

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
July 18, 2017
8:30-10:30 a.m.
Rudder Tower, Rm. 601**

Members Present: Thadeus Bowerman; Rebecca Eaton; Susan Edmisson; Toni Eubanks; Pamela Gentry; Mashalle Gomez; Judi Haas; Dr. Kenneth Hackney; Aaron Hernandez-Garcia; Dana Hernandez; Willie Hobbs; Ross Jarvis; Julie Kuder; Sharon LeMieux; Melissa Loyd; Lisa Mata; Joy Monroe; Renee O'Banion; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Elena Watts; Johna Wright; Julie Zercher

Members Absent: Sheila Amos; Andy Armstrong; Deborah Barnett; Kari Curtis; Mary Lu Epps; John Kay; Jenna Truelove

Visitors Present: Newly elected representatives- Melissa Easley, Annie Crump, Darla Guerra

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Susan Edmisson)

At 8:35 a.m. Susan welcomed everyone and called the meeting to order.

II. Presentation- "Bush/Wellborn Road Project" Tim Lomax - <https://www.bwx-bcs.org>

- a. Dr. Tim Lomax and Ms. Madison Metsket-Galarza from Texas A&M Transportation Institute presented a slide show and lead a discussion on the Bush-Wellborn Crossing. With this intersection's high volume of pedestrians, bicyclists, buses, vehicles and trains, the need to redo this intersection has been recognized since 1999. The City of College Station, Texas A&M University and Texas Transportation Institute are working to engage the public in discussion and drive the availability of funding based on project interest. The last project plan developed is to create three levels that include a through road for Wellborn, a bike/pedestrian level, and a lowered road for George Bush traffic. The survey at bwx-bcs.org welcomes opinions and ideas for this project. TTI is encouraging everyone to share their input.

III. Roll Call (Elizabeth Scanlin)

Member roll called.

IV. Welcome Visitors (Susan Edmisson)

V. Approval of Meeting Minutes (Susan Edmisson)

June 20, 2017 Motion of approval made by Doug Sweet. Seconded by Casey Ricketts with one amendment to attendance

VI. Reports from Executive Officer Committee

a. Treasurer Report (Willie Hobbs)

- i. \$6,828.50 in General Budget Available

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ii. \$2,242.40 in Professional Development

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

- i. Working on reviewing all inquiries weekly and providing more frequent updates
 1. Do not have complete update for this month, but below are most recent inquiries:
 - a. Smoke Free Campus Rules (<http://rules-saps.tamu.edu/PDFs/34.05.99.M1.pdf>)
 - b. Resources for Staff Counseling: Discuss with Dr. Abercrombie
 - c. USC Nomination Process
 - d. Work to send only one thank you for donation through monthly payroll deduction
 - e. Notification about a conduct issue: Referred to UPD
 - f. Inquiry on if pictures of TAMU employees could be attached to the university directory on the TAMU website

VII. Update of Monthly Meeting with Vice President Barbara Abercrombie (Susan Edmisson)

- a. No meeting at this time- scheduling conflict and did not meet

VIII. New Business (Susan Edmisson)

a. Proposed amendments to By-laws-Voting

- i. Simplification of committee information and removal of "Standing Committee" designation
 1. Motion by Doug Sweet seconded by Casey Ricketts; Y=25; N=0 A=0; Motion Passed
- ii. Remove redundancy in committee information
 1. Motion by Willie Hobbs seconded by Doug Sweet Y=25; N=0; A=0; Motion Passed
- iii. Committee added to bylaws- Inclusion, Equality and Respect in the Workplace Committee
 1. Motion by Johna Wright seconded by Casey Ricketts; Y=25; N=0; A=0; Motion Passed
- iv. Committee added to bylaws-Outreach Committee
 1. Motion by Doug Sweet seconded by Katy Dunn; Y=25; N=0; A=0; Motion Passed
- v. Committee added to bylaws-Professional Development Committee
 1. Motion by Rebecca Eaton seconded by Kelly Pampell; Y=25; N=0; A=0; Motion Passed
- vi. Committee added to bylaws-Staff Emergency Fund Committee
 1. Motion by Renee O'Banion seconded by Katy Dunn; Y=25; N=0; A=0; Motion Passed
- vii. Committee added to bylaws-Work Life Benefits Committee
 1. Motion by Katy Dunn seconded by Judy Haas; Y=25; N=0; A=0; Motion Passed

b. Community Loan Center (CLC) program

- i. Council members requested to a presentation from the CLC group before making the decision to include their link on our Staff Emergency Fund webpage. Mary Schubert will

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make arrangements with the Community Loan Center (CLC) representative and Dr. Abercrombie to set a time and present at a monthly meeting.

c. Internal Committee Assignments

- i. 2017-2018 - Committee appointments have not been finalized at this time but the assignments will be sent to the representatives through the USC Listserv.

IX. Reports from USC Committees

a. Elections (Susan Edmission)

Election process is complete, but College of Science has not reported its representative. Reaching out to Qatar and College of Dentistry who did not participate last year to determine if they want to participate at any level this year.

Representatives newly elected for 2017-2018:

- a. Division of Academic Affairs: Melissa Easley, Annie Crump
- b. Division of Finance and Operations: Darla Guerra, Wendi Brewer
- c. Vice President for Student Affairs: Barbara Schumacker
- d. College of Pharmacy: Sharon LeMieux
- e. TAMU Athletics Dept Cathy Capps
- f. TAMU Law School: Deborah Barnett
- g. TAMU School of Public Health: Nicole Filger

Representatives appointed to fill existing terms:

- a. College of Architecture: Aaron Hernandez-Garcia (replacing K Dunn)

2017-2018 Executive Committee:

- a. Chair: Doug Sweet
- b. Vice Chair: Casey Ricketts
- c. Secretary: Elizabeth Scanlin
- d. Treasurer: Mashalle Gomez
- e. Members at Large: Kelly Pampell , Johna Wright

b. Outreach Committee (Renee O'Banion)

The committee has been working on the "toolbox" that they are creating for USC Representatives. They are looking at the content and the layout. The draft will be submitted to the EOC for approval to be added to the website.

c. Professional Development (Rebecca Eaton)

The committee received training recommendations back from Employee and Organization Development and will be meeting to discuss these recommendations and then submit a plan to the EOC.

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

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The SEF committee has met twice since the last USC meeting. We requested additional documentation for one application, and denied another for not meeting requirements. We currently have two applications open which are pending more information from the applicants. Our current account balance is \$8,012.72.

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

The committee has finalized their survey for peer institutions and submitted it to the Executive Officers Committee (EOC) for review. They are awaiting a couple of additional questions for the survey from the EOC. Johna will be contacting Pam in HREO to assist with the survey.

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. The August meeting will include be a time set aside to honor representatives whose terms are expiring in August 2017.
- b. Information forthcoming on the New Representative Orientation and Annual Retreat for all USC representatives. The current and incoming Executive Officer Committees are working on plans.

XII. Meeting Adjourned

- a. Moved by Casey Ricketts and seconded by Willie Hobbs at 10:05 a.m.

Next USC Meeting: August 15, 2017; 1:30 –3:30 pm; Rudder, Room 601