those representatives ARE eligible to be an executive officer. The room in which the executive officers meet has TTVN capabilities. After the nominee and nominator have filled out the information on the form (see email 4/9/2014), please email the completed form to me (toni@tamu.edu). The election will take place April 23–May 2. Candidates will be notified and announced during the week of May 5–9. Beginning May 13, officers-elect will begin shadowing outgoing officers.
 - Election coordinators for general elections have been sent the information to open nominations. Elections will take place in College of Liberal Arts, College of Science, VPSA, EVP & Provost, and VPFA.
3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)
- Did not meet. One item still pending from Transportation Services to respond to.
4. Communications Committee (Tom Swanner and Lisa Brown)
- Did not meet.
 - USC Member requested status of table clothes and banners. Informed those have not been done yet.
- a. Outreach (Matthew Johnson)
- Looking into presenters for the summer months' meetings.
 - June - Ann Mayer of EOD scheduled.
5. Bylaws Committee (Lisa Blum)
- Did not meet.



6. Keystone Report (Darryl Petersen)
 - Did not meet. No new items.

IX. New Business

- Healthy Vendor Machines
 - Is this something USC would like to pursue? Can also work in conjunction with student government and faculty senate. Suggested also taking to University Dining Services group.
 - Faith Stringer motioned to approve USC support. Reneé Weidemann seconded. Motion approved unanimously.
- Will explore using Houston Building on west campus for possible USC meetings. Also have TTVN capability there. Parking is free and right outside the building.
- Discussion about microphones being distributed throughout room so people off campus can hear all speakers.
 - a. Staff Appreciation Week (Janelle Ramirez)
 - Wrap up meeting held on April 9th.
 - Committee members are to submit summary of their work within the committee.
 - b. April 2th USC Executive Officers meeting with Dr. Hussey
 - c. August 21st at 5 PM – TAMU President's Appreciation Reception, President's Home

X. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)
 - Did not meet.
2. Council for Strategic Budgeting (CSB) (Jenny Kenley)
 - Did not meet.
3. Council on Climate & Diversity (CCD) (Lisa Blum)
 - Did not meet.
4. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
 - Did not meet.
5. Diversity Operations Committee (Carmen Espitia)
 - Committee met on April 1, 2014.
 - Presentations by:
 - Dr. Jim Heird, Executive Professor and Coordinator of the Equine Sciences Initiative College of Veterinary Medicine & Biomedical Sciences & College of Agriculture and Life Sciences.
 - Tracey Forman, Assistant Director for Disability Services provided an overview of their Services.
6. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)
 - Thermal storage tank update - based on timeline, not possible to incorporate into West Campus garage so will proceed to Site B at the corner of Turk and Agronomy to be nestled in post oak tree grove. Some trees will need to be removed and will be replaced with live oak, holly, and berms. Will be painted tan. SCs recommended approval; CBE approved.
 - Scoates 208 renovation requested by Biological and Agricultural Engineering; 110 classroom; approved. SCs recommended approval; CBE approved.
 - CEHD Human Clinical Research facility - 22K sq. ft. Conceptual design and siting on West campus. SCs recommended approval; CBE approved.



- WC Housing Project - phase 1 design concept with 3 apartment buildings. SCs recommended approval; CBE approved.
 - Outdoor wireless: install Wi-Fi antenna at Rudder, LAAH, and BioBio corridor to boost wireless signals on campus. Installation contracted out. SCs recommended approval; CBE approved.
 - Cain Hall C-Wing renovation: SCs recommended approval; CBE approved.
 - Evans Lib and Annex renovation: interior only, no structural changes. SCs recommended approval; CBE approved.
 - Coke St. Landscape in front of satellite plant 3. Potential "pocket park" with tables/chairs. SCs recommended approval; CBE approved.
 - Reveille memorial relocation back to Cain Park: CBE approved
 - Decommissioning classrooms: CEHD request of combining 615, 616, and 617 to make larger general classroom in support of technical courses. SC recommended approval; CBE approved.
7. Energy Action Plan 2014 Advisory Committee (Kathy Beladi)
- Met on March 20th. Only meets once during Spring and Fall semesters.
 - Goal by 2015 is to have 190 Energy Use Index (EUI). Currently at about 205 EUI and was 364 EUI in 2002. Have achieved 45% energy consumption reduction per Gross Square Foot (GSF) from FY02 through FY13.
 - Energy Management Program (EMP) is the software being used to track utilities.
 - Smart Dorm Pilot Project being tried out. Thirty-two students have app on their phones to be able to let room know if occupied or not. Have found that students overall are using the app. Will do further study on the app.
 - Continuing to retrofit buildings on campus for Energy Efficiency Upgrades for building automation to turn off lights as well as have standard heating/cooling temperatures. Plan to retrofit 10 buildings in 2014.
8. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
- Committee met twice – March 10 and March 24.
 - Request for 19 cameras in Ash Leadership Learning Center and Leonard Hall (new Corps dorm) to protect high value objects. Approved.
 - Request to install 8 cameras for surveillance of perimeter of new Archery Building – item tabled for now.
 - Freedom and information request briefing where request was made to indicate where all cameras were located on campus. AG ruling currently do not have to give that information for safety reasons.
 - Committee will be reviewing and revising current operational standards and forms.
 - Request to install 4 cameras in two stalls in the Horse Center to allow students to monitor birthing process. Approved.
 - Request to install 16 cameras to monitor and research equipment at lab in chemistry wing - 4th floor. Approved.
9. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)
- Met on April 2, 2014
 - TTI Presentation – Kyle Field Game Day Transportation Ideas
 - Goal: Return traffic patterns back to “normal” within 2 hours after game over
 - Push traffic toward Bryan to access 6 (Villa Maria, etc.)
 - Temporary signs/lights to be rolled out before game end to move traffic away from campus.
 - Keep Kimbrough open for buses only for parking shuttle traffic
 - New off-campus game day shuttle routes
 - Consolidated Cashier Concept



- Parking divided into zones with cashier station for zone, not individual lots
- Fewer cashiers, discourages tailgate “cruising” as all vehicles inside zone must have paid or have a permit
- Plan calls for 12th Man permit holders to enter area from Bush, day-of parking patrons enter areas from Stotzer
- Use of new game day apps, Athletics and Flashseats websites to relay parking information.
- Garage Updates
 - Garage #6 (West Campus Res Hall) – 1600 spaces to be open possible 2016. Temporary gravel lot to be built until garage completed.
 - President’s office asked for more scenarios for garage funding, construction timing, etc.
- Next TSAC Meeting – Wednesday, May 7, 2014.

10. University Dining Services (Linda Bair)

- Did not meet.

11. Task Force on Campus Emergencies (Lisa Blum)

- Did not meet.

12. Administrative Assessment Advisory Committee (Lisa Blum)

- PWC is reporting to Chancellor’s office this week.

13. Dependent Children Faculty and Staff Scholarship Program (Robert Jensen)

- We have completed the reading and scoring of essays for phase 1 (freshman) and phase 2 (continuing students). Our committee is still waiting to read and score essays for phase 3 (transfer students). HSC and Law School employees’ children will be eligible Fall 2016.

XI. Old Business

- HSC and Law School Committee Assignments
 - Willie Hobbs – Elections Committee
 - Julie Bishop - Elections Committee
 - Joey Wylie – Communication/University Outreach Committee
 - Sharon LeMieux – Work Life and Benefits/Staff Scholarship Committee
 - Sheryl Hornback - Work Life and Benefits/Staff Scholarship Committee
 - Emily Finbow – By-Laws Committee
- Reaching out to Dean of Faculties offices about putting door signage for USC on door.
- USC Chair invited to attend AFS Distinguished Achievement Award Ceremony on April 28th at 1:30 PM in Rudder Theatre.

XII. Announcements

- USC Annual Appreciation Reception will be held at President’s home on August 21st for members only.
- The next USC meeting is scheduled for Tuesday, May 20, 2014 from 8:30-10:30 a.m. in Room 309 of the Richardson Building.

XIII. Meeting Adjourned

- Motioned by Amanda Mather and seconded by Les Fiechtner at 3:15 p.m.

2013-2014 Executive Officers

Chairperson: Lisa Blum

Vice Chairperson: Jennifer Le Grévellec

Secretary: Kathy Beladi

Treasurer: Michele Beal

At-Large: Matthew Johnson

At-Large: Faith Stringer



**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

University Staff Council (USC)

Meeting Minutes

May 20, 2014

8:30 a.m. – 10:30 a.m.

309 Richardson

Members Present: Linda Bair, Kendra Beasley, Kathy Beladi, Julie Bishop, Lisa Blum, Linda Brochu, Lisa Brown, Nikki Cavender, Courtney Charanza, Susan Edmisson, Toni Eubanks, Emily Finbow, Les Fiechtner, Willie Hobbs, Sheryl Hornback, Robert Jensen, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Sharon LeMieux, Robbie Lukeman, Roger Martinez, Amanda Mather, Darryl Petersen, Janelle Ramirez, Tom Swanner, Reneé Weidemann, Joey Wylie

Members Excused: Michele Beal, Gary Booth, Chantale Deuel, Carmen Espitia, Shelly Janac, Veronica Sprayberry, Faith Stringer

Members Unexcused: Tim Sweeney

Visitors Present: Mike Ragan (TAMU Police Department), Allen Reed (The Eagle)

USC Administrative Assistant: Rose Berryhill (absent)

Agenda Items:

I. Call to Order (Lisa Blum)

At 8:30 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Recognition of Visitors (Lisa Blum)

Mike Ragan, Director and Chief of Policy, Texas A&M University Police Department

III. Roll Call (Kathy Beladi)

Member roll called

IV. Presentations

Mike Ragan, Director and Chief of Police of Texas A&M University Police Department (UPD), gave an overview about the University Police Department. The UPD has jurisdiction in any county in the State of Texas where TAMU has property. They work very closely with the College Station and Bryan Police Departments. The UPD has a property engraving program and reminded everyone about the Bike Registration Program. UPD is also very active on media - Facebook, Twitter, etc. The UPD has a Special Situations Team that handles submissions to tellsomebody.tamu.edu. In case you were wondering – there is no actual jail on campus. Anyone arrested goes to the Brazos County Jail.

V. Minutes Reviewed/Approval (Lisa Blum)

Les Fiechtner motioned to approve minutes from meeting on April 15, 2014. Seconded by Ann Kellett. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

- Balance is ~\$12K.



VII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum)

- Met with Matt Fry on Thursday, May 8, 2014.
- Items discussed:
 - Status of new parking garages – has not been discussed yet.
 - Request for USC door sign Room 205 YMCA Building has been approved by Dr. Benedik and Faculty Senate Executive Committee.
 - Shared WLB working in conjunction with EOD about offering some courses by TTVN for employees outside College Station in future.
 - Made contact with Blinn College in BCS about their interest in forming their own staff council.
 - Briefed that USC Executive Officer elections are in process.
 - Staff Scholarships request has been sent out. AFS helps fund these scholarships.
 - PWC Report is out. President Hussey will reach out to Executive Officers.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)

- Met on May 6th. Filled committee in on recent discussion with President Hussey on Staff Tuition Assistance Program, Staff Emergency Fund Task Force and Staff Appreciation Program. Will have a meeting with TAMU System Staff Council representatives on May 29th to bring them up to date on the Staff Appreciation Program.
- a. Staff Emergency Fund Task Force (Susan Edmisson)
 - At President's Office for review. Lisa gave Dr. Hussey links to UT's information on their emergency fund.
- b. Staff Tuition Assistance Program (Faith Stringer)
 - Survey results were shared with participating universities as well as Dr. Hussey. Dr. Hussey's office is going to review the results further.
- c. Staff Scholarship Committee (Carmen Espitia)
 - Did not meet.
 - Receiving scholarship applications. Deadline is Friday, May 30, 2014.

2. Elections Committee (Toni Eubanks)

- USC Executive Officer elections are being held through May 22. Contact Lisa Blum (elections administrator) with any questions.
- Have been in contact with election coordinators for general elections. Elections will take place in College of Liberal Arts, College of Science, VPSA, EVP & Provost, and VPFA. No results yet.

3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)

- Did not meet. One open item has been addressed by Transportation Services and is now considered closed. A staff member was attending classes this past semester not on main campus and it was an issue to walk to class. Informed employee about Any Valid Permit Parking Lots close to their class.

4. Communications Committee (Tom Swanner and Lisa Brown)

- Meet on May 12th.
- Discussed our audience, our communications objectives, and the associated needs of our audience.
- Discussed events that USC attends (benefits orientations/health fairs). We identified promotional item needs at these events such as banners, tablecloths and promotional materials.



- Discussed table clothes and table top banner. Also chocolate as a giveaway.
- Brochure will be redesigned and updated by Kendra. Kendra looked at TAMU Photo Archive and not much there to use on staff. The plan is to take some additional pictures for that can be used for the USC brochure and presentations.
- Outcomes
 - Committee is working on the design of a tablecloth, tabletop banner, and updating the current USC brochure. Target is to have the materials in hand by the end of the summer.
 - Plan to have some USC business cards and dark chocolate at our booth for promotional purposes.
 - Once our USC pens and koozies run out, plan to order Aggie maroon pens.
 - Finally, are looking into a chance drawing of a workout CD set to have at the next health fair to promote healthy living.

a. Outreach (Matthew Johnson)

- Discussed presentation items when we do outreach - possibility at new employee orientation meetings to setup up tabletop banner. Met with about 30 new employees.
- June - Ann Mayer of EOD scheduled
- July – Library rep scheduled.
- August – Possibly Vet School presentation
- Jennifer may have another possible speaker

5. Bylaws Committee (Lisa Blum)

- Did not meet.

6. Keystone Report (Jennifer Le Grévellec)

- No new items but did receive an email asking how many students graduated. Sent request on to DARS for them to respond.

IX. New Business

- Bylaws Proposal about Standard Operation Procedures wording.
- Discussion was held about the wording and how it relates to Bylaws.
- Decision was made to withdraw proposal and table it for now.
- Suggested to amend wording to say “standard” instead of “general” operating procedures in the Bylaws.

X. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)

- Did meet on Monday - went over the essays and SAC commit for life
- Working on capturing freshmen and seniors learning experience from A&M

2. Council for Strategic Budgeting (CSB) (Jenny Kenley)

- Did not meet. Meetings cancelled for rest year.

3. Council on Climate & Diversity (CCD) (Lisa Blum)

- Did not meet.

4. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)

Discussed:

- This will be the last committee meeting for FY14.



- The chair of the committee (Dr. Wendy Jepson) met with Dr. Michael Benedik (Dean of Faculties) to discuss the Faculty Workload Reporting Rule (12.03.99.M1), which is currently under review, and the decision was made to leave it as is.
- The committee is working with Dr. Nancy Watson to prepare a survey to go out sometime in the fall semester to determine faculty workload. (One survey for tenure track and one survey for academic professional track). Not sure if all A&M faculty or just on campus.

Old Business:

- TAMU/HSC merger – have problems been resolved?
 - 360 reviews with DH's and Dean's? – Some of the HSC faculty felt there was some progress on this front.
 - IT support for faculty courses – the IT audit is still a big cause for concern @ HSC, faculty complained that IT needs are different across agencies. (i.e., IT support for AgriLife vs. HSC faculty are completely different.)
5. Diversity Operations Committee (Carmen Espitia)
 - Did not meet in April. Next meeting afternoon May 20th.
 6. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)
 - Did not meet due to lack of a quorum.
 - CBE items deferred until June meeting.
 7. Energy Action Plan 2014 Advisory Committee (Kathy Beladi)
 - Did not meet.
 8. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
 - Met twice.
 - Reviewed and approved installation at Archery Center on West campus.
 - Started review of paperwork for submission of requests and training.
 9. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)
 - Met on May 7, 2014
 - TTI Update on Kyle Field Game
 - Discussed proposed bus routes and pedestrian walkways.
 - One of the main issues they are trying to address is the large number of people walking in front of the north side of West Campus Parking Garage post-game. TTI is proposing that pedestrians exit the passage way and walk behind the garage between the parking garage and the Rec Center.
 - Update on the Bicycle Plan.
 - TTI has contracted with a company who will begin this summer.
 - Update on the new RV rules for football season. The main highlights included how to address space utilization, generators, and permit resale.
 - Also announced that Route 8 is now permanently changed.
 - This was the last meeting until they resume in September.
 10. University Dining Services (Linda Bair)
 - Did not meet.
 11. Task Force on Campus Emergencies (Lisa Blum)
 - Did not meet. Next meeting in September.



12. Administrative Assessment Advisory Committee (Lisa Blum)

- PWC report has been released.
- President Hussey briefed the EOs on May 12th about the PWC.
- Right now focus to slow down hiring to allow time to review PWC report.
- A Leadership Committee is being formed to review report and make recommendations.
- An Advisory Steering Committee will also be formed that will include faculty, staff and students to give the Leadership Committee input.
- IT report still under review.

XI. Old Business

- Faculty and Staff Appreciation Week at golf course May 19-25.
- Memorial Holiday is May 26th
- Members were given a handout on Special Committees and terms of service. Some members will be rolling off and new members will need to be assigned to some of the Special Committees. Additional details will be sent out later.

XII. Announcements

- The next USC meeting is scheduled for the afternoon of Tuesday, June 17, 2014.
- Houston Building on west campus also has microphone if want to use that facility for USC meetings.
- Reminder about upcoming deadline on Wellness Exam of June 30th. Spouses of A&M employees need to create their own account with BCBS.

XIII. Meeting Adjourned

- Motioned by Willie Hobbs and seconded by Lisa Brown at 10:24 a.m.

2013-2014 Executive Officers

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



**UNIVERSITY
STAFF COUNCIL**
TEXAS A&M UNIVERSITY

**University Staff Council (USC)
Meeting Minutes
June 17, 2014
2:30 p.m. – 5:00 p.m.
101 Richardson**

Members Present: Linda Bair, Michele Beal, Kathy Beladi, Julie Bishop, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Nikki Cavender, Courtney Charanza, Susan Edmisson, Toni Eubanks, Emily Finbow, Les Fiechtner, Willie Hobbs, Sheryl Hornback, Robert Jensen, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Sharon LeMieux, Robbie Lukeman, Roger Martinez, Darryl Petersen, Veronica Sprayberry, Faith Stringer, Tom Swanner, and Tim Sweeney

Members Excused: Chantale, Deuel, Carmen Espitia, Amanda Mather, Janelle Ramirez, René Weidemann, and Joey Wiley

Members Unexcused: Kendra Beasley and Shelly Janac

Visitors Present: Allen Reed (The Eagle), Tracy Eppers (College of Education), Kenneth Hackney (Student Health), Pam Praesel (HR), Brad Hollas (Facilities), Nancy Deleon (EOD), Mary Williams (COE), Anne Mayer (EOD), Rebecca Morgan (HR), Nathanael Suttle (EHS), and José Bermúdez (Strategic Initiatives)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum)

At 2:30 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)

Member roll called

III. Recognition of Visitors (Lisa Blum)

Allen Reed (The Eagle), Tracy Eppers (College of Education), Kenneth Hackney (Student Health), Pam Praesel (HR), Brad Hollas (Facilities), Nancy Deleon (EOD), Mary Williams (COE), Anne Mayer (EOD), Rebecca Morgan (HR), Nathanael Suttle (EHS), and José Bermúdez (Strategic Initiatives)

IV. Presentations

Anne Mayer, Director of Employee & Organizational Development (EOD), gave an overview about the EOD (<http://eodinfo.tamu.edu>). EOD's core services are employee professional development; training compliance, administration and support; and organizational development. EOD offers a variety of workshops, programs and consulting services designed to enhance the professional growth and effectiveness of TAMU's employees by:

- Providing job relevant and focused learning opportunities that promote employees' current work performance, professional growth and career development
- Delivering organizational development services that enhance department and work team effectiveness.



- Assisting TAMU subject matter experts with training design, development, implementation and administration to help minimize risk and ensure compliance.

EOD's Training Programs include a variety of Certificate Programs, Coffee Conversations, Competency-Based Programs, the Group Leadership Forum, and the Leadership Institute.

Question was asked about what some of the most popular courses offered were. Some of the most popular courses offered are Microsoft Excel Essentials and Communications Skills. Can also work with off campus groups to come up with training plans and options in their areas.

Please let Nancy or Anne know if can provide any assistance or answer any questions.

V. Minutes Reviewed/Approval (Lisa Blum)

Jennifer Le Grévellec motioned to approve minutes from meeting on May 20, 2014. Seconded by Michele Beal. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

- Current balance is a little over \$12K.
- Will be ordering some items for communications for about \$500 and survey monkey renewal will cost about \$200. Will also be ordering some binders and shirts for incoming members and framed plaques for outgoing members.

VII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum/Jennifer)

- Met with Matt Fry on Thursday, May 12, 2014.
- Items discussed:
 - USC name added to door signage on 205 YMCA
 - Staff Emergency Fund – informed that Les and Janelle met with TAMU System Staff Council reps
 - Staff Scholarship Applications have been received and are being reviewed
 - Asked if any information, recommendation or decision has been made to assist staff who are enrolled in classes at TAMU based on the Tuition and Fee Survey provided to President Hussey. Dr. Hussey is asking for more information. WLB Committee has been asked to gather this additional information.
 - Law School staff are interested in taking some classes through EOD. Anne Mayer is working with them.
 - Leadership Committee, chaired by José Bermúdez, is meeting weekly. Advisory Committee has not been formed. There will soon be a link on the President's website for faculty, staff and students to provide feedback. Comments and concerns can also be turned in through the USC Keystone or on paper form on USC website.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)

- Did not meet this month.
- Awaiting information back from Interim President Hussey's office with regard to Staff Tuition Assistance and Staff Emergency Fund initiatives.
- Janelle Ramirez and Les met with 4 individuals from the A&M Systems Staff Council and answered questions about the Staff Appreciation Week.
- Staff Appreciation Week 2015 planning will begin with a meeting in October.



- a. Staff Scholarship Committee (Carmen Espitia)
 - 35 applications were received by the deadline of May 30th. The committee is scheduled to meet on Friday June 27th to review the applications and essays. The goal is to inform the scholarship recipients by second week of July.
 - b. Staff Tuition Assistance Program (Les Fiechtner)
 - At President's Office for review.
 - c. Staff Emergency Fund Task Force (Susan Edmisson)
 - At President's Office for review.
 - d. Staff Appreciation Week 2014 (Les Fiechtner)
 - Met with TAMUS Staff Council reps. TAMUS would like to participate this next year in staff appreciation week. Committee will meet in October to begin planning.
2. Elections Committee (Toni Eubanks)
 - We have four new USC Members elected. Beginning September 1, 2014 Andy Armstrong will represent College of Liberal Arts, Kenneth Hackney will represent Vice President for Student Affairs, Melissa Loyd will represent Vice President of Administration, and Leslie Uptain will represent Executive Vice President and Provost. The College of Science had a delay in their election. The election coordinator has indicated that the voting period will close June 19 and she will provide their new representative's name to me on June 20.
 - Lisa Blum is conducting the Executive Officer election. On June 4, she emailed a ballot for the runoff for Vice Chair. Voting period closes Thursday June 19.
 3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)
 - Did not meet.
 4. Communications Committee (Tom Swanner and Lisa Brown)
 - Did not meet.
 - Lisa in process of scheduling meeting for next month.
 - a. Outreach (Matthew Johnson)
 - Bob Perez from Library has been scheduled for next meeting. New employee orientation not held.
 5. Bylaws Committee (Lisa Blum)
 - Did not meet.
 6. Keystone Report (Jennifer Le Grévellec)
 - One scholarship question came in. Forwarded to scholarship committee to respond.
- IX. New Business**
- USC July 15th meeting will be held at Houston Building in Room 110 from 8:30-10:30 a.m.
- X. Reports from Special Committees, Working Groups, or Appointments**
1. Quality Enhancement Plan (QEP) (Lisa Blum)
 - Was cancelled for this month.
 2. Council for Strategic Budgeting (CSB) (Jenny Kenley)



- Did not meet. Meetings cancelled for the rest of the year.
3. Council on Climate & Diversity (CCD) (Lisa Blum)
 - Did not meet.
 4. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
 - Did not meet. Will resume in the fall.
 5. Diversity Operations Committee (Carmen Espitia)
 - Committee met on May 20th.
 - Reports:
 1. Recruitment Update by Mr. Lynn Barnes, Director of Recruitment.
He provided a breakdown of the Fall 2014 Applications by the number Received, Completed, Admits and Confirms. Each category was then broken down by Hispanic, African-American and First Generation. If anyone is interested in seeing the numbers I will be happy to provide you with the handout that was provided to the committee.
 2. Presentation by students, Steven Kung and Rebecca Burch on the #iamtamu movement which aims to promote acceptance and respect for all Aggies, regardless of their presence on or off campus. The movement aims to educate Aggies around the world as students, former students, faculty, and staff to come together to disavow stereotypes that would discriminate against any person.
 - The next meeting will be scheduled for mid-July or early August.
 6. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)
 - Met on June 10, 2014. No quorum. Did not vote on items.
 - Dean of Engineering buying up a whole block across from horticulture to build some classrooms and offices for freshman engineering faculty. Supposed to happen about July 1st.
 - OPAS Statue discussion. Artist will not change to meet conditions set by CBE.
 - Becky Gates Center playground renovation - completion scheduled for July. Will add splash pad/outdoor classroom, infant area, sport court, replace shade structures, etc. SCs recommended approval.
 - Riverside TTI facility - scheduled for July completion. Will allow full-scale vehicle testing on multiple terrains at Riverside campus. TTI will maintain facility and return to current condition at end of facility's use. SCs recommended approval.
 - Good practice lab building addition on Riverside, in support of Food Protein Research Center, approx. 6500 sq. feet, will match existing building. Existing trees, gas lines to be moved, but no new planting. SCs recommended approval.
 - Plaques for G. Rollie White, Netum Steed, Read building sites; will match existing campus plaques in text, aesthetics. SC recommended approval.
 7. Energy Action Plan 2014 Advisory Committee (Kathy Beladi)
 - Did not meet.
 8. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
 - Met on May 22nd.
 - Mostly review and revisions to current operational standards and training
 - June 2nd meeting was cancelled due to lack of quorum.
 - Noted there is a video on new license plate identification techniques.
 - Les reported that the SAPS for slow moving vehicles just came out.



9. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)
 - Did not meet.
10. University Dining Services (Linda Bair)
 - Did not meet. Next meeting in fall.
11. Task Force on Campus Emergencies (Lisa Blum)
 - Did not meet. Next meeting in September.
12. Academic Calendar Task Force (Dormant)
 - Still no word on the status of this.
13. Administrative Assessment Advisory Committee (Lisa Blum)
 - Did not meet. No additional news.

XI. Old Business

- Future USC Meeting Presentations: July-Libraries; August-Vet School
- USC door signage for 205 YMCA
- Handout on external Special Committees with description update and how often committees met was furnished to council members. Some committees require a 2-year commitment. Let Lisa know you are interested in serving on any of these external committees where a vacancy will be occurring.

XII. Announcements

- July 4th – Holiday for Staff
- Health Plan Premiums for FY 2014 posted on HR Website
- Annual Enrollment / Benefits sections from July 1-July 31, 2014.
- The next USC meeting is scheduled for the 8:30 a.m. on Tuesday, July 15, 2014 at the Houston Building.
- Faith shared that she and some individuals from her office toured the Electron Beam facility and highly recommend it.
- Matt reminded members of the upcoming June 30th wellness exam deadline.

Special Overview

Dr. José Bermúdez, Associate Provost for Strategic Initiatives, came to give an overview of PricewaterhouseCoopers System Comprehensive Administrative Review. Dr. Bermúdez is chairing the PWC Leadership Committee. The Leadership Committee will review PWC report and make recommendations to President Hussey before the Board of Regents' fall meeting. Committee is currently meeting weekly. There is no plan for large sweeping change or RIF. Hiring freeze was a strategic move to allow us time to reflect on how we are doing things. An advisory committee made up of faculty, staff and students will also be meeting with Leadership Committee to give feedback. The Leadership Committee also plans to meet other groups for input and guidance.

Overall PWC report was complimentary but there are some factors that are impacting every public university. The first factor is declining state support and the second factor is focus from legislature, etc. on accountability and increased administrative burdens. The goal is to make TAMU smarter and more efficient by coming up with smarter ways to do things, possibly consolidating or sharing some services, and possibly coming up with new innovative ways to do things.

PWC report is just a starting point and the president will decide what we will do. He has the discretion to adopt some or none of it. Will come back at regular intervals to get input and feedback on specific items as



they come up. If idea of shared services in other areas might happen – President Hussey is considering doing small pilot program first to see if these would work.

Will have a website set up soon where information and reports will be available for viewing.

XIII. Meeting Adjourned

- Motioned by Susan Edmisson and seconded by Willie Hobbs at 4:45 p.m.

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



**University Staff Council (USC)
Meeting Minutes
July 15, 2014
8:30 a.m. – 10:30 a.m.
110 Donald L. Houston Building**

Members Present: Linda Bair, Michele Beal, Kendra Beasley, Julie Bishop, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Nikki Cavender, Courtney Charanza, Chantale Deuel, Susan Edmisson, Carmen Espitia, Emily Finbow, Les Fiechtner, Willie Hobbs, Sheryl Hornback, Shelly Janac, Robert Jensen, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Sharon LeMieux, Robbie Lukeman, Roger Martinez, Amanda Mather, Darryl Petersen, Veronica Sprayberry, Faith Stringer, Tom Swanner, Tim Sweeney, Reneé Weidemann, and Joey Wilie

Members Excused: Kathy Beladi, Toni Eubanks, Ann Kellett, and Janelle Ramirez

Members Unexcused:

Visitors Present: Bob Perez (Library)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum)

At 8:30 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Matthew Johnson)

Member roll called

III. Recognition of Visitors (Lisa Blum)

Bob Perez (Library)

IV. Presentations

Bob Perez, Senior Information Technology Associate with University Libraries

- Located on 4th floor of Library Annex.
- Provides to all students, faculty and staff a large range of blue-rays, dvds, cds, and vhs tapes. Get new releases every week.
- Provides technology to meet the needs of customers--video cameras, digital cameras, projectors, book readers, podcasting, and more.
- A room is available with green-screen and computers to create your podcasts. 3 viewing rooms can be used with online reservations. One room has 90 inch LCD screen. Have the ability to convert film types. Most media can be checked out for 3 days and some up to 14 days. Late fees range from \$1 to \$25 per day. Waterproof and weatherproof cameras are available as well.

V. Minutes Reviewed/Approval (Lisa Blum)

Email: staff@tamu.edu

Website: <http://staff.tamu.edu>

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



Susan Edmisson motioned to approve minutes from meeting on June 17, 2014. Seconded by Amanda Mather. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

- Current balance is \$12K.

VII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum/Jennifer)

- Met with Matt Fry on 7/10/14 with Toni Eubanks.
- Items discussed:
 - o New member orientation
 - o Of the 35 eligible applications, 21 staff scholarships were awarded for 2015
 - o Updates on the Staff Emergency Fund; Work Life and Benefits Committee is working on Forms; Rose Berryhill will reach out to the campus contact to see if the Texas A&M University – Staff Emergency Fund could be listed on the SECC forms.
 - o Tom Swanner supplied reports concerning the numbers of staff members attending classes at TAMU
 - o Communication Committee is working to finalize the forms and tablecloth for the USC
 - o Leadership Steering Committee sent a request for two University Staff Council Members to serve; Lisa Blum and Jennifer Le Grévellec were submitted nominees
 - o 2013-14 Annual Report is in progress; Jennifer Le Grévellec is compiling
 - o Keystone submissions concerning parking in parking area 54 and addition of a bus stop near the EHS facility on Research Parkway.
 - o Savings of 1.2 million from current hiring freeze

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)

The Work Life and Benefits Committee chair reported his committee met once last month and they had hoped to complete the forms for the Staff Emergency Fund. The WLB members did finalize the purpose for the fund: The Staff Emergency Fund (SEF) will provide limited financial assistance to both classified and non-classified staff employees under the leadership of the Texas A&M University President who are experiencing a temporary hardship due to a significant life event. The committee will bring suggestions back to a meeting that is scheduled in August for paperwork requests for the fund.

a. Staff Scholarship Committee (Carmen Espitia)

- Reported that 36 applications were received by the deadline of May 30th. Of the 36 applications 35 met the scholarship requirements. The committee met on June 27 and reviewed the 35 applications. Twenty-one (21) scholarships were awarded. The recipients have been notified.

2. Elections Committee (Toni Eubanks)

- The College of Science has elected Chelsea Hanson as their USC representative. New members will be attending orientation in August.
- The executive officer election is complete. Officers for 2014-15 are Jennifer LeGravellec, Chair; Toni Eubanks, Vice Chair; Kathy Beladi, Secretary; Michele Beal, Treasurer; Matthew Johnson, At Large; Faith Stringer, At Large.

2013-2014 Executive Officers

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



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3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)
 - Did not meet. Couple of keystones. Handling of lot 54 and 55 with President's office moving. Reviving old bus stop at DHS (UPD building)--with new dorms and vet school bus routes will be evaluated in the near future. Meeting with staff from Transportation Services on Monday, July 21st.
4. Communications Committee (Tom Swanner and Lisa Brown)
 - The Communications Committee met on July 1st from 3 -4 p.m. in the General Services Building.
 - The USC brochure design is finished and finalized and is slated to be reviewed and approved in the next Executive Committee Meeting. We now have an entire promotional campaign from the University Staff Council that truly sums up our purpose quickly of "Staff Matters...Your Voice Matters" since our mission is to represent staff.
 - We gave Rose the contacts for the USC Aggie Tablecloth ordering for our display table for booths.
 - Next Steps – Business Cards, Tabletop banner design and the committee will schedule another meeting for September.
 - a. Outreach (Matthew Johnson)
 - Scheduling next few speakers for upcoming meetings.
5. Bylaws Committee (Lisa Blum)
 - Did not meet.
6. Keystone Report (Jennifer Le Grévellec)
 -

IX. New Business

- **Lisa and Jennifer to meet at request from Dr. Bermudez to cover items from Leadership Steering Committee.**
- Benefits Fair - Heard great things from staff member who attended NEO.

X. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)
 - Have not met. Will stay active.
2. Council for Strategic Budgeting (CSB) (Jenny Kenley)
 - Did not meet. Meetings cancelled for rest year.
3. Council on Climate & Diversity (CCD) (Lisa Blum)
 - Did not meet.
4. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
 - Did not meet. Will resume in the fall.

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



5. Diversity Operations Committee (Carmen Espitia)
 - The Committee did not meet in July. The next meeting is scheduled for August 7th from 9:00 a.m. to 10:30 a.m. Carmen cannot attend and is seeking someone to substitute on her behalf.
6. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)
 - CBE met July 8, 2014.
 - Approved the deferred maintenance plan submitted by SSC for FY 15-16 (they try to start planning a year in advance to be ready when the funds become available.) The understanding is that units in buildings due for maintenance will be consulted before large projects are begun; approx. 90% of funding has been allocated for projects, with the remaining 10% held in reserve for contingencies.
 - Approved the decommissioning of ARCA 107 as a classroom; it was not heavily utilized due to poor suitability as a classroom, proximity to mechanical room. It will be converted to studio space to support the growing number of students in the College of Architecture; conversion will take place over the winter holiday break and be ready for use in Spring 2015.
 - Approved construction of a new TX Vet Med. Diagnostic Lab building to replace one currently in use. (TVMDL is an outside agency and has secured external funding for the new building, but had to get thru CBE because of location on TAMU campus.) New building will be consistent with campus master plan, and space designation on Agronomy Road. Provost is exploring options for the old building.
 - Approved relocation of E. King Gill ("12th Man") Statue from Kyle Field to west side, Rudder Plaza due to construction on Kyle Field. Will be placed in center of tree line (center tree will be removed and relocated) and will emphasize the selfless service aspect of the core values via a plaque on the base of the statue. (There WILL be another 12th Man statue at Kyle.)
7. Energy Action Plan 2014 Advisory Committee (Kathy Beladi)
 - Did not meet.
8. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
 - Met twice this past month. 16 cameras approved for Houston Bldg. In process of reviewing operating procedures. Approved 2 cameras in a computer classroom. Request for cameras for distance education and the request has been forwarded to legal counsel. (Need Les' notes)
9. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)
 - Did not meet. Did send email for information regarding suggestions for University Business 2 hour time limit spots. Send any suggestions to Darryl or Courtney.
10. University Dining Services (Linda Bair)
 - Did not meet. Next meeting in fall.
11. Task Force on Campus Emergencies (Lisa Blum)
 - Did not meet. Next meeting in September.
12. Academic Calendar Task Force (Dormant)
 - Still no word on the status of this.

2013-2014 Executive Officers

Chairperson: Lisa Blum
Vice Chairperson: Jennifer Le Grévellec
Secretary: Kathy Beladi
Treasurer: Michele Beal
At-Large: Matthew Johnson
At-Large: Faith Stringer



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13. Administrative Assessment Advisory Committee (Lisa Blum)

- Did not meet. No additional news. Will become PwC Advisory.

XI. Old Business

- Next meeting presentation, Vet School. Need reps for Academic Calendar, QEP, Enhancement Plan, Climate and Diversity.
- Please respond to Jennifer's email about internal committees for next year.

XII. Announcements

- Next meeting August 19th in Richardson Building, room 309 at 1:30 pm.

XIII. Meeting Adjourned

- Motioned by Les Fiechtner and seconded by Reneé Weideman at 9:27 a.m.

2013-2014 Executive Officers

Chairperson: Lisa Blum

Vice Chairperson: Jennifer Le Grévellec

Secretary: Kathy Beladi

Treasurer: Michele Beal

At-Large: Matthew Johnson

At-Large: Faith Stringer



**UNIVERSITY
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TEXAS A&M UNIVERSITY

**University Staff Council (USC)
Meeting Minutes
August 19, 2014
1:30 p.m. – 3:30 p.m.
309 Richardson Building**

Members Present: Linda Bair, Michele Beal, Kendra Beasley, Kathy Beladi, Julie Bishop, Lisa Blum, Linda Brochu, Lisa Brown, Courtney Charanza, Susan Edmisson, Carmen Espitia, Toni Eubanks, Les Fiechtner, Willie Hobbs, Sheryl Hornback, Shelly Janac, Robert Jensen, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Robbie Lukeman, Amanda Mather, Veronica Sprayberry, Faith Stringer, Tom Swanner, Tim Sweeney, and Reneé Weidemann

Members Excused: Nikki Cavender, Chantale, Deuel, Emily Finbow, Sharon Lemieux, Roger Martinez, Darryl Petersen, Janelle Ramirez, and Joey Wiley

Visitors Present: Kelly Jo Eblen (TAMU Veterinary Medicine), Maria Lyons (Engineering Staff Advisory Council), Kenneth Hackney (Student Health Services)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Lisa Blum)

At 1:35 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)

Member roll called

III. Recognition of Visitors (Lisa Blum)

Kelly Jo Eblen, Maria Lyons, Kenneth Hackney

IV. Presentations

Kelly Jo Eblen, Program Manager/Outreach-Communications at the TAMU Veterinary Medical Teaching Hospital gave us a brief presentation about the small and large animal clinics here on campus and their services. The fourth year veterinary students are integrated into the patient care team along with the clinical faculty, residents, interns, and nursing staff. These veterinary students have already completed 3 rigorous years of medical education and are completing the final clinical requirements before graduation. TAMU employees can receive a 20% discount with TAMU ID card on goods and services. Employees bringing their pets in for treatment can drop them off in the morning and pick them up after work. The Vet Hospital will be celebrating its 100th anniversary in 2016. For more information visit their website at vethospital.tamu.edu or on facebook at facebook.com/tamuvmth.

V. Minutes Reviewed/Approval (Lisa Blum)

Faith Stringer motioned to approve minutes from meeting on July 15, 2014. Seconded by Toni Eubanks. Approved unanimously.



VI. Treasurer's Report (Michele Beal)

Current balance ~\$9K. Did have recent expenses for USC retreat, new member shirts, and outgoing member items.

VII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum)

- Met with Matt Fry on August 14th.
- Items discussed:
 - USC Standard Operating Procedures are going through final revisions.
 - Esteemed Staff Committee reviewed three nomination packets.
 - Staff Emergency Fund will be available for selection in 2015 for 2016 SECC donation period and confirmed new Account Form Information associated with Staff Emergency Funds for President's Office Approval.
 - New Member Orientation scheduled for August 20th.
 - USC Fall Retreat scheduled for September 8th.
 - All External Committees have representation except for one – *Quality Enhancement Plan*.
 - USC Chairs and Co-Chairs for Internal Committees have been secured.
 - Communications Committee finalized new brochure and table drape and will be present at next USC meeting.
 - USC Annual Report is being updated.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
 - Committee met on August 5th in GSC.
 - Elected a chair and co-chairs for the sub-committees. Les Fiechtner will continue as chair of WL&B. Jenny Kenley will serve as co-chair of the Staff Scholarship subcommittee. Renee' Weidemann will serve as the co-chair of the Staff Emergency Fund subcommittee. Courtney Charanza will serve as co-chair of the Staff Appreciation Week subcommittee.
- a. Staff Scholarship Committee (Carmen Espitia)
 - Did not meet.
- b. Staff Emergency Fund Task Force (Susan Edmisson)
 - Finalized the Staff Emergency Fund Information sheet and application. Will not be on SECC campaign this year but expect to have all paperwork submitted by January for the next year's SECC campaign.
- c. 2015 Staff Appreciation Week (Les Fiechtner)
 - First meeting will be in October.
2. Elections Committee (Toni Eubanks)
 - Did not meet.
3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Darryl Petersen)
 - Met with Transportation Services executive team for an overview of their operations on July 21st.
4. Communications Committee (Tom Swanner and Lisa Brown)
 - Sample of new USC Brochure and USC Table Top Display shared with members.
 - a. Outreach (Matthew Johnson)
 - Working on speakers for fall.
5. Bylaws Committee (Lisa Blum)



- Chair is working on some items and will send to committee members.

6. Keystone Report (Jennifer Le Grévellec)

- Non-profit email for table use at games was forwarded to concessions committee.
- Email notification from individual at TAMU HR that publications are no longer highlighting staff. Have contacted TAMU Times for further information and will continue to highlight staff in HR Newsletter.

IX. New Business

- New Ex-Officio members announced by 2015 USC Chairperson, Jennifer Le Grévellec
 - Arranna Bennett representing Committee of Senior Business Administrators (CSBA)
 - Crystal Berryhill representing TAMU System Staff Council
 - Lisa Blum, Former USC Chairperson
 - Linda Brochu representing AgriLife Agencies
 - Halli Falke representing Texas Engineering Experiment Station (TEES)
 - Rebecca Morgan representing TAMU Human Resources
- USC invited to participate in the Vice President of Student Affairs Search Committee. Jennifer Le Grévellec will represent the USC on this committee.
- A draft of the USC Standard Operating Procedures were sent to members for final review.
- Three applications were submitted for the title of Esteemed Staff Status for retiring staff members. USC reps reviewed applications and forwarded their recommendation to the President. Esteemed Staff status is granted by the University President. More information about this title is available at [http://rules-saps.tamu.edu/\(S\(24jgg1jmhigr1un5u4vc1nqm\)\)/PDFs/31.08.99.M0.01.pdf](http://rules-saps.tamu.edu/(S(24jgg1jmhigr1un5u4vc1nqm))/PDFs/31.08.99.M0.01.pdf).
- USC Plaque has been approved to be hung in 205 YMCA Building.

X. Reports from Special Committees, Working Groups, or Appointments

1. Quality Enhancement Plan (QEP) (Lisa Blum)

- Meeting cancelled.

2. Council for Strategic Budgeting (CSB) (Jenny Kenley)

- No meetings planned at this time.

3. Council on Climate & Diversity (CCD) (Lisa Blum)

- Did not meet.

4. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)

- Will resume in the fall.

5. Diversity Operations Committee (Courtney Charanza)

- Met on August 7th.
- Discussion led by Dr. Nancy Watson on the Difficult Dialogues Program. She spoke about the program and using the Vice President for Diversity Office and herself as a resource for bringing the program to other units. She then asked for recommendations on how to have more people involved in the training.
- Discussed the symposium that is being held on Thursday November 6th called "Global Citizens and Equality Fifty Years After the Civil Rights Act". Ideas were discussed on how to promote the event and continue the program more than just one day.
- Dr. Stanley discussed the Diversity Plan and reminding all that the due date for the report is December 1st.

6. Council on Built Environment (CBE) (Tom Swanner and Amanda Mather)



- Met on August 12th.
 - Updates:
 - Reveille Memorials were moved this morning new site directly across from Zone, in Cain Park (near where they were moved the last time.) They will be moved at 6:00 am, Tuesday, 8/19; they are expected to be there approximately one year before being moved back to current site at the end of the Kyle Field renovations.
 - OPAS Sculpture: OPAS has agreed to all stipulations requested by the CBE, and the revised plan was accepted and approved.
 - New Items:
 - College of Architecture requested approval to add approx. 10,000 sq. ft. of space to their current site at Riverside campus, known as the Automated Fabrication Design Lab. Four small pre-fab buildings, one large, and one restroom facility will be added and will match the existing building. Additional parking and landscaping will also be added. All subcommittees recommended approval; the request was approved by the CBE.
 - Big E King Gill statue was approved as part of original Kyle Field plan. Current statue will be moved.
7. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
Did not meet.
8. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
- Committee met twice this month.
 - Approved 3 cameras for the Transportation Department to monitor traffic and people movement around General Services Complex. One to east, one off west side of building and one to cover outside section that is currently not covered.
 - Approved 1 camera to monitor traffic and people movement south of Rudder Tower.
 - Approved 1 camera to survey the activities east of the O&M Building (golf course, polo field, Bonfire memorial, etc.).
 - Continued review and revision of Operational Standards of AVST Committee.
 - At the second meeting, the committee approved:
 - The installation of a camera at the Dallas Prospective Student Center
 - Approved 2 cameras for the Fine Arts room in Hullabaloo Hall - can turn off camera in this room if considered copyrighted material.
 - Approved with additional language for the Transportation Department to have a movable camera for the Fan/RV Field to monitor traffic and related activities.
 - Approved a camera for a construction progress camera for new west campus housing development.
 - Completed discussion of the review and revision of the Operational standards for the AVST Committee.
9. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Courtney Charanza)
- Did not meet.
10. University Dining Services (Linda Bair)
- Did not meet. Next meeting in fall.
11. Task Force on Campus Emergencies (Lisa Blum)
- Did not meet. Next meeting in September.
12. Academic Calendar Task Force



- Starting spring 2015 will have only one reading day with finals being held Thursday through Tuesday and graduation being held Thursday through Saturday.

13. PWC Leadership Advisory Committee (Lisa Blum)

- Met on August 6th. Will be sending recommendation to President Hussey. Next meeting scheduled for Monday on August 25th.

14. Strategic Reallocation Sub-Council (Faith Stringer)

- Did not meet.

XI. Old Business

- Annual Report – Reminder to review information in the annual report and send any missing information to Jennifer.
- On external committee assignments – still need a representative for QEP. Let Lisa know if willing to serve on it.

XII. Announcements

- New Member Orientation, August 20th
- USC Presidential Reception scheduled for Thursday, August 21st beginning at 5 p.m.
- USC Fall Retreat, September 8th from 12-5 p.m. in Hilton Ballrooms.
- Next USC Meeting on September 16, 2014 from 8:30–10:30 a.m. in Room 110 of Houston Building

XIII. Meeting Adjourned

Matt Johnson and seconded by Linda Bair at 2:25 p.m.