

2016-2017 Executive Officers

Chairperson: Susan Edmisson
Vice Chairperson: Doug Sweet
Secretary: Elizabeth Scanlin
Treasurer: Willie Hobbs
At-Large: Andy Armstrong
At-Large: Casey Ricketts



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

**University Staff Council (USC)
Meeting Minutes
November 15, 2016
8:30-10:30 a.m.
Rudder Tower, Rm. 601**

Members Present: Sheila Amos; Andy Armstrong; Deborah Barnett; Cari Bishop-Smith; Thadeus Bowerman; Courtney Charanza; Kari Curtis; Kathleen Dunn; Rebecca Eaton; Susan Edmisson; Mary Lu Epps; Toni Eubanks; Mashalle Gomez; Judi Haas; Dr. Kenneth Hackney; Sarah Henrichs; Willie Hobbs; Ross Jarvis; John Kay; Julie Kuder; Sharon LeMieux; Lisa Mata; Renee O'Banion; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Doug Sweet; Jenna Truelove; Julie Zercher

Members Excused: Pamela Gentry; Sandra Harnden; Dana Hernandez; Melissa Loyd; Joy Monroe; Elena Watts; Johna Wright

Members Unexcused: Mary Schubert

Visitors Present: Liz Galvan for Pamela Gentry

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Susan Edmisson)

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

II. Professional Development Training (Andy Armstrong)

a. Professor Nancy Street, Instructional Professor-Communication

i. Communications-Public Speaking, Introduce Yourself, Know Mission

b. Feedback Documents

III. Special Guest Speakers (Lilia Gonzales, University Architect; Dana Dixon, AIA, LEED AP BD +C, Senior Associate from Ayers Saint Gross Consulting Firm)

a. Campus Master Plan

i. Located on TAMU website at campusplan.tamu.edu

IV. Roll Call (Elizabeth Scanlin)

Member roll called.

V. Welcome of Visitors

VI. Approval of Meeting Minutes (Susan Edmisson)

October 12, 2016 Meeting Minutes- approved with amendments to be made; moved by Doug Sweet. Seconded by Jenna Truelove.

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VII. Reports

a. Treasurer Report (Willie Hobbs)

- i. \$11,285.93 in General Budget Available
- ii. \$2,520.80 in Professional Development Available

b. Keystone Report (Doug Sweet)

- i. 6 total keystone reports in executive review

VIII. Reports from USC Committees

a. Elections Committee (Mashalle Gomez/Sandra Harnden)

- i. Committee went over Election Committee SOP's and discussed additions. The committee was on board with the revisions and recommend to incorporate to standing document.
- ii. Election Process Timeline
 1. Four months before election (January): Request reports to identify any necessary representation changes due to organizational changes and division staff count
 2. USC representation guidelines:
 - A. One elected representative per College
 - B. One elected representative for each of the Vice President's divisions, additional representatives for every 200 staff members within a Division
 - C. One elected representative for the Office of the President
 - D. Extend invitation to unrepresented groups
 3. Two months before election (March): Elections Committee chair will notify outgoing members to remind them of their responsibility to conduct the election of their replacement. If the position is vacant, the Elections Committee Chair will inform unit head of upcoming election. Unit names election coordinator (submit to Elections Committee Chair) if there is no outgoing committee member to conduct the election. USC Elections Committee Chair sends nominations packet to unit elections coordinator/outgoing member.
- iii. We Discussed being more involved with Outreach to help get the word out more regarding elections and enhancing the desire for staff to serve
- iv. We would like to keep track of the number of individuals running to use as a baseline this year so that we can institute measures for the upcoming years. The Election

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Committee processes will be enhanced to keep more election data for use in annual elections.

- v. We discussed the process and guidelines for elections and decided to follow-up in January to go over the numbers of representatives by division/college for elections. Also worked on a process and the guidelines for yearly elections and plans to follow-up in January when reviewing the number of representatives needed by division/colleges.
 - vi. The Chair informed the USC representatives the Election Committee needed a chair. If a representative is interesting in serving in this capacity please contact her.
- b. Staff Emergency Fund (SEF) Committee (Katy Dunn/Judi Haas)**
The Staff Emergency Fund committee met three times via WebEx
- i. reviewed 3 applications
 - ii. The committee funded 1 application and have 1 application on hold due to our balance being \$433 which is less than what we would like to provide for funding on the application. We hope to receive some funds from President Young soon, however we can't rely on that and we must find a way to make the fund self-sustaining.

We would like to encourage USC members to do a few things to promote the fund:

1. Include a link to donating to the Staff Emergency Fund in their email signatures
2. Talk about the fund in your brief to your constituents this month, and ask them to consider donating
3. Consider sending an email to faculty about the fund and how to donate as well
4. We are working on a letter to departments/colleges to ask for donations
5. We would love some good fundraising ideas and physical help in implementing them
6. Consider a monthly payroll deduction yourself (I have forms with me) you can donate as little as \$5

For new members who may not be aware of the Staff Emergency Fund. It is a program created by the USC that has been running for about a year now. It took quite a lot of time and hard work to be implemented, and it would be a shame for it to not be successful. We receive requests for funding from staff members who are experiencing a temporary hardship due to a significant life event. Including, but not limited to:

death of a family member

natural disaster (fire/flooding/tornado/hurricane, etc.)

serious illness/critical injury

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To date, the SEF has provided over \$9,000 in financial assistance to fellow Texas A&M Staff members.

The USC chair concluded that the Executive Committee and Vice President Abercrombie feel that fundraising should not be a major focus representatives. Hopefully, the USC can partner with a significant campus event to promote SEF donations.

c. Outreach (Renee O'Banion/Julie Zercher)

- i. We have met twice since our last USC meeting
- ii. We elected our Chair-Renee O'Banion and Co-Chair-Julie Zercher
- iii. A poll that will be sent soon to all current USC representatives.
 1. The poll will be quick, we are looking for 100% participation. It is really important because your answers will bring guidance to our committee and show us where we can best help you reach out to your constituents.
- iv. We are also working on a poll to be sent to all TAMU staff

d. Communication (Mary Lu Epps)

- i. The committee is partnering with HR to do USC website maintenance. Transition plans are in progress. The Communications committee will continue to be responsible for reviewing and providing updates for content

IX. Reports from Special Committees, Working Groups or Appointments

a. Audio Visual Surveillance Technology Committee (AVST) (John Kay)

Did not meet. Discussed via email several requests for placement of surveillance cameras around campus. All but one were approved.

b. President's Council on Climate & Diversity (CCD) (Elizabeth Scanlin)

The President's Council on Climate and Diversity met October 19, 2016, The AgriLife Center, Rm 201, 3:30-4:30pm.

- i. After welcome and introductions of members by Vice Chancellor and Dean of Agriculture and Life Sciences, Mark A. Hussey; the Council Charge and Campus Diversity Update were given by Vice President and Associate Provost for Diversity, Christine A. Stanley. Dr. Hussey explained the upcoming review process.
- ii. Online-access to unit diversity reports will be posted by December 2016.

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- iii. The next meeting is scheduled for February 3, 2017 from 9-5pm where each College and Division will submit their 1 page brief and 10 minute presentation about their diversity goals.
- iv. More information can be found on the TAMU Office of the Provost & Executive Vice President Web Page Climate & Diversity — Office of the Provost and Executive Vice President

c. Transportation Services Advisory Council (TSAC) (Susan Edmisson)

The committee met November 2, 2016.

- i. The major topic of discussion was 24-hour reserved parking spaces:
 1. Transportation Services manages 36,000 parking spaces, and of those, 2,153 are 24-hour reserved spaces, and the bulk are in Northside Garage, University Center Garage (UCG) and Lot 15. The rest are scattered mostly near the heart of campus: Lots 6, 7, 14, part of 19, 21, 22, 23, 28, and 29.
 2. We've managed reserved spaces since the late 1980s, but have eliminated them where demand has waned. We try to maintain supply and demand at equilibrium. There are some big inefficiencies with reserved numbered spaces.
 3. While they don't take up a lot of our inventory of spaces, not being to free them up for big events and conferences is problematic.
 4. It was noted, however, that those spaces provide a service to faculty and staff and those who work at night.
 5. In times of budget shortfalls, our ability to provide our faculty good parking is a perk that fills the gap in some cases.
 6. There was a presentation with updated information on Lot 88 (GSC parking lot).
 - A. Lot 88 has always been an "Any Valid Permit" lot, and became a radar issue recently
 - B. as the student population has grown by 20% in the last four years. The lot went full on September 9th, when 150 non-affiliates attended a conference held there
 - C. As a result, data was collected and there was a meeting with GSC administrators to come up with solutions. At the meeting, the GSC constituents agreed that a push toward carpooling for large meetings and shuttling in large crowds might solve some of the problems

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- D. It was agreed that policies would not change now, but Lot 88 would continue to be monitored, and a plan of action could be put into place if needed
- E. There was specific discussion regarding some problems with Lot 6. Some suggestions were made and are being considered. Several bus route modifications were discussed, with the purpose of the changes being to have more buses running where the need is greatest and fewer buses running where there is less need.

d. University Dining Services (Melissa Loyd)

- i. An update on completed locations and upcoming ones:
 - 1. Starbucks in the Corps. Commons will have a residential style eating area, a grab-n-go area and a convenient store area.
 - 2. Vet Med is scheduled to have improvements in the Spring
 - 3. Next Fall will be improvements in the Engineering complex
 - 4. Late Night Breakfast is scheduled for Dec. 7 at Sbis Dining Hall.
 - 5. Working on a way to raise food for local food bank- Please see the flyer about University Dining events for Thanksgiving

X. Announcements

- a. The council will not have a presentation professional development in December. The December meeting will be for representatives to finalize and review committee goals.
- b. Representatives asked to turn in Feedback on Goals Setting by the December meeting.

XI. Meeting Adjourned

- a. Moved by Toni Eubanks and seconded by Willie Hobbs at 10:30am

REMEMBER TO DONATE TO THE USC – STAFF EMERGENCY FUND with a [monthly payroll deduction](#), one time [online donation](#), or by a check made payable to the “Texas A&M Foundation”, indicating on the memo line “Staff Emergency Fund (05-73738)”. The check can be sent to the USC office at 1358 TAMU.

Next USC Meeting: December 20, 2016; 1:30 am –3:30 am; Rudder, Room 601