2014-2015 Executive Officers
Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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 16, 2014
8:30 a.m. – 10:30 a.m.
110 Donald L. Houston Building

Members Present: Andy Armstrong, Linda Bair, Michele Beal, Kathy Beladi, Julie Bishop, Lisa Blum, Linda Brochu, Lisa Brown, Courtney Charanza, Susan Edmisson, Toni Eubanks, Les Fiechtner, Emily Finbow, Kenneth Hackney, Willie Hobbs, Sheryl Hornback, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Sharon LeMieux, Melissa Loyd, Robbie Lukeman, Amanda Mather, Rebecca Morgan, Veronica Sprayberry, Faith Stringer, Tim Sweeney, Leslie Uptain, Reneé Weidemann, Joey Wylie, and Julie Zercher

Members Excused: Crystal Berryhill, Nikki Cavender and Carmen Espitia

Members Unexcused: Arranna Bennett and Halli Falke

Visitors Present: Shandy Root (ESAC)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 8:30 a.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called

III. Welcome Visitors (Jennifer Le Grévellec)
Shandy Root of Engineering Staff Advisory Council (ESAC)

IV. Presentations

1. Departing Council Members
   - Outgoing member recognition: Kendra Beasley (College of Science), Lisa Blum (College of Liberal Arts), Gary Booth (Student Affairs), Roger Martinez(Admissions), Darryl Petersen (Division of Finance & Administration), and Tom Swanner (Information Technology)
2. Recognition of Former Chairperson
   - Lisa Blum was honored with a plaque thanking her for her time, dedication and outstanding service to the University Staff Council
   - A Perpetual Plaque will be housed in the USC Office listing USC chairs:
     - Kimberlee Pottberg - 2008-2009
     - Dean Endler 2009-2010
     - Jeannie Laird 2010-2011
     - Nora Cargo 2011-2012
     - Lisa Blum 2012-2013

- Lisa Blum 2013-2014
- Jennifer Le Grévellec 2014-2015

3. Officer Installation for 2014-15. The past chair installed the officers:
   - Jennifer Le Grévellec, Chairperson
   - Toni Eubanks, Vice Chairperson
   - Michele Beal, Treasurer
   - Kathy Beladi, Secretary
   - Matt Johnson, Member At Large
   - Faith Stringer, Member At Large
4. Member Installation – *"In the presence of the USC members and guests assembled here I do solemnly promise and pledge to faithfully and honestly discharge the duties of my elected position to the best of my knowledge and ability."*
5. Faith Stringer reviewed with members the Parliamentary Procedure Rules used for monthly USC meetings.

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)

Amanda Mather moved to approve minutes from meeting on August 19, 2014. Seconded by Susan Edmisson. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

Beginning balance pending this month's expenses is $20,320.

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

The USC Chair and Vice Chair met with Matt Fry and discussed the following items:

- Will need to secure a date and time for the USC Executive Officers to meet with Dr. Hussey to present items and plans for a new year
- The PwC Leadership Steering Committee update and recommendations were presented to the Board of Regents in an informal setting. No future actions are required at this time. The LSC recommendations will be posted to the PwC website within the next few weeks. http://lsc.tamu.edu/Home
- USC members who do not currently have direct access to their college or division staff email distribution list should contact their college or division IT department to request access to send out briefings and other USC communications

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
   - Committee did not meet

   a. Staff Scholarship Committee (Jenny Kenley)
      - All the staff scholarships have been credited to student accounts, per Nora Cargo. Total paid for Fall 2014 was $13,875.00. The deadline for recipients to submit thank you notes to the Former Student Association has passed. Carmen has updated the spreadsheet and will ensure that all of these are sent. Will meet in Spring.

   b. Staff Emergency Fund Task Force (Reneé Weidemann)
      - The Staff Emergency Fund Guidelines & Application Form has been created and approved by the WL&B committee. This will be the form A&M employees will complete to request funds from the SEF once this initiative is up and rolling.
      - Requests have been made to set up an account with both the A&M Foundation and FMO to support the Staff Emergency Fund. Once the accounts are created, donations can be made

into the Foundation account. Funds will then be transferred to the A&M account to process SEF payments. Since both of these accounts will have to be set up under the President's office, discussions continue on details and processes-account signature approval flow, reporting, account balance, gift/donations, etc., and Lisa Blum is working on getting these details worked out.

- Once the account is setup with the Foundation, they will create a pledge card that can be distributed or published to encourage donations. People will be able to donate by check or credit card. We hope to get the word out for donations (possibly some fundraisers) prior to inclusion in the FY 2016 SECC (State Employee Contribution Campaign).
- I have spoken to Danny Grimes in Payroll Services regarding the process in which we will need to follow to pay an employee who has requested funds. He has offered some suggestions; I will be taking his suggestions to the WL&B committee so we can determine the best method. This will enable us to begin establishing SEF committee guidelines and member specifications.
- On Sept. 15th, Renee emailed Ann Kellett, chair of the Communications Committee, and sent her a copy of the SEF Guidelines and Applications form, to see if that committee could start drafting an announcement, a form letter for approval and denial of funds, and an announcement to encourage donations to SEF.

c. Staff Appreciation Week 2015 (Courtney Charanza)
- A pre-meeting was held with 2 prior committee members from last year to brainstorms ideas for the 2015 Staff Appreciation Week. The first official meeting will be in October 6th. The 2015 dates are tentatively scheduled for March 23rd-27th. Will be looking for USC members to volunteer again to help with the events.

2. Elections Committee (Julie Bishop)
- Elections committee met briefly after the retreat on Sept. 8th. The former and current chair met on Friday, September 12 and discussed timeline of events for the upcoming year. All election documents were forwarded to the current chair for review and updates for FY2015.

3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Courtney Charanza)
- Met on Thursday Sept 11th. Peter Lange, executive director of Transportation Services, gave a general overview of Gameday for the first football game. He also gave an update on various construction projects on campus. We just had a general discussion about parking on campus. We will only meet as issues arise. Get to know staff and members of committee. More of a standby committee versus meeting monthly.

4. Communications Committee (Ann Kellett)
- Met on Sept. 8th. Plan to focus on the website as well as other needs for PR or publicity for USC. The USC is now on the waitlist of the CIS development group to create a new website. It may summer before CIS can begin the requested updates.

a. Outreach (Matthew Johnson)
- Working on schedule for Fall presentations. No confirmations yet. Next new employee orientation has been postponed until November.

5. Bylaws Committee (Susan Edmisson)
- Committee met on Sept. 15th. The committee is reviewing the Bylaws and will have recommendations to present at the next EO meeting.

6. Keystone Report (Toni Eubanks)
   - Three keystones came in.
     1. Staff Traditions, Who is an "Aggie", is a staff member that never attended TAMU still an Aggie, do they have Whoop privileges? What makes you an Aggie?
        Response pending
     2. Do directors serve on your staff council?
        Yes, we do have directors serving as representatives on the University Staff Council. However, we encourage staff that has not had as many professional development opportunities to consider being nominated to serve on the USC.
     3. Would a staff scholarship be something I could apply for while also using Financial Aid, or would I only be eligible for one or the other?
        The next application period for the USC Staff Scholarship will be May 2015 and will be awarded for the 2015-16 academic year. The USC staff scholarship is an educational resource and can impact your aid eligibility. If you have additional questions, please contact the Scholarships and Financial Aid office.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - Camera request for 60 Rooms in Harrington Tower
   - Last week's meeting was cancelled.

2. Council on Built Environment (CBE) (Amanda Mather/Robbie Lukeman)
   - Meeting was cancelled.

3. Diversity Operations Committee (Carmen Espitia)
   - Did not meet.

4. PWC Leadership Advisory Committee (Jennifer Le Grévellec/Faith Stringer)
   - Committee met prior to September Board of Regents meeting. Advisory committee is dormant for now.

5. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Did not meet.

6. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
   - Did not meet. No scheduled meetings at this time.

7. Strategic Reallocation Sub-Council (Faith Stringer)
   - Did not meet.

8. Task Force on Campus Emergencies (Toni Eubanks)
   - Did not meet. Meeting scheduled for next week.

9. President's Council on Climate & Diversity (CCD) (Linda Bair)
   - Did not meet.

10. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
    - Did not meet.

11. Transportation Services Advisory Council (TSAC) (Courtney Charanza/Veronica Sprayberry)
    - An update on Transit was given by Kenny Kimball. A few of the highlights:
      - Funding is no longer tied to the numbers of students but is allocated to them from the operating fund so they are receiving less money but have increased ridership
      - There has been a 10% increase in ridership as of the 1st class day from last year
      - Using 75 of the 80 buses each day which leaves no room for maintenance or repairs
      - It's an aging fleet with 46 of the 80 buses being 13-14 years old
      - 10 new buses have been purchased and will arrive in the Spring at a cost of $447,000 each. Will not add new buses but will replace others.
      - Looking at purchasing refurbished buses. Can either have own buses refurbished for $100,000 or get a new refurbished bus for $200,000
      - Will run out of parking soon.
      - Trying to get federal grants to partially pay for new buses but that would come with certain rules
    - Update from Ron Steedly on Alternative Transportation
      - New bike pads at Rudder and Military Sciences 200 new spaces
      - Gotcha Ride has launched. Hours of operation is 9 pm to 3 am Thurs-Sat. Currently have 4 vehicles and will be adding a 5th. Is free to use. Phone (844) 826-7433 / Website http://www.thegotchagroup.com
      - Status of garages
        - Kyle Field garage still being looked at
        - West campus garage scaled back to a surface lot

12. University Dining Services (Ann Kellett)
    - Did not meet.

13. Email Selection Advisory Committee *(dormant)* (Jennifer Le Grévellec)
    - Have not heard anything.

X. New Business

1. Parliamentary Procedure (members given handout)
2. Monthly and committee meeting attendance – members reminded it is very important that you attend all your meetings and that you forward information to your constituents.
3. Individual and group photos for website – members who do not have a picture up on the website asked to remain to have their picture taken.

XI. Old Business

1. Updates needed for Standard Operating Procedures, By-Laws and Constitution from the internal committees is due by Friday, October 10th.
2. Please submit all constituent requests, questions and suggestions through the Keystone System by emailing to staff@tamu.edu for consistency and recorded official responses.
3. Rose asked all members to please respond to the "Doodle" survey for a date for USC members to tour Kyle Field next week.

XII. Announcements:

1. Fall Semester EOD Coffee Conversations (http://eodinfo.tamu.edu/programs/coffee) are held from 8:30-10:00 am in GSC, Room 101A on:
   i. September 19th – Office of Admissions
   ii. October 10th – School of Law
   iii. November 14th – What is "the cloud"?

EOD Coffee Conversations are not currently available by TTVN but presentations are posted online after the event.

2. Campus Safety Awareness Week Sep 16-18; Dorm Burn Sep 18 @ 7:30; www.facebook.com/tamu.SafetyWeek.
3. Members are reminded to send out a self-introduction to their constituents when they forward the briefing from the September meeting. Include email staff@tamu.edu and website address staff.tamu.edu.
4. ChallengeWorks Retreat – overall members thought event was great. Will share some of the pictures taken at the event with members.

XIII. Meeting Adjourned

- Moved by Les Fiechtner and seconded by Faith Stringer at 9:14 a.m.

Next USC Meeting: October 21, 2014 at 1:30 pm – 3:30 pm in Richardson Building, Room 309

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UNIVERSITY STAFF COUNCIL
TEXAS A&M UNIVERSITY

University Staff Council (USC)
Meeting Minutes
October 21, 2014
1:30 p.m. – 3:30 p.m.
309 Richardson Building

Members Present: Linda Bair, Michele Beal, Kathy Beladi, Arranna Bennett, Crystal Berryhill, Julie Bishop, Lisa Blum, Lisa Brown, Nikki Cavender, Susan Edmisson, Carmen Espitia, Toni Eubanks, Les Fiechtner, Emily Finbow, Kenneth Hackney, Willie Hobbs, Sheryl Hornback, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Melissa Loyd, Robbie Lukeman, Amanda Mather, Rebecca Morgan, Faith Stringer, Tim Sweeney, and Leslie Uptain

Members Excused: Andy Armstrong, Linda Brochu, Courtney Charanza, Sharon LeMieux, Veronica Sprayberry, and Reneé Weidemann

Members Unexcused: Joey Wylie and Julie Zercher

Visitors Present: Dr. Anna Satterfield (HR), Phaedra Hopcus (ESAC)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 1:30 p.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Dr. Anna Satterfield (HR), Phaedra Hopcus (ESAC)

IV. Presentations
Dr. Anna Satterfield, Associate Director, Human Resources. The Employee Assistance Program (EAP) is a free counseling service for personal and work concerns that may be interfering with employees' work performance and/or quality of life. Free **confidential** counseling services are available to employees during work hours by appointment for issues that can be resolved in 1-12 sessions. Will provide referrals to individuals needing additional help. Other services offered include – Management Consultation, Alcohol and Drug Assessments, Crisis Intervention, Death in the Campus Community, Critical Incident Stress Debriefing and Educational Presentations. Visit their website for additional information http://employees.tamu.edu/employees/worklife/assistance. Staff were also reminded about the Special Situations Teams on campus and the website for "Tell Somebody" at http://tellsomebody.tamu.edu/. They also offer conflict resolution between employees. They are also available to help other campuses by using today's technology to communicate with them.

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)

Faith Stringer moved to approve minutes from meeting on September 16, 2014. Seconded by Toni Eubanks. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

$18,795 beginning balance pending this month's expenses. Have not received CIS bill yet. Susan will check on.

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

- Updated Matt on progress being made on Staff Emergency Fund and Staff Appreciation Week.
- EOs will need to ask about Staff Tuition Assistance at next meeting with President Hussey.

Other items:

- The Executive Committee has decided to make the Staff Emergency Fund Committee, the Staff Appreciation Week Committee and the Staff Scholarship Committee standing committees separate from the Work Life and Benefits Committee.
- Please review the Internal Committees list for accuracy on what committees you are serving on. If you want to be added to an additional committee, please note that also.
- All standing committee chairs are invited to EO meetings to report committee progress. If your committee does not meet committee chair is not required to attend.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WLB) Committee (Les Fiechtner)
   - The WLB Committee met on October 7th. Meeting began with the selection of a new chair for the Staff Appreciation Week (SAW) committee. The previous chair had to step down because of a change in position on campus.
   - The WL&B committee is putting the final touches on the application, information sheet, and the process for awarding checks for the Staff Emergency Fund (SEF).

2. Staff Scholarship Committee (Jenny Kenley)
   - Did not meet. Toni Eubanks did distribute by email two "Thank you" notes we received through keystones. Committee will be meeting in next few weeks to look at forms.
   - The USC Chair announced that the staff scholarship funding from the Association of Former Students has been approved for the next 2 years.

3. Staff Emergency Fund (SEF) Committee (Reneé Weidemann)
   - Drafting the Staff Emergency Fund Committee Guidelines and Member Specifications which will provide members of the SEF committee with direction and a formal process in the assessment and administration of SEF applications and outline the provisions that will make up the SEF application review committee.
   - The Texas A&M Foundation created a pledge form to use for donations. This form has been sent to the Communications Committee to incorporate into an announcement of the SEF and will also be posted on the USC website.
   - A planning meeting is being set up with Danny Grimes, the Director of Payroll Services, and Debbie Phair to discuss how payments will be processed.
   - Also waiting on TAMU account to be set up for the SEF.

4. Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)
   - Committee met on October 6th.
   - Andy Armstrong replaced Courtney Charanza as committee chair.

- Staff Appreciation Week is planned for week of March 23-27, 2015 with tentative plans as noted below for the week:
  - Monday – kickoff event with keynote speaker in Rudder Theater with TTVN
  - Tuesday – event at Olsen Pavilion
  - Wednesday – health related event
  - Thursday – event at Rudder Plaza and O.R. Simpson Drill Field
  - Friday – wellness activity event or professional development day
- The committee wants to promote the importance of recognizing staff to university leaders, deans, and department heads.
- They will request promotional items/prizes/gift bags from colleges, local restaurants, area businesses, etc. for these events.
- Plan to possibly publicize event with BBB or Brazos Valley Visitors Bureau regarding the week.
- Need to draft budget proposal for USC to decide and approve.
- SAW Committee will start meeting every other week to plan this event.

5. Elections Committee (Julie Bishop)
   - Did not meet.
   - Noted that with Courtney Charanza's departure from Division of Finance, a review of the staff numbers will need to be done to see if we need to hold election to replace that position.

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Tim Sweeney)
   - Did not meet.

7. Communications Committee (Ann Kellett)
   - Meeting to be held on October 29th.
   - No progress has been made on current website. Will maintain current website until redesign is done in early summer.
   - Working on staff emergency fund communication documents. Chair has contacted other universities for examples of their documents.
   - Veronica Sprayberry is taking the lead on collecting a list of perks for staff to put on the http://staff.tamu.edu website.
   - Communications Committee Chair will meet with Anne Mayer, head of Employee & Organizational Development, to discuss how we might join forces to have broader communication outreach to staff about issues of importance to staff.
   - Communications Committee Chair met with Shane Hinckley, interim VP for marketing & communications, regarding a weekly or biweekly email communication just for staff. TAMU Times is currently being overhauled. Will follow up with them once that process is completed.

   - Outreach (Matthew Johnson)
     - Presentation made today by Dr. Ann Satterfield on Employee Assistance Program was requested by one of our council members.
     - Please let Matt know if you have any other ideas for presenters that might be of interest to staff.
     - Currently working to line up a presentation on safety and also a vendor presentation for this Fall's meetings.

8. Bylaws Committee (Susan Edmisson)
   - The Bylaws committee met on September 14th.
   - Recommended change to Constitution, Article III – Membership Eligibility. Change word "appointment" to "election". Bylaw amendment sent to members to be considered for amendment.

- Recommended change to Bylaw, Article V – Committees. Add Bylaws Committee along with description. Bylaw amendment sent to members to be considered for amendment.
- At the next Bylaws meeting, they will discuss updating documents to reflect more accurately how we do business now and to more clearly define certain terms.

9. Keystone Report (Toni Eubanks)
   - Who is an Aggie? Who Can Whoop?
     - According to the Texas A&M University FAQ website, an Aggie is a student at Texas A&M University. However, staff are considered part of the "Aggie family."
     - "Whoop" is an exclamation of approval and excitement, especially used at the end of a yell. This is only governed among the student body as a junior and senior privilege. The rest of the Aggie family can show their support for Texas A&M with a "Whoop!"
     - A list of traditions can be found on the Traditions Council website at http://traditions.tamu.edu.
   - Question came in on years of service pins or recognition for employees who transferred from TAMUG or TAMUS.
     - TAMUG should be the same as TAMU and should have been doing previously.
     - TAMUS is a separate entity; they have a state service recognition program.
   - Are TAMUG staff eligible for staff scholarship?
     - Yes they are eligible if they are attending classes at the College Station Campus including online courses.
   - Why are EOD classes not free for TAMUG?
     - TAMUG as a branch campus is funded differently than the main campus which requires EOD to charge the system rate for these classes.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - September 25th meeting:
     - A request for (6 exterior cameras and 15 interior cameras) in and adjacent to the General Services Complex on Agronomy Rd. This is a "joint" request involving Transportation Services and Facilities Coordination. Parking lot safety (external) and equipment safety (internal). This is to help prevent thefts. This was approved.
   - October 9th meeting:
     - A request for a camera to allow office workers to see who enters the area (Geography). This was approved for warning purposes by the committee.

2. Council on Built Environment (CBE) (Amanda Mather/Courtney Charanza)
   - Met on Thursday October 9th.
   - There was a request made by Transportation Services to install signs near the intersection of Lubbock and South Bizzell near the Southside Parking Garage to indicate space availability in nearby parking garages. The signs will adhere to the current signage on campus and will be paid for by Transportation Services. This was approved.
   - The second presentation was on the Engineering Education Complex and Zachry Renovation. The project includes renovations to the existing Zachary Building with an addition of 200,000 square feet to provide a total of 533,000 square feet. The proposal was approved with caveats of further refining the exterior design, resolving confusion of exterior design to provide more rhythm and harmony to the façade, adding more clarity and detailing of the building entrances, further study of the contextual relationships with the Jack E. Brown and ETED building, and possible redesign of exterior hardscapes and landscapes.

3. Diversity Operations Committee (Rebecca Morgan)
   - Met on September 30th.
   - Focus was on Diversity Accountability Report due in December.
   - Dr. Christine Stanley, Vice President and Associate Provost for Diversity, went over Council on Climate and Diversity Presentation Schedule for January 29, 2015.
   - Dr. Jennifer M. Reyes, Director for Assessment & Diversity Initiatives, and Dr. Michael Stephenson, Associate Vice-Provost for Institutional Effectives, went over "Accountability: Outcomes, Performance Indicators, and Measures of Success".
   - Dr. Christine Stanley went over "Engaging Climate Data"
   - Dr. Nancy Watson, President, The Center for Change and Conflict Resolution, and Assistant Dean for Organization Development and Diversity, College of Education and Human Development went over 2015 Climate Matters: A Dialogue on Climate, Inclusion and Respect conference
   - Upcoming Diversity Plan Accountability Reports Dates
     - Submission Deadline: December 1, 2014
     - Presentations: January 29, 2015

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Met on September 22nd.
   - The QEP committee was charged to develop the Quality Enhancement Plan (QEP) for Southern Association of Colleges and Schools (SACS) accreditation. The QEP Committee works to improve student learning by facilitating the development of habits and skills for integrative and lifelong learning through high-impact learning practices. QEP does this through ongoing planning, evaluation, and improvement. QEP is also tied into and is critical to our accreditation through the SACS. QEP is a key component of the SACS reaffirmation process.
   - The website to learn more is http://provost.tamu.edu/initiatives/quality-enhancement-plan and the theme for QEP is "Aggies Commit to Learning for a Lifetime."
   - The meeting covered:
     - Tracking Student Participation in High-Impact Learning Experiences (by Kristin Harper of Undergrad Studies) – Objective to track our high impact practices of first year seminars and experiences, common intellectual experiences, learning communities, writing intensive courses, collaborative assignments and projects, undergraduate research, diversity/global learning, service learning, community based learning, internships, capstone courses and projects. Starting Spring 2015 you will be able to track High Impact Practices in Compass through student course attributes. This will be an additional attribute in Compass attached to specific course. It is expected that each department/division will decide how this is handled.
     - Center for Teaching Excellence (CTE) Programming and Faculty and Staff Programming in AY13 AY14 – CTE reported on report on workshops and attendees of programming related to QEP High Impact Practices that they gave. If want a copy of the report let Lisa Brown known.
     - Update on College Reflections – Reflections and QEP survey for undergraduate students through eCampus. Talked about the process and any ideas to facilitate it.
   - Discussion Items:
     - A&M Faculty Commit Pilot Test
     - How to generate Awareness and Messaging to the Campus Community on QEP initiatives and the theme of "Aggies Commit to Learning for a Lifetime".

5. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
   - Did not meet. No scheduled meetings at this time.

6. Strategic Reallocation Sub-Council (Faith Stringer)
   - Did not meet.

7. Task Force on Campus Emergencies (Toni Eubanks)
   - Met on September 23rd.
   - Were given a presentation of infectious diseases and discussed the possibilities of them coming to our campus. Diseases discussed were Ebola, MERS, EV D-68, flu, WNV, tuberculosis, rabies, listeria, E. coli, and salmonella.
   - Reviewed the Code Maroon alerts that went out since the last TFCE meeting. Currently there are 59,000 people enrolled in Code Maroon. They are conducting pilot tests for mobile Code Maroon app. There will be a Code Maroon survey sent out on November 14th.
   - Campus Safety Awareness Week had a good turnout. Features included a distracted driving simulator, hands-on CPR, and the annual dorm burn (was postponed due to weather).
   - The Special Situations team gave an update. They have been contacted 172 times this year, 18 already this semester. Concerning Behavior folders will be distributed to new faculty/staff/graduate assistants beginning in October.
   - There were two full scale exercises done this year: Scenario 1 was an airplane crash at Easterwood, Scenario 2 was a worker shot two coworkers in a Biosafety Lab 2 at the vet school. Monica Martinez discussed the things done well by our first responders, as well as opportunities for improvement in each scenario.
   - Question was raised on why Code Maroon was not issued when student swallowed chemicals in Rudder Plaza area. Some staff were informed that emergency personnel were on site and they did not feel at that time that they needed issue a Code Maroon as area was already secured and blocked off at the time.

8. President's Council on Climate & Diversity (CCD) (Linda Bair)
   - Met on October 13th.
   - Dr. Christine Stanley, Vice President and Associate provost for Diversity on behalf of Interim President Mark Hussey welcomed the members and made a brief introduction.
     - Dr. Stanley asked the members to read the Diversity Plan - https://diversity.tamu.edu/documents/diversityplan.pdf
     - She gave us our charge:
       1. Accountability: Establish structures, processes, and policies that hold all units accountable, and reward units and individuals for demonstrating their current standing, plans, and progress in creating an environment where the diversity of individual identities and ideas are treated equitably in a climate that fosters success and achievement by all.
       2. Climate: Promote a positive and supportive climate by identifying aspects in the climate of individual units and the University which foster and/or impede a working and learning environment that fully recognizes, values, and integrates diversity in the pursuit of academic excellence.
       3. Equity: Integrate into the mission and goals for the University and units assurance that students, staff, and faculty (tenure and non-tenure track), regardless of identity, are all treated equitably.
   - Dr. Stanley introduced Dr. Eleanor M. Green, Carl B. King Dean of Veterinary Medicine and Interim Council chair for Dr. Mark Hussey.
     - Dr. Green's went over the review process and discussed the importance of providing robust and useful feedback. She asked returning members to comment on their reactions and suggestions for the coming year.
     - Also discussed the internal website.
     - She went over the council's priorities for the year. On December 1st reports are due and on January 29th each group will make their presentation.

9. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
   - Did not meet.

10. Transportation Services Advisory Council (TSAC) (Veronica Sprayberry/Courtney Charanza)
    - Met on October 1st.
    - Discussion of Student Government Requests
      - Open Fish Pond gates during evenings and weekends - Transportation is investigating and will respond to students by October 9th.
      - Open golf lot at 7 p.m. - Night permits are valid from 7 PM – 6 AM currently. This policy will be revisited if golf course should make plans to stay open later.
    - Transit
      - Ridership was over 1 million in first week of fall classes (8.15% higher than last year) but was down 5% from 1st week to 4th week.
      - Public Ridership – a partnership with Brazos Transit Authority (BTA) is still being considered.
      - Transportation Services will request $1 million from the University Advancement fee next year to cover the cost of 5 new buses.
      - New routes are being investigated in order to provide support for west campus dorms. Also, some off-campus routes reviewed to accommodate the higher on-campus demand during peak times.
      - There is also a shortage of bus drivers.
    - Alternative Transportation
      - Alta was selected to create a Bicycle District Plan.
    - Game Day Experience – Plan Update by Dr. Tim Lomax (TTI)
      - Adjustments will be made for traffic flow on Holleman @ Wellborn, West Campus Garage and pedestrian routes will also change.
    - Other Business
      - Future student ticket pulls will be on the east side of the stadium.
      - Exit times from the Northside Garage at 5:00-5:30 on weekdays is still being tracked and monitored.
      - Next meeting: November 5th.

11. University Dining Services (Ann Kellett)
    - Did not meet.

12. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
    - Meeting postponed.

13. Email Selection Advisory Committee (Jennifer Le Grévellec)
    - Will be meeting on October 22nd.

14. VP for Student Affairs Search Committee (Jennifer Le Grévellec)
    - Will be meeting every 2 weeks. Jennifer distributed email with announcement of posting and ads will be put sent out. Feel free to nominate or share announcement with someone you think would be interested in the position.
    - Question was raised on who should serve from the staff council on these type of searches. Noted that sometimes there are specific requests when committee formed on who they want to represent staff on the committee. The EO's will discuss further.

15. Presidential Search Committee (Lisa Blum)
    - No report at this time.

16. Academic Calendar Task Force (dormant) (Jenny Kenley)
    - No report at this time.

17. PWC Leadership Advisory Committee (dormant) (Jennifer Le Grévellec/Faith Stringer)
    - No report at this time.

18. University Work Life (dormant)
    - No report at this time.

X. New Business

1. Bylaws Amendment Proposals
   i. Article III in Constitution – Membership Eligibility. Change word "appointment" to "election".
      - Moved for vote by Faith Stringer and seconded by Amanda Mather. All in favor – 24 votes. All opposed – 0 votes. Abstaining – 0 votes. Motion approved.

   ii. Article V – Committees. Add Bylaws Committee along with description as standing committee.
      - Moved to vote by Les Fiechtner and seconded by Michele Beal. All in favor – 24 votes. All opposed – 0 votes. Abstaining – 0 votes. Motion approved.
2. EO's met with Dr. Hussey regarding PwC Leadership Steering Committee recommendations and memos that had been sent out and being sent out. The allowances will remain in place for individuals required to respond to emergencies on campus regardless of salary and those making less than $50,000 will be grandfathered. For those not meeting these requirements, allowances will be discontinued. Requests for exceptions will need to be requested through department heads/deans prior to November 15th. The centralization of advising is meant to improve communication and coordination among advisors and advisor groups. This may result in the need to add more advisors.
3. VPSA position description released, nominations and applications now being accepted at http://vpsasearch.tamu.edu

XI. Old Business

1. All representatives should now have direct access to division/college email distribution list for official USC communications. Let Jennifer know if there are any issues obtaining access.
2. Please submit all constituent requests, questions and suggestions through the Keystone System by emailing to staff@tamu.edu for consistency and recorded official responses.

XII. Announcements:

1. Nominations for President's Meritorious Service Awards due by November 13th.
2. Campus Sustainability Day October 22nd, 10-2, Rudder Plaza http://sustainability.tamu.edu/campus-sustainability-day.aspx
3. Flu Vaccine Clinic October 27th (1st half alphabet) & 28th (2nd half alphabet); HR will file with your insurance for you and those on your insurance plan at no cost employees.tamu.edu
4. Fall Semester EOD Coffee Conversations 8:30-10:00 am in GSC, Room 101A, November 14th – What is "the cloud"? http://eodinfo.tamu.edu/programs/coffee

XIII. Meeting Adjourned

Moved by Faith Stringer and seconded by Lisa Brown at 2:56 p.m.

Next USC Meeting: November 18, 2014 at 8:30 am – 10:30 am in Houston Building, Room 110

2014-2015 Executive Officers

Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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
November 18, 2014
8:30 a.m. – 10:30 a.m.
110 Houston Building

Members Present: Andy Armstrong, Linda Bair, Michele Beal, Kathy Beladi, Arranna Bennett, Julie Bishop, Lisa Blum, Linda Brochu, Lisa Brown, Courtney Charanza, Toni Eubanks, Les Fiechtner, Emily Finbow, Kenneth Hackney, Willie Hobbs, Sheryl Hornback, Matthew Johnson, Ann Kellett, Jenny Kenley, Jennifer Le Grévellec, Sharon LeMieux, Robbie Lukeman, Amanda Mather, Rebecca Morgan, Veronica Sprayberry, Faith Stringer, Leslie Uptain, Reneé Weidemann, and Joey Wylie

Members Excused: Crystal Berryhill, Nikki Cavender, Susan Edmisson, Carmen Espitia, Melissa Loyd, and Tim Sweeney

Members Unexcused: Julie Zercher

Visitors Present: Audrey Emmer, Reissa Leigh, Patty Winkler, Paul Barzak, Debbie Oakes, Jennifer Reiley

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 8:30 a.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Audrey Emmer (America To Go), Reissa Leigh (America To Go), Debbie Oakes (ESAC), Patty Winkler (Procurement Services), Paul Barzak (Procurement Services), and Jennifer Reiley (The Battalion)

IV. Presentations
Paul Barzak from Procurement Services gave a demonstration on the catering portion of America To Go in AggieBuy. Audrey Emmer and Reissa Leigh from America To Go have been contacting local food vendors over the past 2 months about signing up with the program. The catering option will work similar to other AggieBuy Services, 24 hours a day, 7 days a week. They hope to have the program to roll out in early 2015. Two caterers who have already signed up with the program served food samples from their menus to USC members (Chef Alfonso Gonzalez from La Riviera Restaurant and General Manager David Mosbery of Pebble Creek Country Club). Groups who do not currently have AggieBuy available to them would not be able to use this service. The site is still being tested and adjusted as recommendations come in.

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)

Amanda Mather moved to approve minutes from meeting on October 21, 2014. Seconded by Willie Hobbs. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

$17,739.67 beginning balance pending this month's expenses.

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

- The USC will plan a forum in the spring when there will be more detailed information regarding plans stemming from the PwC report to share.
- The Provost's Office is assisting us with estimating costs for the possibility of implementing a staff tuition assistance program (free or reduced) to present to Dr. Hussey.
- The University Advisors and Counselors group was advised to contact Dr. Watson's office to speak regarding plans stemming from the PwC LSC's recommendation on undergraduate academic advisors.
- Anne Mayer reported that because TAMUG and HSC do not contribute to EOD funding, they are charged the System rates for training. They may contact EOD to inquire about "train the trainer" to offer classes to HR personnel at the remote campuses.

VIII. Reports from USC Committees

1. <u>Work-Life & Benefits (WL&B) Committee (Les Fiechtner)</u>
   - Committee met on November 11th.
   - Discussion focused on restructuring of the WL&B committee.
   - A vice-chair will be selected for this committee.
   - The committee agreed to focus more attention on the keystone requests coming in to the committee. WLB Chair indicated that the keystones that are currently open should be finalized by the end of the year.
   - Will continue to offer support to Staff Scholarship Committee, Staff Emergency Fund Committee and Staff Appreciation Week Committee.

2. <u>Staff Scholarship Committee (Jenny Kenley)</u>
   - Did not meet.

3. <u>Staff Emergency Fund (SEF) Committee (Reneé Weidemann)</u>
   - The TAMU (part 02) sister account has been created in FMO.
   - The committee is working on details for payment of award.
   - Looking into ways to raise funds for the SEF once fund is fully established.

4. <u>Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)</u>
   - Committee met November 3rd.
   - Committee will start meeting every two weeks.
   - Committee will be selecting a co-chair.
   - Committee is developing an outline of events, and also a budget and funding plan.
   - SAW is scheduled for March 23-27, 2015.
     - Monday, March 23rd
       - Keynote address kick-off in Rudder.
       - Also televise event for those off campus.
     - Tuesday, March 24
       - Outdoor event on West Campus in the gazebo area of the Academic Plaza.

        - Could be a carnival style or theme for games/entertainment and food.
    - Wednesday, March 25
        - Some sort of outside health event.
    - Thursday, March 26
        - Some sort of activity/function at Rudder Plaza area.
    - Friday, March 27
        - Ask departments/divisions to show their appreciation for their staff. This gives departments the opportunity to have events or something special for their staff.
        - Drafting a list of ideas to be shared with supervisors so they have an idea of what they can do with little to no cost.
- As a committee, we are supportive of having an event that would help raise funds for the staff emergency fund during SAW week. Hope to have ideas outlined by end of the year.

5. Elections Committee (Julie Bishop)
    - Did not meet.
    - Plan to schedule a meeting before the holidays in preparation of the upcoming elections.

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Tim Sweeney)
    - Did not meet.

7. Communications Committee (Ann Kellett)
    - Met on October 29th.
    - Working on content for the website and suggested improvements.
    - Working to find merchants who offer staff discounts around town and put in central location.

    a. Outreach (Matthew Johnson)
        - No report.

8. Bylaws Committee (Linda Bair)
    - Submitted proposed change in Bylaws from “General Operating Procedures” to “Standard Operating Procedures”.

9. Keystone Report (Toni Eubanks)
    - A safety conern was raised regarding buses on campus. The issue was forwarded to Transportation Services and the submitter was asked to provide details of incidents in the future such as bus number, date and time, and description of the incident so that Transportation Services could investigate further.
    - Received a request to see if TAMU would possibly offer a program to give health care discounts on premiums to employees – i.e., health miles program. This item will be referred to SEBAC. No response yet.
    - Received a request on how to start an Art Club on campus. There is no official method for forming an interest-based club for staff. Clubs on campus are at the student level or exist as a network within the Office of Diversity.
        - Cathy Hastedt at the University Art Galleries said they offer workshops to learn about art or for those interested in creating art.
        - You can also contact Jennifer Korolenko who is the Curator for Education at jkorolenko@uart.tamu.edu.
        - There is also a community group called Brazos Valley Art League where individuals can get involved.

- Have not received a response yet on the question about years of service pins or recognition for employees who transferred from TAMUG or TAMUS.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - Committee did not meet this month due to a lack of requests.

2. Council on Built Environment (CBE) (Amanda Mather/Leslie Uptain)
   - Will meet on Monday, November 24th.
   - Question about the status of Cain Hall. Amanda will bring this question up at CBE meeting.

3. Diversity Operations Committee (Rebecca Morgan)
   - Did not meet. An optional meeting is scheduled for November 17th.

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Met November 17th.
   - Dr. Karan Watson gave an overview of the history of the QEP and talked about using the opportunity to strengthen core values. Asks students to make a commitment to purposefully engage in high-impact learning experiences and thoughtfully reflect on their learning experiences in order to develop the habits and skills for integrative and lifelong learning.
   - QEP is also moving to social media and has a facebook page.
   - Also looking for student stories on their learning experience that they can share.

5. Strategic Reallocation Sub-Council (Faith Stringer)
   - Did not meet.

6. Task Force on Campus Emergencies (Toni Eubanks)
   - Did not meet.

7. President's Council on Climate & Diversity (CCD) (Linda Bair)
   - Did not meet.

8. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
   - Did not meet.

9. Transportation Services Advisory Council (TSAC) (Veronica Sprayberry/Robbie Lukeman)
   - Met on November 5th.
   - Brazos Transit District
     - There was continued discussion regarding a partnership between the Brazos Transit District and TAMU to allow joint ridership.
     - One of the main concerns of TSAC members is safety and the fact that TAMU students and staff are held to a higher behavioral standard than the general public.
   - Proposed Changes for Spring/Fall 2015
     - There are ten new buses arriving in the spring. This will allow for the retirement of five aging buses and the ability to add additional services.
     - A recent increase in the university advancement fee will be used toward transportation debt relief and the purchase of new buses or the refurbishment of aging buses.
     - Transportation is looking at ways to best serve the White Creek dorm (1200 beds) that will open on West Campus in the fall.

10. University Dining Services (Ann Kellett)
    - Met on October 27th.
    - Courtney Bryant, marketing director, gave an overview of venues that had been expanded and remodeled in recent months.
    - The committee discussed marketing strategies, website improvements, and meal plans, and how to promote dining services to faculty and staff.
    - The next meeting is November 21st.

11. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
    - Meeting scheduled for November 19th.

12. Email Selection Advisory Committee (Jennifer Le Grévellec)
    - Met on October 22nd.
    - The deadline for all student accounts to transition to Google Apps was September 23. Students will still be able to migrate the contents of their Neo account to Google until December 15.
    - Faculty/Staff accounts hosted on Zimbra are being migrated to Exchange 2010.
    - On-boarding of new customers will start in early spring.
    - There are plans to move TAMUDirect and Listserv to Google Apps followed by Bulkmail.
    - Faculty/staff only lists would be created on Exchange servers.
    - This committee has completed its initial task of selecting email solutions but may be reformed as a steering committee.

13. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
    - Did not meet.

14. VP for Student Affairs Search Committee (Jennifer Le Grévellec)
    - No report at this time.

15. Presidential Search Committee (Lisa Blum)
    - No report at this time.

16. Academic Calendar Task Force (dormant) (Jenny Kenley)
    - No report at this time.

17. University Work Life (dormant)
    - No report at this time.

X. New Business

1. Bylaws Amendment Proposals
   a. Article IX – General Operating Procedures. Change from “General Operating Procedures” to “Standard Operating Procedures” in Bylaws.
      - Faith Stringer moved for approval of proposed change of wording. Seconded by Amanda Mather. Approved unanimously.
   b. Draft SOPs were distributed to members for review.
      - Michele Beal moved for approval of the Standard Operating Procedures. Seconded by Faith Stringer. Approved unanimously.
      - Faith Stringer re-iterated how useful the SOPs are as a reference to members.

XI. Old Business

1. USC representation on external committees.
   - A question was raised about how USC representative on external committees is chosen. Jennifer always asks each group about the representation they need on the committee. Serving on some committees may also be affected by the amount of time a member has left to serve on the council. Below is an outline of how representation may be decided.

     The external committee may:
     - specifically ask for the USC Chair,
     - ask for a USC member with specific qualifications, or
     - ask for any staff representative.

XII. Announcements:

1. Staff Holidays November 27-28.
2. Rosenthal Meat Center will be featured this Sunday on CBS Morning Show for their Texas Aggie Brand Beef Jerky. See http://beefjerky.tamu.edu/ for more information.

XIII. Meeting Adjourned

- Moved by Les Fiechtner and seconded by Amanda Mather at 10:08 a.m.

Next USC Meeting: December 16, 2014 at 1:30 pm – 3:30 pm in Richardson Building, Room 309

2014-2015 Executive Officers
Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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 16, 2014
1:30 p.m. – 3:30 p.m.
309 Richardson Building

Members Present: Andy Armstrong, Linda Bair, Michele Beal, Kathy Beladi, Crystal Berryhill, Lisa Blum, Linda Brochu, Lisa Brown, Nikki Cavender, Courtney Charanza, Susan Edmisson, Toni Eubanks, Emily Finbow, Kenneth Hackney, Willie Hobbs, Matthew Johnson, Jennifer Le Grévellec, Melissa Loyd, Sharon LeMieux, Amanda Mather, Veronica Sprayberry, Faith Stringer, Tim Sweeney, Leslie Uptain, Reneé Weidemann, and Julie Zercher

Members Excused: Julie Bishop, Les Fiechtner, Sheryl Hornback, Ann Kellett, Jenny Kenley, Robbie Lukeman, and Rebecca Morgan

Members Unexcused: Arrana Bennett, Carmen Espitia, and Joey Wylie

Visitors Present: Peter Lange (Transportation Services), Kenny Kimball (Transportation Services), Jolene Sears (Transportation Services), Therese Kucera (Transportation Services), and Rosemary Shaunfield (Utilities)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 1:30 p.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Peter Lange, Executive Director of Transportation Services, Kenny Kimball of Transportation Services, Jolene Sears of Transportation Services, Therese Kucera of Transportation Services, and Rosemary Shaunfield of Utilities

IV. Presentations
Peter Lange, Executive Director of Transportation Services gave an overview about Permit Increases. Transportation Services has a working plan to add a couple of parking garages as current parking garage debts are paid off. Many new things are going on at the TAMU campus which requires a need for five (5) garages instead of the two (2) that had been researched and projected. These include the Engineering 25 by 25 Initiative, White Creek Dorm Project, and the redevelopment of Cain Park. On main campus between Texas Avenue and Wellborn Road alone the university has lost 1800 spaces. Once Kyle Field renovations are complete, the university will lose about another 450 parking spots. In order to maintain our current parking ratio, we need some garages built. Peter noted that TAMU does currently have the best

parking ratio when compared to many universities in Texas. If five (5) new parking structures are built, an increase of 3% per year would be needed for the next five years and then inflationary type of increase of 2% through FY2030. The other alternative would be to have 10-15% increases each time one of the garages is completed. The garages are expected to be built at the rate of one every three years with the possibility of 2 being built the first year. Peter's group will continue to gather input and suggestions to bring forth for the President on the impact of parking permit increases on the permit holders. *More detailed responses to questions submitted is attached as a separate document.*

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)

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

VI. Treasurer's Report (Michele Beal)

CIS bill came through on old USC account. New balance is $16,850.

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

- Updated on Staff Tuition Assistance. Waiting on additional information on how many staff currently enrolled.
- Staff Emergency Fund – Foundation has agreed to process payments for the SEF after guidelines and safeguards are put into place.
- Reviewed outstanding keystones.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
   - Did not meet.
   - Next meeting scheduled for January 6.

2. Staff Scholarship Committee (Jenny Kenley)
   - Did not meet.
   - Will meet in January

3. Staff Emergency Fund (SEF) Committee (Reneé Weidemann)
   - The Texas A&M Foundation will agree to process the payments for the Staff Emergency Fund--provided that our guidelines and procedures follow certain safeguards. This would mean that funds distributed will not be considered taxable income to the employee.
   - Jennifer, Toni, and Renee will be meeting with representatives from the Foundation later this week to review SEF committee guidelines and procedures.
   - The SEF Committee will start having regular standing monthly meetings beginning in January, dates to be determined after the break. Action items will include:
     - Nominate a co-chair
     - Communication of SEF (pending information from Communications Committee for review)
     - Discuss SEF fundraiser (University-wide Bowling Tournament)

4. Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)
   - Staff Appreciation Week – March 23-17, 2015
   - Went over proposed plan with Executive Officers last week and got their input.
   - Committee is continuing to discuss plan and hope to have outline and budget in place for next USC meeting.

5. Elections Committee (Julie Bishop/Jennifer Le Grévellec)
   - Did not meet.
   - College of Education in process of getting nominations. Elections will be held after winter break.
   - Reviewed Division of Finance and Administration numbers and we are where we need to be on members for that group.
   - Emily Finbow has resigned as representative for the Law School/

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Tim Sweeney)
   - Did not meet.

7. Communications Committee (Ann Kellett)
   - Did not meet.

   a. Outreach (Matthew Johnson)
      - Attended new employee orientation
      - Need to look at ordering pens with new USC logo and slogan.

8. Bylaws Committee (Susan Edmisson)
   - Submitted proposed changes:
     - Bylaws, Article VI - from "No voting may take place unless a majority of council members are present." to "A quorum of 2/3 of voting USC members is required for voting on routine business items, with a majority approval required for passage."
     - Constitution, Article IV Amendments - delete “Proposed amendments approved by the Executive Committee must be approved by majority vote of the USC.” And replace with “Proposed amendments approved by the Executive Committee must be approved by 2/3 of voting members of USC.”
     - Bylaws, Article IX - "Standard Operating Procedures have been adopted by a majority vote of USC voting members. Changes to Standard Operating Procedures will be made as needed through the Executive Committee."
     - Recommended searching for known variations of the word Bylaws in Constitution and Bylaws and change to Bylaws.

9. Keystone Report (Toni Eubanks)
   - Issue about access to elevators and being able to get around Kyle Field has been referred to the Kyle Field Facilities Assistant Manager.
   - Question came in about early release on day before holidays. Toni got input from the President’s office and passed on that information to the employee.
   - Questions and comments were collected about the Parking Permit Increases.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - Did not meet this month.

2. Council on Built Environment (CBE) (Amanda Mather/Leslie Uptain)
   - Did not meet

3. Diversity Operations Committee (Carmen Espitia)
   - Did not meet

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Did not meet.

5. Strategic Reallocation Sub-Council (Faith Stringer)
   - Did not meet.

6. Task Force on Campus Emergencies (Toni Eubanks)
   - Did not meet.

7. President's Council on Climate & Diversity (CCD) (Linda Bair)
   - Did not meet.

8. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
   - Did not meet.
   - Meeting scheduled in January.

9. Transportation Services Advisory Council (TSAC) (Veronica Sprayberry/Robbie Lukeman)
   - Met on December 3.
   - An update on the game day traffic plan was given by TTI. They continue to tweak procedures to make improvements. The Chancellor has authorized $1 million to the city to make traffic signal enhancements to improve game day traffic flow.
   - Peter Lange gave an update on the proposal for five new parking garages. These will be partially funded through parking permit fee increases. He indicated that they will also look at rate increases for visitor parking, citations, etc. It was mentioned that parking permit fees also pay for the maintenance of streets and sidewalks on campus. This was met with a good deal of opposition by some who feel like streets & sidewalks are part of the campus infrastructure and that the people who park on campus shouldn't be required to fund maintenance for them. What about people who walk or ride bikes on campus and use the streets and sidewalks but aren't charged a similar fee?
   - Transportation Services is working on an agreement with Student Affairs to improve the parking lot at Hensel Park. If this happens, there will be a change in the way the parking lot is used. Currently parking is free and that would continue to be the case (with time limits) for people utilizing the park facilities. However, there are currently some university employees parking there for free. The remainder of the lot would allow for free longer-term parking for anyone with a university parking permit from any lot. Anyone without a TAMU parking permit would have to pay to park.
   - Transportation Services has received feedback from students that night parking privileges are unclear. Although the night parking guidelines are clearly explained online, students would like to see the lots labeled to better communicate the night parking privileges. Transportation Services is exploring signage changes that would best communicate this.
   - The next meeting is scheduled for February 4.

10. University Dining Services (Ann Kellett)
    - No report at this time.

11. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
    - Met on November 19.
    - Spent $15M initially with overall $180M in cost savings over the last 12 years to university with building efficiency upgrades and optimization to 23 campus facilities.
    - Waiting for approval to do an additional 8 facilities.
    - $18M has been set aside for deferred maintenance plus major renovations.

- Energy Stewards will work with building occupants to reduce plug load and schedule HVAC systems OFF where possible over holidays.
- Student Residence Halls participated in the 2014 Energy Challenge. Results can be found here - http://utilities.tamu.edu/residence-hall-energy-challenge/?hall?energy?challenge/
- Will discuss an Energy Action Plan for next 5 years at meeting in Spring 2015.

12. *Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)*
    - *No report at this time.*

13. *VP for Student Affairs Search Committee (Jennifer Le Grévellec)*
    - *No report at this time.*

14. *Presidential Search Committee (Lisa Blum)*
    - *No report at this time.*

15. *Academic Calendar Task Force (dormant) (Jenny Kenley)*
    - *No report at this time.*

16. *University Work Life (dormant)*
    - *No report at this time.*

X. New Business

1. Bylaws Amendment Proposals – Amendments were discussed and tabled until next meeting as we did not have a quorum available to vote and more research requested on a couple of proposals.

XI. Old Business

- Transportation – if any questions or follow-up needed on parking permit increases, please let Tim Sweeney know.
- Congratulations to UPD! Texas A&M University Police Department just received CALEA Accreditation.

XII. Announcements:

1. Commencement: December 18 and December 19.
2. Kyle Field West Side Implosion: December 21.
3. University Holiday – Winter Break: December 24, 2014-January 2, 2015.
4. University Holiday – Martin Luther King Day: January 19, 2015.

XIII. Meeting Adjourned

- Moved by Faith Stringer and seconded by Michelle Beal at 3:25 p.m.

Next USC Meeting: January 20, 2015 at 8:30 am – 10:30 am in Houston Building, Room 110

2014-2015 Executive Officers
Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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 20, 2015
8:30 a.m. – 10:30 a.m.
110 Houston Building

Members Present: Andy Armstrong, Linda Bair, Michele Beal, Kathy Beladi, Julie Bishop, Lisa Brown, Courtney Charanza, Susan Edmisson, Toni Eubanks, Les Fiechtner, Willie Hobbs, Sheryl Hornback, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Melissa Loyd, Sharon LeMieux, Robbie Lukeman, Jesús Palomo, Veronica Sprayberry, Faith Stringer, Reneé Weidemann, Joey Wylie, and Julie Zercher

Members Excused: Crystal Berryhill, Lisa Blum, Linda Brochu, Nikki Cavender, Carmen Espitia, Emily Finbow, Ann Kellett, Rebecca Morgan, Tim Sweeney, and Leslie Uptain

Members Unexcused: Arranna Bennett and Kenneth Hackney

Visitors Present: Dr. Jim Heird (Equine Initiative)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 8:30 a.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Dr. Jim Heird

IV. Presentations
Dr. Jim Heird, Executive Professor, Coordinator of the Equine Initiative (http://equine.tamu.edu/equine-initiative/) gave an overview of the Equine Initiative at Texas A&M. With a long history of teaching, research, equine medicine and outreach excellence, Texas A&M University has been a vital contributor to the equine industry for generations. The purpose of the Equine Initiative is to collaboratively utilize our expertise to build an equine program that will graduate the industry's future leaders and generate research and veterinary medical care that will improve the industry and the care and welfare of the horse. Texas A&M University is home to several state-of-the-art facilities dedicated to the care and use for horses, all in support of the teaching, research, outreach and service mission of the university. The Equine Initiative has developed four major imperatives. In each of these areas, the focus will be to enhance and improve upon Texas A&M's existing strengths in order to facilitate the completion and the vision of the Equine Initiative. The four imperatives are curriculum enhancement, outreach & engagement expansion, facility construction and partnership development. Tours of the Thomas G. Hildebrand, DVM '56 Equine Complex are available every Friday from 3:00 pm-5:00 pm. No appointment is necessary if you plan to tour the complex during this time.

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)

Susan Edmisson moved to approve minutes from meeting on December 16, 2014. Seconded by Michele Beal. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

$16,934.82 beginning balance pending this month's expenses.

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

- Meeting was cancelled.
- Sent Matt email update that Staff Emergency Fund is getting underway and no update from Provost's Office on Staff Tuition Assistance cost estimate.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
   - Met January 6th.
   - Committee selected a Faith Stringer as co-chair but Faith has declined the position. Committee will be looking for new co-chair.
   - Determined issues to investigate on behalf of staff:
     - Years of service recognition program. Will contact HR for more information on process and rules.
     - Choice in insurance provider options. Will contact SEBAC.
     - Greater insight into sick leave pool donations and usage. Will gather statistics.
     - Next meeting is scheduled for February 3rd.

2. Staff Scholarship Committee (Jenny Kenley)
   - Did not meet.
   - Will be scheduling a meeting in February.
   - Call for applications will be in March.
   - Employee Scholarships-Galveston
     - Is there any way that TAMU employees in Galveston can take a class in Galveston and still use staff scholarship money. Staff scholarships can only be used on the College Station campus because of the funding method.

3. Staff Emergency Fund (SEF) Committee (Reneé Weidemann)
   - Will meet on January 30th.
   - The Foundation has agreed to assist us with the collection and awarding of donations. Payroll has provided a form for employees to donate through payroll deduction via the One Spirit, One Vision campaign. This would be faster than through United Way (SECC Campaign), where United Way would only send checks to the Foundation periodically.

4. Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)
   - Scheduled for March 23-27, 2015. Schedule of events has been reworked since last meeting.
     - Monday, March 23rd – Discount Meal Deal Day
       - Contacting local food vendors
     - Tuesday, March 24 – Maroon and White Walk
       - Working out logistics and possible speaker
     - Wednesday, March 25 – Carnival Style Event at Pavilion by Olsen Field
     - Thursday, March 26 – Carnival Style Event at Rudder Plaza

- Friday, March 27 – Department/Unit appreciation activities
- SAW Committee is starting to collect items or monetary donations from colleges and departments for giveaways. Members should ask their VPs and Deans for monetary donations. Andy will send out form letter and list of donations.
- SAW Committee requested $2,000 budget from USC. Motion to approve budget request made by Reneé Weidemann. Les Fiechtner seconded motion. Motion approved unanimously.

5. Elections Committee (Julie Bishop)
   - Committee met on January 12th.
   - FTE numbers for all divisions were reviewed to determine members count for USC.
   - Will be contacting the colleges/divisions involved in March to start the election process.
   - Fourteen seats will end this year. All but one will be up for election.
   - A special election for College of Education was held in December. Jesús Palomo was selected for that college.
   - The Law School will complete the nomination process by the end of this week. Elections will be conducted after that.
   - The election process will start soon for USC Executive Officers. Please consider nominating someone or yourself for one of these positions.

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Tim Sweeney)
   - Did not meet.

7. Communications Committee (Veronica Sprayberry)
   - Have not met in person but have been corresponding by email.
   - Preparing text and new format for USC website.
   - Preparing communication regarding staff emergency fund.
   - Reneé has announcement for committee to review.

   a. Outreach (Matthew Johnson)
      - For February meeting – working to see if Rosenthal Meat Center can do presentation
      - If have any other suggestions for next several months, please let Matt know.
      - Matt is also looking for a replacement to take over Outreach. Any USC member is eligible to volunteer to do these. Involves doing monthly new employee orientations which involves about 5 minutes of your time to hand out brochures and answer some questions. New employee orientations are hold in the General Services Complex and would be easier for somebody already working in that area.

8. Bylaws Committee (Susan Edmisson)
   - Completed review of attendance of members for the last 3 years. Only once a year has it been an issue with a quorum not being present.
   - Amendment wording was discussed and matter tabled until next meeting.
   - Committee will prepare revised wording in amendments to present at next meeting.

9. Keystone Report (Toni Eubanks)
   - Sideline incident at Liberty Bowl Game
     - Coach Sumlin has dealt with the incident that involved a student assistant coach.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - Did not meet.
   - Next meeting scheduled for January 22nd.

2. Council on Built Environment (CBE) (Leslie Uptain/Andy Armstrong)
   - Provost provided some background and how process works with voting members.
   - CBE Sub Committees presented on proposed university projects that included:
     - New bike pads near Engineering greenhouse buildings were proposed.
     - New bronze sculpture at the Equine Center.
     - A COALS land transfer.
     - A request for a change in land use agreement on Agronomy Road.
     - Kyle Field North Plaza additions and renovations. President is moving forward with plans.
     - College of Engineering District Plan has been put on hold.
     - Zachary Renovations update and a request for green space on top of the building.
   - A quorum of members was not present to vote on any proposals. An e-vote will be sent out asking for approvals.

3. Diversity Operations Committee (Carmen Espitia)
   - Did not meet in December.
   - Meeting scheduled for January 27th.
   - Diversity Accountability Presentations are scheduled for January 29th.

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Met January 15th.
   - Reviewed the potential to broaden the scope of the QEP as a tool to strengthen our culture and Aggie core values.
   - Discussed Reflective Learning practices.
   - A revitalized Website http://aggiescommit.tamu.edu and social media sites were highlighted (https://www.facebook.com/AggiesCommit, https://twitter.com/AggiesCommit, http://instagram.com/AggiesCommit, https://www.pinterest.com/aggiescommit/)
   - Units, colleges and departments are encouraged to gather and submit examples of Aggie students who are committed to learning for a lifetime through high impact practices such as learning communities, writing intensive courses, research, global learning, diversity, service learning, internships, and capstone courses and projects.

5. Strategic Reallocation Sub-Council (Faith Stringer)
   - Did not meet.

6. Task Force on Campus Emergencies (Toni Eubanks)
   - Did not meet.

7. President's Council on Climate & Diversity (CCD) (Linda Bair)
   - Did not meet. Meeting on January 29th.

8. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
   - Scheduled to meet on January 26th.

9. Transportation Services Advisory Council (TSAC) (Veronica Sprayberry/Robbie Lukeman)
   - Did not meet.
   - Next meeting scheduled for February 4th.

10. University Dining Services (Ann Kellett)
    - Did not meet.

11. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
    - Did not meet.

12. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
    - No report at this time.

13. VP for Student Affairs Search Committee (Jennifer Le Grévellec)
    - No report at this time.

14. Presidential Search Committee (Lisa Blum)
    - No report at this time.

15. Academic Calendar Task Force (dormant) (Jenny Kenley)
    - No report at this time.

16. University Work Life (dormant)
    - No report at this time.

X. New Business

1. Amendment Proposals – tabled for next meeting.
2. Quorum defined – For clarification, if 29 voting members on USC, a quorum would be 20 members present at the meeting and of the 20 members at the meeting then a 2/3 vote would be needed to pass an amendment and majority for business matters.

Old Business

1. Provost's Office is working on estimating Staff Tuition Assistance cost to the University.
2. Parking Permit Increase constituent feedback following responses to previous concerns and additional information sent out –
   - Staff asked for further clarification on timeline, the use of the wording "2% thereafter", and how money would be used if not all proposed parking garages are built. Transportation Services is taking over road and sidewalk maintenance so some of the revenue would be used for funding road and sidewalk repairs. Chair will request clarification on reevaluation plans.

XI. Announcements:

1. February 7- April 4 – Walk Across Texas (http://employees.tamu.edu/benefits/wellness)
2. March 5 – Health and Wellness Fair at MSC (http://employees.tamu.edu/benefits/wellness)
3. Transportation Services offering 25% off pre-pay basketball parking online starting 1/20/15.

XII. Meeting Adjourned

- Moved by Veronica Sprayberry and seconded by Willie Hobbs at 10:15 a.m.

Next USC Meeting: February 17, 2015 at 1:30 pm – 3:30 pm in Richardson Building, Room 309

2014-2015 Executive Officers
Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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 17, 2015
1:30 p.m. – 3:30 p.m.
309 Richardson Building

Members Present: Andy Armstrong, Linda Bair, Michele Beal, Kathy Beladi, Lisa Blum, Linda Brochu, Lisa Brown, Courtney Charanza, Susan Edmisson, Toni Eubanks, Les Fiechtner, Kenneth Hackney, Willie Hobbs, Sheryl Hornback, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Sharon LeMieux, Melissa Loyd, Robbie Lukeman, Jesús Palomo, Veronica Sprayberry, Reneé Weidemann, Joey Wylie, and Julie Zercher

Members Excused: Crystal Berryhill, Julie Bishop, Carmen Espitia, Rebecca Morgan, Faith Stringer, and Leslie Uptain

Members Unexcused: Arranna Bennett, Nikki Cavendar, and Tim Sweeney

Visitors Present: Ray R. Riley (Rosenthal), Meagan Kee (System Staff Council)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 1:30 p.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Ray R. Riley and Meagan Kee

IV. Presentations
Ray Riley, Manager, Rosenthal Meat Science and Technology Center, Department of Animal Science The purpose of the Rosenthal Meat Science and Technology Center (RMSTC) is to provide a facility to conduct teaching, research and public service activities of the Department of Animal Science. Meat sold at Rosenthal Meat Center (RMC) is inspected by the Texas Department of State Health Services and products offered are Beef, Pork, Lamb, Cured & Smoked Products, Pre-Cooked Prime Rib Roast and Gift Boxes. The RMC is open M-F, 9 am – 6 pm, orders can be placed by visiting the center, over the phone, or emailed. Customer parking is available in the front of the RMC. Rosenthal's beef jerky has been nationally recognized. For additional information, visit their website at http://tx.ag/meat.

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)
Willie Hobbs moved to approve minutes from meeting on January 20, 2015. Seconded by Susan Edmisson. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

$16,872.14 beginning balance pending this month's expenses. USC is ordering some pens and post it notes.

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

- Met on Thursday
- The Chair & Vice Chair mentioned that the recent sweep of vacant positions would affect quality and timeliness of service. The freeze does not affect any academic position or any position that directly affects the health, safety or security of the students. It was suggested that the USC survey the campus for non-anecdotal, data-backed examples of service being affected to share with administration.
- No update from the provost's office on staff tuition assistance yet. Hope to have info by next meeting.
- Executive Officers (EOs) met with Mr. and Mrs. Michael Young. They were impressed with the current USC programs offered, and are very interested in staff and as well as the proposed programs.
- Staff were reminded to try to attend the Strategic Planning Forums being held.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
   - Met February 3.
   - Elected Andy Armstrong as new co-chair.
   - Met with Sarah Tobola Benefits Manager in HR about years of service and pins. They will look into how years of service are counted in different programs. Had a suggestion for an option for a pendant instead of a pin. It was noted that the years of service pin program may move to another program within the university.
   - Sick Leave Pool information is to be updated annually on web including total number of hours donated, number of cases processed, and rules. Currently 1.3M hours in sick pool at TAMU. Certain restrictions do apply. In FY2014, 213 different applicants used the sick leave pool. The sick leave pool with be featured in future HR liaison network newsletters.
   - Question is still at SEBAC on possibility of more than one option for insurance coverage.
   - Next meeting scheduled for March 3.

2. Staff Scholarship Committee (Jenny Kenley)
   - Met with past chair and in process of updating forms.
   - Applications will be due May 30.
   - Will send announcement out in March.
   - Please let Jenny know if interested in serving on this committee.

3. Staff Emergency Fund (SEF) Committee (Reneé Weidemann)
   - Met on January 30.
   - Jenny Kenley was elected co-chair of the SEF Committee.
   - SEF documents were reviewed, revised, and sent to the EOs for input.
   - Committee is currently researching ideas for a University-wide fundraiser.
   - Will have a container at each of the SAW outdoor events for staff to donate loose change to SEF.
   - SEF Flyer/Announcement was distributed on February 3.
   - Currently moving forward to put in an application to be included in the SECC for next year.
   - Have confirmed SEF recipients from other campuses are eligible for this fund and checks can be mailed to them.
   - All employee donations to the SEF are counted as charitable donation for tax purposes.

- Next meeting will be the first week of March.

4. Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)
   - Scheduled for March 23-27, 2015.
   - Carnival activities are planned for Wednesday (Olsen Field) and Thursday (Rudder Plaza) between 11:30 AM-1:30 PM.
   - If departments/divisions have items to donate, please take to Rose in YMCA 205. Call 862-3648 to set meeting time.

5. Elections Committee (Julie Bishop)/Willie Hobbs
   - General elections will begin in March.
   - There are 14 members whose USC terms expire in 2015.

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Tim Sweeney)
   - Did not meet.

7. Communications Committee (Ann Kellett)
   - Committed completed a draft of new website format and text. The draft was sent to the chair and will be reviewed by the EOs.
     a. Outreach (Matthew Johnson)
        - New employee orientation was held last week.
        - In the process of lining up future speakers.
        - Need a new Outreach Committee chair and volunteer for representing USC at new employee orientations.

8. Bylaws Committee (Susan Edmisson)
   - Did not meet.
   - Amendments with revised wording were submitted.

9. Keystone Report (Toni Eubanks)
   - Parking increase
     In response to our reply directing the submitter to the university permit cost comparison chart on the Transportation Services website, the submitter asked how Texas A&M University's salary average compared to those schools. Tim Sweeney responded that it would be difficult to determine a salary comparison as there are many factors involved, including cost of living, suburban vs urban, etc.
   - Staff Emergency Fund
     The benefit will be less than $600, so it will not be taxable. Tim Sweeney is inquiring with the Association of Former Students if they would be willing to provide seed money for the fund. The fund is privately funded and cannot use state dollars. The SEF Committee has not indicated a certain dollar amount to be reached in the account before the benefit can be distributed.
   - Annual leave pool
     A request came from a student regarding an employee emergency fund of paid time off to allow spouses and parents to travel to and care for their injured servicemen. Employees are not allowed to donate annual leave hours, however, family members are allowed up to 26 weeks of military caregiver and regular FMLA leave to be taken within a designated year.
     http://employees.tamu.edu/benefits/leave/fmla/military/

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

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

- Met on January 22.
- Committee met and approved:
  1. Two cameras on the construction site of the new Veterinary Education Complex.
  2. A temporary camera in the MSC area where money from OPAS is kept in a vault.
  3. Temporary cameras in Zachry for surveillance of the reactor while the building is evacuated during renovations.
- Next meeting is scheduled for February 26.

2. Council on Built Environment (CBE) (Andy Armstrong)
   - Approved recommendations sent to the President for further action include:
     - Riverside Campus Building Renovations
     - AgriLife Headquarters Complex Bldg. #4
     - White Creek Housing – Connectivity Plan (for dorms on that side of campus)
     - Intramural Complex (moving across the street from current location)
     - Outdoor Polo Relocation (being relocated to the equestrian practice field)

3. Diversity Operations Committee (Carmen Espitia)
   - No report furnished.

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Did not meet.

5. Strategic Reallocation Sub-Council (Faith Stringer)
   - Did not meet.

6. Task Force on Campus Emergencies (Toni Eubanks)
   - Met on February 16.
   - Received updates on Code Maroons alerts received, the Code Maroon System, results of the November 2014 Code Maroon survey, Emergency Operations Plan (Evacuation, Continuity, and HazMat Emergency Response), telecommunications, and mass fatality planning.
   - The University's Emergency Operations Plan has been updated.
   - Also discussed the recent measles outbreak and A&M's immunization requirements. The university does have a protocol in place.

7. President's Council on Climate & Diversity (CCD) (Linda Bair)
   - Met February 6.
   - Each unit's presentation plans were discussed and rated.
   - Each unit will receive comments compiled from the discussion plus their average score.

8. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
   - Did not attend January meeting.
   - Next meeting scheduled for February 23.

9. Transportation Services Advisory Council (TSAC) (Veronica Sprayberry/Robbie Lukeman)
   - Met on February 4.
   - An outside consulting company (Alta) has been assessing TAMU's Bicycle District Plan and has made some recommendations to add/enhance road markings and signage to more clearly identify bicycle lanes. These changes can be accomplished in a short amount of time and will be inexpensive. Alta also recommended a mandatory registration for bikes because of the

overwhelming number on campus. There would be great value in having a means by which to communicate directly with bike owners regarding construction, etc.

- A previous discussion regarding better signage for night parking was revisited. It was decided that they will start with high-demand lots and will add the verbiage "Any Valid Permit, 5 pm – 6 am, Unmarked Spaces Only." A work order will be submitted for this and there will be a status report given at the TSAC meeting in March.
- Dr. Strawser approved the partnership with Brazos Transit District and TAMU, allowing riders with BTD passes to use the TAMU transit buses, beginning 2/16/15. The reason for this partnership is to allow us to qualify for grant money from the Texas Mobility Fund that would allow BTD to purchase 60 buses over three years that would be operated by TAMU. All riders will be required to show either a TAMU or BTD ID to ride off-campus routes, effective 3/23/15. IDs will not be required for on-campus routes.
- Post Oak Mall has declined to host the *Get to the Grid* parking area next fall, citing overcrowded lots on game day that hinder business for its stores. After exhausting several other options for an alternate *Get to the Grid* location, Transportation Services is working on an agreement with the City of College Station's Veteran's Park, which has 1200 paved spaces and 600 grass spaces. More details to come.
- Next meeting March 4.

10. University Dining Services (Ann Kellett)
    - Meeting February 18.

11. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
    - Did not meet.

12. Division of Administration – Finance Working Group (Toni Eubanks)
    - This is a new external committee and Toni has agreed to sit on that committee.
    - First meeting will be the first week of March.

13. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
    - No report at this time.

14. VP for Student Affairs Search Committee (Jennifer Le Grévellec)
    - No report at this time.

15. Presidential Search Committee (Lisa Blum)
    - Committee's task has been completed.

16. Academic Calendar Task Force (dormant) (Jenny Kenley)
    - No report at this time.

17. University Work Life (dormant)
    - No report at this time.

X. New Business

1. By-Law Amendment Proposals –
   a. Article VI – Remove "No voting may take place unless a majority of council members are present" and replace with "A quorum of 2/3 of voting USC members is required for a vote to take place. Passage of business items requires majority approval of voting members present." Item opened

for discussion. No discussion. Toni Eubanks moved to approve this proposed amendment. Michele Beal seconded. Members unanimously approved amendment.

b. Article IX – Remove "Standard Operating Procedures will be adopted by a majority of the voting members and made publically available". Item was discussed and revised. Will replace with "Standard Operating Procedures have been adopted by a majority of the voting members and made publicly available. Standard Operating Procedures can be changed as needed through the Executive Committee". Les Fiechtner moved to approve revised amendment. Michele Beal seconded. Members unanimously approved amendment.

2. USC Constitution Amendment Proposal – Remove "Proposed amendments approved by the Executive Committee must be approved by majority vote of the USC" and replace with "Proposed amendments approved by the Executive Committee are voted on by USC voting members. A quorum of 2/3 of USC voting members is required for a vote to take place. Passage of proposed amendments requires 2/3 approval of voting members present." Item opened for discussion. No discussion. Susan Edmisson moved to approve this proposed amendment. Matt Johnson seconded. Members unanimously approved amendment.

XI. Old Business

- No update from Provost's Office on estimating a cost for the University Staff Tuition Assistance.

XII. Announcements:

- PMSA – February 25 at 9:30 am in Rudder Theatre
- President's Strategic Planning Open Forums, 11:30 am – 1 pm in Rudder- Room 601
  - February 26 – Dialogue on Texas A&M's strengths and inhibitors, both internal and external
  - March 13 – Dialogue on strategies for excellence at Texas A&M
  - April 1 – Summary with discussion of main points emerging from forums and electronic feedback
- HR Coffee Conversations (GSC) – 8:30 am
  - March 13 – Texas A&M University: Galveston: Aggies by the Sea
  - April 10 – The Norman Borlaug Institute: Can world hunger be eradicated?
- University closed March 18-20 – Spring Break

XIII. Meeting Adjourned

- Moved by Reneé Weidemann and seconded by Susan Edmisson at 3:08 p.m.

Next USC Meeting: March 10, 2015 at 8:30 am – 10:30 am in Houston Building, Room 110

2014-2015 Executive Officers

Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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 10, 2015
8:30 a.m. – 10:30 a.m.
110 Houston Building

Members Present: Andy Armstrong, Linda Bair, Michele Beal, Kathy Beladi, Julie Bishop, Lisa Blum, Lisa Brown, Carmen Espitia, Toni Eubanks, Les Fiechtner, Kenneth Hackney, Matthew Johnson, Jennifer Le Grévellec, Sharon LeMieux, Melissa Loyd, Rebecca Morgan, Veronica Sprayberry, Faith Stringer, Leslie Uptain, Reneé Weidemann, and Julie Zercher

Members Excused: Crystal Berryhill, Linda Brochu, Nikki Cavendar, Courtney Charanza, Susan Edmisson, Willie Hobbs, Jenny Kenley, Robbie Lukeman, Tim Sweeney, and Joey Wylie

Members Unexcused: Arranna Bennett, Sheryl Hornback, and Jesús Palomo

Visitors Present: Bonni Bowden (ESAC)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 8:30 a.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Bonni Bowden (Engineering Staff Advisory Council representative)

IV. Presentations
None

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)
Julie Zercher moved to approve minutes from meeting on February 17, 2015. Seconded by Les Fiechtner Approved unanimously.

VI. Treasurer's Report (Michele Beal)
$16,907.14 balance pending this month's expenses. Will have Staff Appreciation Week expenses coming in soon.

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

- Asked about staff participating on search committees and reviews for Deans and Department Heads. The current TAMU rules only provide for faculty participation in selection, evaluation, & retention of

Deans and Department Heads. Staff and students are not mentioned in the rules. The USC will seek feedback from the Provost's Office regarding adding staff and students to these rules.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
   - Did not meet.
   - Still have one keystone pending on request to have more than one choice for health insurance. This issue will be discussed at next SEBAC meeting.
   - Next WL&B meeting is scheduled for April 7.

2. Staff Scholarship Committee (Jenny Kenley)
   - Did not meet.
   - Applications will open on March 30 for upcoming year and will be accepted through May 30.

3. Staff Emergency Fund (SEF) Committee (Reneé Weidemann)
   - Met first week of March.
   - The commitee has sent the documents they have created to OGC for review.
   - The committee will begin accepting applications once forms are approved by the OGC and the fund has a $2,000 account balance.
   - There will be water jugs for donations as well as pledge cards at outdoor SAW events.
   - Printable pledge forms and instructions are on the USC website: http://staff.tamu.edu/USCHome/StaffEmergencyFund.aspx

4. Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)
   - Committee is finalizing all details.
   - March 23-27, 2015
     - Monday – Discount Meal Day
     - Tuesday – Maroon & White Wellness Walk (http://employees.tamu.edu/media/467242/WellnessWalk2015.pdf)
     - Wednesday – Carnival Day – West Campus
     - Thursday – Carnival Day – Main Campus
     - Friday – Departmental Events
   - Full details available at http://employees.tamu.edu/media/467236/saw2015.pdf
   - Also on Thursday, Barnes and Noble at MSC is offering 25% discount on any A&M logo items and 50% discount on any clearance rack items.

5. Elections Committee (Julie Bishop)
   - Did not meet.
   - Received an email request from Galveston who expressed an interest in representation. They will be included in the general elections.
   - Will be sending notices to deans within the next week to identify election coordinators for their colleges or units.

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Tim Sweeney)
   - Did not meet.

7. Communications Committee (Ann Kellett)
   - Did not meet.

- Sent recommendations for updates to the USC website to EOs for input.
  a. Outreach (Matthew Johnson)
     - New employee orientation for March was cancelled. Next one is scheduled for April 8.

8. Bylaws Committee (Susan Edmisson)
   - Did not meet.

9. Keystone Report (Toni Eubanks)
   - We received a question about the possibility of TAMU offering a secondary insurance program. The Work-Life and Benefits Committee will research this.
   - Estimated Time causes some issues for departments who use Kronos to submit timesheets. We will work with HR to see if there is a better process for handling these periods.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - Meeting cancelled.
   - Next meeting scheduled for March 26.

2. Council on Built Environment (CBE) (Andy Armstrong)
   - Meeting cancelled.
   - Next meeting scheduled for April.

3. Diversity Operations Committee (Carmen Espitia)
   - Did not meet.
   - Next meeting scheduled for April 10.

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Meeting scheduled for March 26

5. Strategic Reallocation Sub-Council (Faith Stringer)
   - Did not meet.

6. Task Force on Campus Emergencies (Toni Eubanks)
   - Did not meet.

7. Council on Climate & Diversity (CCD) (Linda Bair)
   - Did not meet.

8. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
   - No report at this time.

9. Transportation Services Advisory Council (TSAC) (Veronica Sprayberry)
   - Retiree Permits
     - Currently fully retired employees eligible for free parking permit.
     - Working retirees are charged 1/2 permit prices in specific surface lots.
     - Some misuse of permits has been identified – i.e., giving to relative to use.
     - Committee is discussing some possible plan changes due to lost revenue.
   - Night Parking/Addition for Signs
     - Wording has been added to signage to indicate night parking privileges

        - Any Valid Permit 5 PM-6 AM, Unrestricted Spaces Only.
- Brazos Transit
    - Anyone with a with Brazos Transit ID can ride A&M buses.
    - A&M began accepting ID's on February 16.
    - All A&M buses will start to enforce ID requirement after spring break.
    - Cost of Brazos Transit ID card is $35/year.
    - Brazos Transit has submitted proposal to Texas Mobility Fund to fund an additional 60 buses for Transportation Services over a three year period which if funded would replace some of the existing fleet and increase the bus count to around 100 buses.
- Get to the Grid
    - Will change from using Post Oak Mall to Veterans Park.
- Permit Rate Status
    - Last parking increase was in 2009.
    - Will have 3% increase this fall.
    - Will possibly have 3% increase each year for the next 5 years.
    - These funds will be used to pay for 5 new garages and construction and maintenance of roads and sidewalks on campus.
- Next meeting scheduled for April 1.

10. University Dining Services (Ann Kellett)
    - Meeting scheduled for March 11. Meeting cancelled.

11. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
    - Did not meet.

12. VP For Student Affairs Search Committee (Jennifer Le Grévellec)
    - Two finalists have been identified:
        - Dr. Daniel J. Pugh, Sr. (campus interview March 13)
        - Dr. David W. Parrot (campus interview March 27)
    - All staff are encouraged to attend.

13. Division of Administration – Finance Working Group (Toni Eubanks)
    - Met on March 3.
    - Dr. Strawser provided a financial overview for the University and asked each representative what the concerns were within their constituency.
    - His main focus for this group is to improve communication to the constituencies regarding University revenues and expenditures.
    - He would like to have an inventory of issues where we can improve communication and information flow to the university.
    - After compiling a list, the group can discuss how to proceed toward improvements.
    - Staff Council Representatives are encouraged to send ideas and comments to Toni Eubanks to bring before the group.

14. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
    - No report at this time.

15. Academic Calendar Task Force (dormant) (Jenny Kenley)
    - No report at this time.

16. University Work Life (dormant)
    - No report at this time.

X. New Business

- None

XI. Old Business

1. Staff Tuition Assistance
   i. Provost's office has received requested data and we expect to hear back from Provost's office soon.
2. Parking Permit Increase
   i. TSAC Committee recommendations have been forwarded for approval.

XII. Announcements:

- Strategic Planning Forums, 11:30 am – 1 pm in Rudder- Room 601
  - March 13 – Dialogue on strategies for excellence at Texas A&M (asked for feedback prior to meeting)
  - April 1 – Summary with discussion of main points emerging from forums and electronic feedback
- HR Coffee Conversations (GSC) – 8:30 am
  - March 13 – Texas A&M University: Galveston: Aggies by the Sea
  - April 10 – The Norman Borlaug Institute: Can world hunger be eradicated?
- University closed March 18-20 – Spring Break

XIII. Meeting Adjourned

- Moved by Faith Stringer and seconded by Julie Bishop at 9:12 a.m.

Next USC Meeting: April 21, 2015 at 1:30 pm – 3:30 pm in Richardson Building, Room 309

2014-2015 Executive Officers
Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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 21, 2015
1:30 p.m. – 3:30 p.m.
309 Richardson Building

Members Present: Andy Armstrong, Michele Beal, Kathy Beladi, Crystal Berryhill, Julie Bishop, Lisa Blum, Linda Brochu, Lisa Brown, Courtney Charanza, Toni Eubanks, Les Fiechtner, Willie Hobbs, Sheryl Hornback, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Sharon LeMieux, Robbie Lukeman, Rebecca Morgan, Jesús Palomo, Veronica Sprayberry, Faith Stringer, Leslie Uptain, Reneé Weidemann, Joey Wylie and Julie Zercher

Members Excused: Linda Bair, Nikki Cavendar, Susan Edmisson, Carmen Espitia, Melissa Loyd, and Tim Sweeney

Members Unexcused: Arranna Bennett and Kenneth Hackney

Visitors Present: Dennis Corrington (Dept of Recreational Services), Ramona Aly (ESAC)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 1:30 p.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Dennis Corrington (Department of Recreational Sports)
Ramona Aly (Engineering Staff Advisory Council representative)

IV. Presentations
Dennis Corrington, Executive Director, Department of Recreational Sports gave an overview of their services, usage statistics and plans for future growth. The occupancy date for the expanded facility is March 2016. The expansion includes weight room, two gymnasiums, additional activity rooms and an 8-lane indoor lap pool. Visit http://recsports.tamu.edu/ for additional information on services or http://recsports4u.com/ for complete expansion details.

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)
Faith Stringer moved to approve minutes from meeting on March 10, 2015. Seconded by Les Fiechtner. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

Current balance is $16,414.83 pending this month's expenses (staff appreciation week items and plaques).

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

- Reviewed information on Staff Emergency Fund. Inquired if the President's office has a Foundation Representative assigned to their office. Currently there is no such representative.
- Discussed Staff Tuition Assistance and the analysis information from the Provost's office. It would cost $2-2.5 million per year. Officers will continue to research tuition programs at Washington and Utah Universities and follow up with President Young about the program.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
   - Met on April 7.
   - Keystone item came in about adding "secondary" insurance to the possible list of benefits. Checked with HR representative and they have requested more details about this request. Chair emailed keystone submitter for more details.
   - Discussed requesting that the WL&B Committee Chair serve as an ad-hoc member on SEBAC. Committee members were in favor of this action. Will put in the request with SEBAC.
   - Next meeting will be held May 5.

2. Staff Scholarship Committee (Jenny Kenley)
   - A notification was sent out to the campus community that Staff Scholarships applications for the 2015-2016 academic year are now open.
   - Have received ten applications to date.
   - In response to keystone – Online courses qualify for the scholarship as long as they are offered through the TAMU College Station campus.
   - Applications will be accepted through May 31.
   - Will meet in June to review applications.

3. Staff Emergency Fund (SEF) Committee (Reneé Weidemann)
   - Met on April 10.
   - Will begin accepting applications once forms are approved by the OGC and the fund has a $2,000
   - Collected $52.60 during the Staff Appreciation Week events.
   - Committee is working on fundraiser activities and methods to advertise the program. Send recommendations for fundraisers or advertising to staff@tamu.edu.
   - SEF Account balance is $686.86.

4. Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)
   - Reviewing feedback from SAW survey.
   - 81% of offices around campus departments participated.
   - 96% said should continue to be an annual event.
   - Committee is putting together best practices and duties manual for next year's committee.

5. <u>Elections Committee (Julie Bishop)</u>
   - The nomination period is open for the USC Executive Committee (EC) from April 16-28.
   - Elections for the USC EC will be conducted via survey monkey beginning May 1 and will close at 5:00 p.m. on Monday, May 11.

- Election coordinators have been identified to conduct the general election for the 14 representatives whose terms are expiring in August.
- General elections will be conducted by the election coordinators at the colleges/divisions and results will be communicated to Willie Hobbs by May 31.

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Tim Sweeney)
   - Did not meet.

7. Communications Committee (Ann Kellett)
   - Did not meet.
     a. Outreach (Matthew Johnson)
        - One new employee orientation held.
        - Have May speaker lined up and working with MSC for June.

8. Bylaws Committee (Susan Edmisson)
   - Did not meet.

9. Keystone Report (Toni Eubanks)
   - Keystones already discussed – no new items to discuss.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - Met on March 26.
   - Committee approved:
     - Five cameras in the White Creek Apartments for personal safety and theft prevention.
     - Three cameras in the Board of Regents area of the MSCA temporary camera in the MSC. The cameras will protect equipment and furnishing in the area and help monitor area if the alarm is set off.
   - Next meeting is scheduled for April 23.

2. Council on Built Environment (CBE) (Leslie Uptain)
   - Met on April 14.
   - Reviewed two presentations by sub-councils: Pavagen Tiles, tiles that allow for storing energy as they are walked on, and the continued use of the Riverside 7535 building by the College of Veterinary Medicine. The Pavagen Tiles were met with concerns and the CBE does not support the proposal as is. The continued use of the Riverside 7535 building was approved, however the CBE will put forth that the facility will be open in one year's time and others can vie for the space.
   - Two processes were reviewed: the Space Allocation Process and the New Construction Prioritization Process as the processes will be utilized to review requests in the upcoming meetings.
   - The proposed Reveille Statue at the North Plaza of Kyle Field will not be supported by the CBE.
   - THECB Facilities Inventory Audit – coming up in one month. Coordinating Board has selected a sample population of 35 spaces to ensure that the spaces are being utilized as reported.
   - Public Art Policy – the DCR was requested to review the policy to identify if competition should be the reason art is approved or if the act of a gift is why art should be approved. Reviewed policies at other institutions. We will review for the next meeting.

3. Diversity Operations Committee (Carmen Espitia)
   - Met on April 10.
   - Presentations by:
     - Jennifer Reyes, Director for Assessment and Diversity Initiatives presented on metrics using the Diversity Plan Accountability Reports submitted by the Colleges and Divisions.
     - Lynn Barnes, Director for Recruitment provided an Admissions Update for Fall 2015 and Recruitment Efforts.
     - Dr. Stanley presented on 2014 Diversity and Climate Assessment Reports – Best Practices and Feedback.

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Meeting held on March 26.
   - Focusing on high impact learning processes and tracking student commitments
   - QEP video at http://aggiescommit.tamu.edu/

5. Strategic Reallocation Sub-Council (Faith Stringer)
   - Did not meet.

6. Task Force on Campus Emergencies (Toni Eubanks)
   - Did not meet.
   - Issue was raised about why no Code Maroon was announced when "Ring Day" event was closed due to weather. Code Maroon is issued based on impact.

7. Council on Climate & Diversity (CCD) (Linda Bair)
   - No report at this time.

8. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
   - No report at this time.

9. Transportation Services Advisory Council (TSAC) (Veronica Sprayberry)
   - TSAC Follow Up to Questions from last month's meeting
     - Question: Instead of punishing all retirees by revoking the free parking permits, why not ticket the abusers and revoke their permits?
     - Answer: We do have a way to identify those misusing the permits and do address these instances. The issue isn't solely about abuse; this is only one facet. The larger issue is providing free parking for one constituent group means all the other constituencies are subsidizing their parking use. We have been addressing and eliminating free parking over recent years to help ensure a fair system where each customer who uses it contributes. This strategy is key to keeping permit prices at a minimum and limiting permit price increases. Although permit prices will increase by 3% this fall, we have been able to go five years without price increases while many universities across the nation have inflationary increases every year.
     - Question: Is Transportation overselling parking lots on campus? It's close to impossible to get a spot in Lot 73 between 10:00 a.m. and 2:00 p.m. even though it's a gated lot. I hate to even leave for lunch because I'm afraid there won't be a place to park when I return. Many times I see what appears to be students leaving the lot and heading toward the Wehner Building.
     - Answer: In recent years, we had seen a decline in employee demand for parking in Lot 73 and there were not enough employees who wanted to park there to fill the lot. As such, the lot was consistently under filled and employees had their pick of many empty spaces. When this pattern continued, in 2013, we made a decision to allow graduate students to also request Lot 73. We

always leave some spaces available for new employees but fill the remaining empty spaces with students who historically were having to park further away. Anytime we start adding students to a historically employee-only lot, we do so very conservatively, collect much data, and increase the number of students gradually to ensure we don't overcrowd the lot. We have done this in Lot 73 over the past two years and now feel like it has settled out so that it is being used more fully most of the time; still, our goal is to have the lot 95% full at peak times – not 100% full. I have checked our database and we have NO record of Lot 73 being full at any time during this academic year. It should "feel" more full than it has in the past, but at no time (except a special event, such as a home football game day) should a permit holder not be able to find a place to park. I see the person wrote "it's close to impossible to get a spot"…. But not that they could not find a space. It seems as though they may just be experiencing a change in what they have seen in years past. Please have them call the dispatch office at 845-0057 if there is ever a time they arrive in their lot and there is NO place to park.

- Met on April 1.
- Parking Issue: There was a lengthy discussion about a lack of parking for vet students around the Vet School. The lack of spaces is a temporary problem as building construction has decreased the number of spaces near the TIGM and TIPS buildings. As a temporary solution, they are changing lots 49 and 71A from "any valid permit" lots to single permit lots in Fall 2015. By Fall 2016 the construction should be complete and the surface lots around the TIGM and TIPS buildings should allow for plenty of student parking. It's not yet known whether lots 49 and 71A will go back to "any valid permit" status at that time. They will reassess when the time comes.
- Transit Update: TAMU has acquired 10 new and 5 used 40' buses. They will have a total of 86 buses in the fleet next fall and will begin to take aging buses offline in cycles to refurbish. In Fall 2015, they plan to increase their service hours by over 10K. Route 3 will be a new route that will service White Creek dorms and Wehner. There will be three buses on the route and it will provide 10 min. service. They will also be adding more service hours to existing routes that are currently overcrowded.
- The proposed parking permit rate increases have been approved. The increase will be 3% for the next five years and likely a 2% increase on an ongoing basis thereafter. See http://transport.tamu.edu/Parking/faqpermit/info.aspx for projected rates for each lot type.
- Next meeting scheduled for May 6.

10. University Dining Services (Ann Kellett)
    - No report at this time.

11. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
    - Meeting scheduled for April 23.

12. Division of Administration – Finance Working Group (Toni Eubanks)
    - Group will begin gathering input from staff and other constituencies on financial issues and ideas for improvement.
    - Next meeting is April 24.

13. VP For Student Affairs Search Committee (Jennifer Le Grévellec)
    - Both candidates will be meeting one on one with President Young in next few weeks.

14. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
    - No report at this time.

15. Academic Calendar Task Force (dormant) (Jenny Kenley)
    - No report at this time.

16. University Work Life (dormant)
    - No report at this time.

X. New Business

- Esteemed Staff SAP is being updated. Janelle Ramirez was asked if it might be possible to add email to list of benefits.
    - Rebecca Morgan reported that Janelle sent an information request to Cheryl Cato. It may be possible for all retirees to have an opportunity to maintain a university account through Google. Waiting on confirmation.

XI. Old Business

- Finalizing proposal for SAP updates to include staff participation on search committee and reviews for Deans, Department Heads, and Provost. This proposal will be evaluated and reviewed by the Provost's office.

XII. Announcements:

- Graduation ceremonies – May 8-9, 13-16, 23, and 27
- Annual Wellness Exams should be completed by June 30 to avoid $30/mo premium increase (allows time for insurance to report completion to system)

XIII. Meeting Adjourned

- Moved by Veronica Sprayberry and seconded by Willie Hobbs at 3:14 p.m.

Next USC Meeting: May 19, 2015 at 8:30 am – 10:30 am in Houston Building, Room 110

2014-2015 Executive Officers

Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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 19, 2015
8:30 a.m. – 10:30 a.m.
110 Houston Building

Members Present: Andy Armstrong, Linda Bair, Kathy Beladi, Julie Bishop, Lisa Blum, Linda Brochu, Lisa Brown, Courtney Charanza, Susan Edmisson, Carmen Espitia, Toni Eubanks, Les Fiechtner, Kenneth Hackney, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Melissa Loyd, Sharon LeMieux, Robbie Lukeman, Rebecca Morgan, Jesús Palomo, Veronica Sprayberry, Reneé Weidemann, and Joey Wylie

Members Excused: Michele Beal, Crystal Berryhill, Nikki Cavendar, Willie Hobbs, Ann Kellett, Faith Stringer, Tim Sweeney, Leslie Uptain, and Julie Zercher

Members Unexcused: Arranna Bennett, Sheryl Hornback, and Sonia Jimenez

Visitors Present: Erick Beck (Division of Marketing & Communications), Meagan Kee (SSC), and Linda Huff (ESAC)

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 8:30 a.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Kathy Beladi)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Erick Beck (Division of Marketing & Communications)
Meagan Kee (System Staff Council representative)
Linda Huff (Engineering Staff Advisory Council representative)

IV. Presentations
Erick Beck, Director of Division of Marketing & Communications, gave an overview of the new website that they have been developing for the past year (www-dev.tamu.edu). The new site has been mostly designed for prospective students and their parents. The main page will also feature dynamic looping videos and areas that most of this market wants to know about - Majors and Minors, Tuition and Costs, and Financial Aid. The bottom links will be in a footer across all pages on the site and will be the most used links according to analytics. If staff have any suggestions for them to consider – please send email to webmaster@tamu.edu.

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)
Reneé Weidemann moved to approve minutes from meeting on April 21, 2015. Seconded by Susan Edmisson. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

Current balance is $11,294.56.

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

- No update yet on SAP suggestions submitted to the Provost Office for staff and student participation on search committees and reviews for Deans, Department Heads and Provosts.
- Spring forum – President will not likely be available to present. EOs will discuss other options. Please submit suggested speakers/topics to staff@tamu.edu.
- EOs will be scheduling a meeting with President Young.
- We are looking for USC meeting sites for 2015-2016. Rooms must have TTVN capabilities and seating for 40+. If you know of a possible meeting space please email staff@tamu.edu.
- Staff Tuition Assistance: Washington's program covers up to 6 credits per quarter, but is not mandatory for all colleges to participate and is identified as "space available basis." Utah's program covers ½ of the tuition after being employed at least 75% effort for 6 months. EOs are reviewing and will write a request to present during their meeting with President Young.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
   - Met on May 5.
   - Discussed the appointment of the chair to attend the SEBAC meeting. The SEBAC (State Employee Benefits Advisory Council) meeting is open to all employees.
   - Les plans to attend SEBAC on May 20 and will give update at next USC meeting.
   - Next meeting scheduled for June 2.

2. Staff Scholarship Committee (Jenny Kenley)
   - Have received 18 applications for the USC Staff Scholarships.
   - Applications will be collected through May 31st.
   - The committee will meet to review applications in early June.

3. Staff Emergency Fund (SEF) Committee (Reneé Weidemann)
   - Did not meet.
   - The committee plans to begin fundraising efforts soon.
   - Gathering information for advertising.
   - One keystone request came in for assistance. The employee was referred to other resources since SEF is not accepting applications yet.
   - Current balance is $666.27 after administrative fees were removed.

4. Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)
   - Did not meet.
   - Thank you letters to donors have been sent out.
   - Committee finishing best practices manual for next year.

5. Elections Committee (Julie Bishop)
   - Executive Officers for 2015-2016 are:
     - Chair – Toni Eubanks
     - Vice-Chair – Andy Armstrong

- Secretary – Leslie Uptain
- Treasurer – Willie Hobbs
- At-Large Members – Reneé Weidemann and Julie Zercher

- General elections are taking place for 14 representatives whose terms are expiring in August. Election results due back to Willie Hobbs by May 31. Special election will be held to replace Tim Sweeney.

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Tim Sweeney)
   - Did not meet.

7. Communications Committee (Veronia Sprayberry)
   - Have not met. Plan to meet the first week of June
   - Have outline and questions posed with website person
   - Current USC Website being reorganized and prepped for when new web template incorporated.
   - Committee has selected new website template with EO's approval.
     a. Outreach (Matthew Johnson)
        - One new employee orientation was held but was unable to attend.
        - Looking for replacement on this committee to replace Matt – once a month for about 5 minutes at GSC.
        - Working on lining up speakers for June, July and August.

8. Bylaws Committee (Susan Edmisson)
   - Did not meet.

9. Keystone Report (Toni Eubanks)
   - QUESTION: "Is the emergency staff fund no longer available? The web page shows an error when clicking on it from your site.
     - ANSWER: Apologies, we've been making some changes to the site and the link broke. It should be fixed now. http://staff.tamu.edu/WhatWeDo/StaffEmergencyFund.aspx. We are still at the stage of collecting funds so we are not open for applications quite yet.
   - QUESTION: I have bill due today. How can I apply for assistance through the Staff Emergency Fund?
     - ANSWER: At this time we are unable to accept applications to the Staff Emergency Fund until we have sufficient funds to support incoming requests. This program is supported by donations, which we are still trying to secure. Additionally, when the program is fully underway, it could take up to 10 days to receive funds once an application is approved. For a current listing of local resources, visit www.211texas.org.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - Meeting cancelled for April 23.
   - Committee approved: (by email)
     - Two cameras at the Veterinary School for watching pigs from 5 PM to 8 AM as part of a research project until Dec. 2016.
     - Two cameras were requested for the Band Hall Building (0448) for the personal safety of individuals getting mail from the facility in the building reduce theft of mail and packages.
   - Next meeting is scheduled for May 21.

2. Council on Built Environment (CBE) (Leslie Uptain/Andy Armstrong)
   - Reviewing statue and monument policy on campus.
   - Open academic space is being reviewed and deans are submitting proposal requests.

3. Diversity Operations Committee (Carmen Espitia)
   - Did not meet.

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Did not meet.

5. Strategic Reallocation Sub-Council (Faith Stringer)
   - No report.

6. Task Force on Campus Emergencies (Toni Eubanks)
   - Did not meet.
   - As a follow up about Ring Day Notification. Currently tornado warnings are the only weather-related concerns sent out on Code Maroon.

7. Council on Climate & Diversity (CCD) (Linda Bair)
   - No report at this time.

8. Faculty Workplace Climate & Diversity Committee (Reneé Weidemann)
   - No report at this time.

9. Transportation Services Advisory Council (TSAC) (Robbie Lukeman)
   - Met on May 6.
   - Get to the Grid update
     - New home is Momentum Bank Plaza with 1000 spaces and may be able to park an additional 200-300 along the curb.
     - Will pick up additional 1000 temporary spaces at the Kyle Field lay down area for 1 to 2 years possibly.
   - Permit Rate Increase Feedback
     - Sent out 40,000 emails and only received 30-35 responses.
   - Route 12 Update
     - Route runs between campus and Blinn
     - Currently have capacity issues. Will use bigger buses but also looking at route issues on Spring Loop.
   - Retiree Permits
     - Still open for discussion with the campus community.
     - There is a proposal to shift away from free to some sort of charge.
   - Northside Garage
     - The city will be updating University Drive with medians and signal changes which will eliminate the left turn from University into the garage. No specific timeline given for implementation.
     - In the spring, data was collected on the in/out times for the garage.
     - In the fall, the University Drive entrance will be closed temporarily to collect data on in/out times to compare to spring data.
     - This is being done to determine what the impact would be if that entrance was closed.
     - Park and rides – from mall and Walmart in College Station and church in College Station.

10. University Dining Services (Ann Kellett)
    - No report at this time.

11. 2015 Energy Action Plan Advisory Committee (Kathy Beladi)
    - Met on April 23.
    - Will be making recommendations for transitioning to 2020 Energy Action Plan.
    - Sustainability needs to continue to be in line with University goals.
    - We have seen 45% energy reduction since 2002.
    - Will propose to continue 10% reduction per year for next 5 years. Committee felt like this was an attainable goal even with the addition of additional buildings on campus.

12. Finance Working Group (Toni Eubanks)
    - Michael O'Quinn, Vice President for Government Relations, gave an update on the legislative session. For more information, visit Texas Legislature Online at www.capitol.state.tx.us.

13. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
    - No report at this time.

14. Academic Calendar Task Force (dormant) (Jenny Kenley)
    - No report at this time.

X. New Business

- 1st and 2nd year member photographs will be taken following the June meeting.
- Need meeting sites for the 2015-16 year, area will need seating for 40+ and TTVN capabilities.
- Annual Report: Members are asked to contact their Division or College Dean and request an award listing for their Division or College. Committee Chairs are asked to complete a summary for their committee work or projects during FY2015.

XI. Announcements:

- Annual Wellness Exams should be completed by June 30 to avoid $30/month premium increase (allows time for insurance to report completion to system).

XII. Meeting Adjourned

- Moved by Les Fiechtner and seconded by Lisa Brown at 9:22 a.m.

Next USC Meeting: June 16, 2015 at 1:30 pm – 3:30 pm in Richardson Building, Room 319

2014-2015 Executive Officers

Chairperson: Jennifer Le Grévellec
Vice Chairperson: Toni Eubanks
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 16, 2015
1:30 p.m. – 3:30 p.m.
309 Richardson Building

Members Present: Andy Armstrong, Linda Bair, Arranna Bennett, Lisa Blum, Lisa Brown, Courtney Charanza, Susan Edmisson, Toni Eubanks, Les Fiechtner, Willie Hobbs, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Sharon LeMieux, Melissa Loyd, Rebecca Morgan, Veronica Sprayberry, Faith Stringer, Leslie Uptain, and Julie Zercher

Members Excused: Michele Beal, Kathy Beladi, Crystal Berryhill, Julie Bishop, Linda Brochu, Nikki Cavendar, Carmen Espitia, Kenneth Hackney, Sheryl Hornback, Ann Kellett, Robbie Lukeman, Reneé Weidemann, and Joey Wylie

Members Unexcused: Jesus Palomo, Sonia Jimenez and Doug Sweet

Visitors Present: Kelly Wellman, Katy Dunn, John Lingsweiler, Bryan Fruge, Mike Caudle, Mashalle Gomez, and Jenna Truelove

USC Administrative Assistant: Rose Berryhill

Agenda Items:

I. Call to Order (Jennifer Le Grévellec)
At 1:30 p.m. Jennifer welcomed everyone and called the meeting to order.

II. Roll Call (Leslie Uptain)
Member roll called.

III. Visitors Recognized (Jennifer Le Grévellec)
Kelly Wellman (Office of Sustainability), Katy Dunn (College of Architecture), John Lingsweiler (School of Rural Public Health), Bryan Fruge (College of Education), Mike Caudle (Associate VP Academic Services), Mashalle Gomez (University Libraries) and Jenna Truelove (Vice President for Finance & Administration)

IV. Presentations
Kelly Wellman, Sustainability Officer of the Office of Sustainability gave an overview of using our resources responsibly by meeting needs of the present without sacrificing the ability of future generations to meet those same Environmental, Economic or Social needs. Departments and Colleges can plug in through the Sustainable Office Certification (SOC) and through the Aggie Green Fund. If you have questions, suggestions or would like to schedule a presentation, email sustainability@tamu.edu or visit http://sustainability.tamu.edu.

V. Minutes Reviewed/Approval (Jennifer Le Grévellec)

Matthew Johnson moved to approve minutes from meeting on May 19, 2015. Seconded by Veronica Sprayberry. Approved unanimously.

VI. Treasurer's Report (Michele Beal)

Current balance is $10,943.45.

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

- Met on Thursday, June 11.
- Matt is stepping down as Chief of Staff effective June 12.
- Toni and Jennifer will be meeting with Jessica Rubie, Liaison to the President, the first week of July.
- President Young will be meeting with the Executive Officers at the end of August to discuss USC goals and the Fall Forum.

VIII. Reports from USC Committees

1. Work-Life & Benefits (WL&B) Committee (Les Fiechtner)
   - Met on June 2.
   - Discussed SEBAC meeting and reviewing the appointment of the WL&B Chair as an ad hoc member. Discussed upcoming leadership changes.
   - Discussed report outcome of the May 20 SEBAC Meeting.
   - Next meeting July 7.

2. Staff Scholarship Committee (Jenny Kenley)
   - Received about 37 applications.
   - Currently checking eligibility of applicants.

3. Staff Emergency Fund (SEF) Committee (Reneé Weidemann)
   - Met on June 1.
   - SEF Account Balance as of June 5 was $796.55.
   - The SEF has a design to use for fundraising and advertising. It is currently displayed on the USC home page.
   - The SEF page has been revised to focus more on donating with links at the bottom for eligibility requirements and application procedures.
   - We hoped to have a blue jean fundraiser in July and a bake sale in the fall; however, fundraising and advertising efforts are temporarily postponed until OGC/HR/outside tax counsel completes their review of SEF documents/procedures.

4. Staff Appreciation Week (SAW) 2015 Committee (Andy Armstrong)
   - Did not meet.

5. Elections Committee (Willie Hobbs)
   - Did not meet.
   - Doug Sweet is replacing Tim Sweeney.
   - General elections were held and fourteen new members have been selected, with two groups requesting an extension to complete their elections and two additional groups will not be filling their open positions.

6. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Leslie Uptain)
   - Did not meet.

7. Communications Committee (Veronica Sprayberry)
   - Met June 4.
   - The page layouts and structured content for the new USC website were fleshed out and the final assignment from the Provost Information Technology Office (PITO) was completed and submitted.
   - Once PITO has responded to the design requests, the committee will work closely with them to fill in any gaps necessary in order for the construction of the site to begin.
   - Members were also reminded to submit photos from their departments/units of "staff at work."
     a. Outreach (Matthew Johnson)
        - New employee orientation held on June 10.
        - Seeking new sub-committee chair

8. Bylaws Committee (Susan Edmisson)
   - Did not meet.

9. Keystone Report (Toni Eubanks)
   - Are non-affiliated employees (Aztec custodial for Transportation Services) in any way eligible for the staff emergency fund?
     - No. Applicants must meet these requirements.
       - Applicants must be in an active, benefits eligible, non-faculty, university staff position.
       - Applicants must have at least one year continuous employment as a Texas A&M staff.
       - Applicants must not have received a SEF grant within the past two years.
       - Applicants must have experienced a temporary financial hardship* to be awarded funds.
       - Applicants must not be an active member of the University Staff Council.

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

1. Audio Visual Surveillance Technology Committee (AVST) (Les Fiechtner)
   - May 28 meeting was cancelled
   - Via email Approved: additional cameras to the Veterinary Medical Education Complex buildings
   - Via reviewed requested cameras: Veterinary Small Animal Hospital, Buzbee Learning Center Lounge, TTI Headquarters, Transportation Services server racks, campus police parking lot
   - June 11th – will review requests for cameras in the football locker room in a limited view area and transportation services' request to not follow 31 day standard of retention of footage as there's a higher requirement for credit card usage retention (90 days).
   - Next meeting June 25.

2. Council on Built Environment (CBE) (Leslie Uptain/Andy Armstrong)
   - Did not meet.

3. Diversity Operations Committee (Carmen Espitia)
   - Scheduled to meet on June 18.

4. Quality Enhancement Plan (QEP) (Lisa Brown)
   - Did not meet.
   - Next meeting scheduled for July 7.

5. Council on Climate & Diversity (CCD) (Linda Bair)
   - Did not meet.

6. University Dining Services (Ann Kellett)
   - Did not meet.

7. Finance Working Group (Toni Eubanks/Willie Hobbs)
   - Did not meet.

8. SEBAC (Les Fiechtner)
   - Met on May 20.
   - Self-funded health care; total budget $150 Million for system. High costs of extreme claims has started conversations of programs to decrease risk of usage.
   - Increase of healthcare to non employee-only plans of approximately 7%.
   - 5 year cycle means bids next year for healthcare.
   - New program, "Naturally Slim" was discussed.

9. Task Force on Campus Emergencies (Toni Eubanks)
   - Did not meet.

10. Strategic Reallocation Sub-Council (Faith Stringer)
    - Dormant

11. Energy Action Plan 2015 Advisory Committee (Kathy Beladi)
    - Next meeting will be Fall 2015.

12. Transportation Services Advisory Council (TSAC) (Veronica Sprayberry/Robbie Lukeman)
    - Did not meet.

13. Faculty Workplace Climate & Diversity Committee
    - Dormant

14. Council for Strategic Budgeting (CSB) (Jenny Kenley/Robbie Lukeman)
    - Dormant

15. Academic Calendar Task Force (Jenny Kenley)
    - Dormant

16. University Work Life
    - Dormant

X. New Business

1. Step In and Stand Up Campaign
   - Student led initiative centered on Title IX. Video being created to disseminate information to students, hopeful to show at Fish Camp.
   - Working to create a comprehensive list of programs that exist across campus to address these issues.
   - Creating a survey to assess the percentage of the campus population that experience these behaviors.

- Purpose of the campaign is to raise awareness.

2. Resident Hall Move-In Assistance Day is Sunday, August 23, 2015. To volunteer, sign up at http://reslife.tamu.edu by Friday, August 7, 2015.

XI. Old Business

- Received response from Dean of Faculties that they will not move forwarded with requested SAP changes to include staff and students involvement in selection and reviews of Department Heads, Deans and Provosts.
- Meeting sites for 2015-16 need to be determined. Room must have TTVN capabilities and seating for 40+.
- USC Annual Report is being drafted. Be sure to submit college/division awards to Toni Eubanks to be included in report. Each internal committee chair should also submit a summary for their respective committee.
- Internal committees selection is due by June 30. Still looking for reps for external committees.

XII. Announcements:

- Annual Wellness Exams should be completed by June 30 to avoid $30/month premium increase (allows time for insurance to report completion to system).
- Benefits Fair July 9 and 10.
- Annual Benefits Enrollment coming up.
- Campus Carry did pass and the official statement from the university identified that they would consult with students, faculty, staff and the Board of Regents.

XIII. Meeting Adjourned

- Moved by Toni Eubanks and seconded by Les Fiechtner at 2:49 p.m.

Next USC Meeting: July 21, 2015 at 8:30 am – 10:30 am in Houston Building, Room 110