

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



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**University Staff Council (USC)
Meeting Minutes
June 20, 2017
1:30-3:30 p.m.
GSC, Rm. 1213**

Members Present: Andy Armstrong; Sarah Charstecky; Kathleen Dunn; Rebecca Eaton; Susan Edmisson; Toni Eubanks; Mashalle Gomez; Judi Haas; Dana Hernandez; Willie Hobbs; Ross Jarvis; John Kay; Julie Kuder; Sharon LeMieux; Lisa Mata; Joy Monroe; Diane Oswald; Kelly Pampell; Casey Ricketts; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Elena Watts; Julie Zercher

Members Absent: Sheila Amos; Deborah Barnett; Thadeus Bowerman; Kari Curtis; Mary Lu Epps; Pamela Gentry; Dr. Kenneth Hackney; Melissa Loyd; Renee O'Banion; Lisa Reichert; Johna Wright

Visitors Present: Tracy Bush; Aaron Hernandez-College of Architecture

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Susan Edmisson)

At 1:08 p.m. Susan welcomed everyone and called the meeting to order.

II. Dr. Abercrombie, VP for HROE

Dr. Abercrombie informed the council that she would like to form an Ad Hoc group to review the current USC Bylaws. With going on 10 years in service, many changes, and much experience gains, it is time for a deep dive that will position the council to be more efficient and effective in its next years. The group will consist of USC representatives, past USC representatives, and staff that have never served on the council.

Dr. Abercrombie would also like to send a survey to the current representatives for information about their experience on the council, what has worked well, what has not, what has been biggest accomplishment, and what she can do to assist or serve the council better in the future. This survey will be distributed in the fall. The summarized results will be shared with the University Staff Council representatives. She also encouraged current members to run for an Executive Officer position for 2017-2018. She reiterated the support this group has from the President and the upper administration at Texas A&M.

III. Roll Call (Elizabeth Scanlin)

Member roll called.

IV. Welcome Visitors

V. Approval of Meeting Minutes (Susan Edmisson)

May 16, 2017 Meeting Minutes-Approved with amendments to roll and time of June meeting. Motion made by Doug Sweet. Seconded by Rebecca Eaton.

VI. Reports from Executive Officer Committee

a. Treasurer Report (Willie Hobbs)

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- i. \$6,829.55 in General Budget Available
- ii. \$2,242.40 in Professional Development

b. Staff Inquiries/Concerns from Keystone (Doug Sweet)

- i. 16 staff inquiries were received since the last report. Inquiries were grouped into four recommendations, three notifications, seven questions, and two offers of service. The Executive Officers will be implementing a new technique through WebEx whereby they will meet on a weekly basis to review the staff inquiries for that week and make more timely determinations for action. This should significantly speed up response time while maintaining the benefit of multiple perspectives.

VII. Updates from Chair (Susan Edmission)

a. Monthly meeting with Dr. Abercrombie

- i. The Chair and Vice Chair thanked Dr. Abercrombie for her letter of support to Divisions and Colleges involved in the new representative elections for 2017-2018. They responded quickly with election facilitators, and their election processes should be finalized by June 26th.
- ii. Informed Dr. Abercrombie of the Bylaw proposals that will be discussed later in today's meeting.

b. Community Loan Center (CLC) program

- i. Informed membership that Dr. Abercrombie wanted the Council's input on a loan program for staff that would offer an alternative to "pay day" loans. The CLC would partner with Texas A&M through an MOU. The CLC would provide the loans; repayment would be through payroll deductions. HR would manage the program with payroll. The USC would not be involved in the program other than listing this loan program as a resource on its SEF committee page. Information will be mailed out to representatives to review and a vote to endorse the program will be taken at the July meeting.

c. EO Elections will be conducted from June 22 – July 7 at 5pm.

- i. If you have the desire and the availability, you are encouraged to run for office. Don't let not knowing exactly what to do hold you back. As Dr. Abercrombie stated, representatives are encouraged to be involved and work together.

d. Amendments to the USC By-Laws - Ross Jarvis

- i. Presented for discussion were seven amendments to the Council that were a result of the EOC's request to update the committee's language and incorporate its non adhoc committees into the bylaws. Under the bylaws, the council cannot vote on the amendments until the next meeting.
 - 1. Amendment 1 – Relevant section of current bylaws - Article V (A). The change includes the addition of a charge for goals/metrics for all committees and addition of the 5 non adhoc committees. There is no longer a need for "standing" designation.

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2. Amendment 2 – Relevant section of current bylaws - Article V (B). Most of the information in this article was redundant in Article V (A) and not necessary. The committee did reword the first paragraph for clarity.
 3. Amendments 3 – 7 – Relevant section of current bylaws – Article V (A). These amendments added committees to the bylaws that were not previously there, either because they are new or because of a reclassification of committee type. The committees are: Inclusion, Equality and Respect in the Work Place, Outreach, Professional Development, Staff Emergency Fund and Work Life Benefit committees. Each of these committees will be identified as a committee s and list their charge.
- ii. Representatives will receive updated proposals that will include these concise reasons for the proposed amendments. These will be sent 3 or more days before the next USC Monthly Meeting so that a vote can be taken at that meeting.

VIII. Reports from USC Committees

a. Work-Life & Benefits (WL&B) Committee (Johna Wright)

- i. Work Life and Benefits - committee has received several inquiries from staff regarding FMLA, daycare, and sick leave. In collaboration with Human Resources, specific responses were developed. These responses will be sent directly to the requester. The WLB committee has developed a survey to send to peer institutions to guide the USC for a culture of greater opportunity for our staff. Also based on the input from the Executive Officers, we have included a question about parking. All documents pertaining to the survey are attached. Please see documents, titled “USC Peer Institution Survey”, “USC Peer Institution Survey Email Blurb”, and “Vision2020 Peer Institution Contact Information Sheet”. WLB Committee would like to send the survey no later than Monday, July 10, 2017.

b. Staff Emergency Fund (SEF) Committee (Katy Dunn)

- i. The SEF committee has met twice since the last USC meeting. We received two new applications over that time, one was approved the other required additional documentation. We closed one application which has been pending additional documentation since 4/13/2017, it will be reopened if we do ever receive any additional information. We currently only have one application pending. Our balance as of 6/8/17 was \$7,061.18. Final numbers from the Staff Appreciation Fundraising efforts are \$1,120.29 plus \$280 that will be coming in the rest of the year via recurring monthly donations for a grand total of \$1,400.29 raised for SEF during Staff Appreciation Week. I'd like to give a big thank you to USC members who volunteered their time during that week.

c. Professional Development (Rebecca Eaton)

- i. The Professional Development Committee met on Wednesday, May 17th to discuss proposed Professional Development plans for the USC for 2017-2018. The Professional Development Committee then composed and sent a memo to the Executive Committee making the following recommendations:

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1. At least three professional development reflection and discussion sessions during the USC monthly meeting (suggested for August, December, and April) to discuss the prior few months professional development sessions. Activities are also possible when appropriate.
2. Possibility of nine professional development opportunities throughout the year (September, October, November, January, February, March, May, June, and July) that could occur at the USC monthly meeting or separate from the monthly meeting.
3. Professional Development Skills & Competencies to include:
 - a. Goal Setting (Critical beginning of the year component, August/September)
 - b. Communication
 - c. Leadership
 - d. Time Management
 - e. Intentionality
 - f. Followership
 - g. Lynda.com (Source for possible monthly professional development in place of a presentation at the meeting)
4. Add a mentoring opportunity for 3rd and 2nd year members as part of the new member orientation in August.
5. Plan a Full Day (8:30am – 4:30pm) USC all member retreat in September to include professional development sessions (full group sessions, breakout sessions (1st year, 2nd and 3rd year), and team building activities.
6. Executive Officers and Committee Chair will be meeting with Nancy Deleon of EOD to discuss how I EOD could help the USC.

d. Outreach Committee (Doug Sweet)

Shared the outcome of the staff survey. The committee was pleased that 25% of staff responded to the survey, of those that responded:

- i. 15% were very familiar with the USC, 20% had never interacted with the USC, 60% did not know their rep and 90% had never brought a question/concern to the USC
- ii. 80% of staff knew the USC was associated with Staff Appreciation Week and Staff Emergency Fund and over 50% knew that the USC had connection to the established Tuition Assistance Program for staff
- iii. 90% favored email as the best communication to staff
- iv. The open-ended questions that staff would like to see addressed, about 219 staff members submitted a response. These responses will be reviewed and researched after assigned to USC committees.

IX. New Business

- a. Committees begin preparing:
 - i. End of year committee reports to be turned in; used as input to draw up the USC Annual Report
 - ii. Standard Operating Procedures updates
- b. Current representatives will select their committee preference toward the end of this year instead of waiting until the beginning of a new year. Hoping to have committee established mid-July so that the membership can select a chair of the committee, and can get off to a quicker start on goal setting next year.
- c. The plaque presentation for USC terms ending on August 31, 2017 will be given out in the

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August meeting.

- d. The presentation for the July meeting will be from Tim Lomax with TTI. He will be discussing the "Bush/Wellborn Road Project". USC representatives need to complete an online survey for this project prior to the meeting. The survey can be found at <https://www.bwx-bcs.org>.
 - i. Please share the survey with your constituents; TTI needs to have all input for this heavily used intersection on campus.

X. Old Business

- a. Please submit all constituent requests, questions and suggestions through the Keystone System by emailing to staff@tamu.edu for consistency and recorded official responses.

XI. Announcements

- a. Division of Human Resources & Organizational Effectiveness' Annual Benefits Fair is July 21 and 22, 10:00 am - 2:00 pm in the General Services Complex;
<http://employees.tamu.edu/benefits/annual-enrollment/>

XII. Open Discussion

- a. Is there a way for staff or 2 spouses to share their sick leave?
 - i. Mary Shubert responded to the question that there is not a program for shared sick leave however there is a way to donate leave to staff. You have to complete the documentation and apply for the sick leave donation option.
<http://employees.tamu.edu/benefits/leave/sick-leave-direct-donation/>
- b. The letter sent by the president yesterday concerning Faculty and Staff Guidance on Merit Pay; not a clear understanding of the information Item #3 merit will be limited to no more than 15% of budgeted employees within a unit
 - i. Doug Sweet stated that he understood from information he received that the budget office is researching and addressing the issue in hopes to get more clarification out next week.

XIII. Meeting Adjourned

- a. Moved by John Kay and seconded by Katy Dunn at 3:21p.m.

Next USC Meeting: July 18, 2017; 8:30 am –10:30 am; Rudder, Room 601