

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  
January 17, 2017  
8:30-10:30 a.m.  
Rudder Tower, Rm. 601**

**Members Present:** Sheila Amos; Andy Armstrong; Cari Bishop-Smith; Courtney Charanza; Rebecca Eaton; Susan Edmisson; Toni Eubanks; Pamela Gentry; Dr. Kenneth Hackney; Sandra Harnden; Sarah Henrichs; Dana Hernandez; Willie Hobbs; Ross Jarvis; John Kay; Julie Kuder; Melissa Loyd; Joy Monroe; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Elena Watts

**Members Excused:** Deborah Barnett; Thadeus Bowerman; Kathleen Dunn; Mary Lu Epps; Mashalle Gomez; Judi Haas; Sandra Harnden; Sharon LeMieux; Renee O'Banion; Johna Wright; Julie Zercher

**Members Unexcused:** Lisa Mata

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Susan Edmisson)**

Meeting officially called to order at 9:40 a.m. after professional development presentation.

**II. Professional Development (Rebecca Eaton)**

**"Managing Your Time"** - J.J. Macias, Sr. Training & Development Consultant, HR Employee and Organizational Development

Prioritize and schedule your tasks; start with the highest priorities. Leave unscheduled 35-50% of your time for dealing with unplanned events. Identify tools for improving time management. Learn what drives you – it will help you in planning and prioritizing.

**III. Roll Call (Elizabeth Scanlin)**

Member roll called

**IV. Approval of Meeting Minutes (Susan Edmisson)**

Melissa Loyd moved to approve December 20, 2016 Meeting Minutes and Kelly Pampell seconded. Minutes were approved by members.

**V. Reports**

**a. Treasurer Report (Willie Hobbs)**

- i. \$10,943.77 in General Budget Available
- ii. \$2,242.40 in Professional Development

**b. Keystone Report (Doug Sweet)**

- i. 4 received; 1- spam, 3- sent to committees for review

**VI. Reports from USC Committees**

**a. Staff Emergency Fund (SEF) Committee (Katy Dunn/Judi Haas)**

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- i. The SEF committee met on Jan 11 and approved one application for funding. We are waiting for more documentation on two applications. Our current balance is \$2,896.75, and we are still waiting on \$3,000 from the president's office. I would like to remind anyone who signed up for payroll deduction that if you signed up in 2016 the deductions are not supposed to continue into 2017, you will need to fill out another payroll deduction form for 2017. We plan to contact people who gave in the past to remind them. I am working with the Staff Appreciation Week committee on how to integrate fundraising for the Staff Emergency Fund into the activities that week.

**VII. Reports from Special Committees, Working Groups or Appointments**

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

- i. Discussed via email several requests for placement of surveillance cameras around campus. All were approved.

**b. Staff Appreciation Week (Elena Watts/Kari Curtis/Melissa Loyd)**

- i. Save the date e-mail with link sent to website for events was sent out; SAW-Feb. 27-March 3
- ii. if you have shift workers, please send in numbers so that they are included
- iii. remote locations can also participate
- iv. departments can also have SAW events

**c. Special Report- Dental College (Willie Hobbs)**

- i. Willie and Mary Schubert visited the College of Dentistry in Dallas. Willie spoke to those she met about ideas for participating in the USC as a remote campus. Mary spoke to them about the TAMU Wellness program.

**VIII. New Business**

- a. A summary of the Outreach questionnaire completed by USC members is being compiled and will be shared with USC members.
- b. The Elections and IERW committee chairs have asked to step down from those duties so we are looking for chairs for those two committees. Please contact Chair if you are interested. As well, the Executive Officer (EO) Committee will be reviewing membership for candidates.
- c. Bylaws and Elections committees still need to turn in their goals for the year
- d. The EO Committee will be sending invitations to committee chairs to meet with them in February to report on progress on committee goals.
- e. Before breaking out for committee work, representatives should complete Professional Development survey for the Time Management presentation.

**IX. General Questions/Committee Breakout**

- a. Broke out into committees to do committee work.

**X. Meeting Adjourned**

- a. Moved by Doug Sweet and seconded by Ross Jarvis to adjourn meeting at 10:30 a.m.

**Next USC Meeting:** February 21, 2017; 1:30 am –3:30 am; Rudder, Room 601