



TEXAS A&M UNIVERSITY

## University Staff Council

### 2018-2019 Executive Officers

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

### University Staff Council (USC)

#### Meeting Minutes

September 18, 2018

8:45a.m.-10:45a.m.

Rudder, Rm. 601

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Annie Crump; Israel De Leon; Melissa Easley; Nicole Filger; Darla Guerra; Allison Harms; Peg Hosea; Ross Jarvis; John Kay; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Deanna Lormand; Joy Monroe; Renee O'Banion; Kelly Peck; Lisa Pierce; Flora Reeves; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Shanielle Veazie; Elena Watts; Bethany Wright; Johna Wright; Sally Yang; Kimberly Zemanek.

**Members Absent:** Wendi Brewer; Cathy Capps; Sharon LeMieux; Kelly Pampell, Kristina Reyes

**Visitors Present:** June Vieira, HROE; Sara West, Galveston USC; TAMU-Kingsville USC member

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 8:45 a.m. Casey Ricketts welcomed everyone and called the meeting to order.

**II. Presentation**

a. OFO Bikes with Mr. Ron Steedly, Transportation Services

1. Reporting issues with OFO Bikes on campus can be emailed to [ofobikes@tamu.edu](mailto:ofobikes@tamu.edu)

b. Update given to the representatives on the USC Needs Assessment Study from June Vieira, Human Resources and Organizational Effectiveness.

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts)**

**V. Installation of New Members**

**VI. Approval of Meeting Minutes (Casey Ricketts)**

a. August 21, 2018 Meeting Minutes-Moved by Flora Reeves. Seconded by Johna Wright. Approved

**VII. Reports**

**a. Treasurer's Report (Rose Berryhill)**

General – Beginning Balance \$10,000.00, Transactions 0, Oct 1 should have the roll over from last year \$6,200.00 estimate.

Professional Development – Balance \$4,54.16, Transactions 0

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**b. Staff Inquiries (Melissa Easley)**

1. #4996 Full-time lecturer and student needing tuition assistance. Is there any programs or scholarships available to faculty looking to pursue their education further? **RESPONSE:** The University Staff Council does not have funding to assist individuals with education expenses. You may qualify for the Tuition Assistance Program depending on how you are classified with Human Resources. You can read more about this program at <https://wellnessworks.tamu.edu/financial/stafftuition>.

Your department and/or graduate adviser may have additional resources for you to pursue as well.

2. #4997 List on the USC Webpage, Educational Discounts for teachers, faculty, and staff. **RESPONSE:** The University Staff Council is not involved with connecting outside business opportunities with our campus community. This is a function of our Human Resources and Organizational Effectiveness office. That office has a website called Perks Connect. If you would like that office to consider your opportunity, you may email them at [info@perksconnect.com](mailto:info@perksconnect.com). I hope this information is helpful.
3. #4999 Fundraising opportunities **RESPONSE:** Thank you for your email communication to the University Staff Council. The Executive Committee will review your email for further action if necessary.
4. #5001 Only one day for spring break, in 2018 we were given three days off, why has it changed? **RESPONSE:** The Board of Regents has final say in university holiday leave. We are allowed 12-15 days of holiday leave per year. While University Staff Council does provide suggestions to the Office of the Registrar for preferred days, the final decision is made with the Board of Regents. Please know that the University Staff Council takes this issue seriously and have discussed it with the Executive Committee with suggestions for changes to the future holiday schedule.
5. #5003 Requested a phone to call for questions about the SEF forms. **RESPONSE:** All Staff Emergency Fund (SEF) questions should be directed to the SEF email address at [staffemergencyfund@tamu.edu](mailto:staffemergencyfund@tamu.edu). We are in a transition period with leadership on that committee with the new year, but anticipate responses to begin going out again later in the week.
6. #5010 Issue of an Academic Newsletter for faculty and research positions, ranging from senior executive roles through to academic posts and research related positions, in higher education worldwide. **RESPONSE:** Our council does not serve the interests of faculty at Texas A&M. This correspondence would be better directed to the Faculty Senate.

**VIII. Reports from USC Committees**

- a. None, USC is in the process of installing new members to committees.

**IX. New Business**

- a. USC Committees will meet at the conclusion of this meeting and vote on a chair and/or co-chair for the By-Laws, Elections, Communications, IERW, Outreach, Professional Development, SEF and WLB
- b. USC representatives retreat is scheduled for October 4, 10 am – 2 pm.

**X. Old Business**

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.



TEXAS A&M UNIVERSITY

## University Staff Council

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At-Large: Johna Wright

### **Announcements**

- a. Welcome speaker ideas for this academic year.
- b. Meet in subgroups to discuss goals after adjournment.

### **Meeting Adjourned**

- a. Moved by Melissa Easley and seconded by Doug Sweet at 9:44am

**Next USC Meeting:** October 16, 2018; 1:30 p.m. – 3:30 p.m.; Emerging Technologies Building, Room 3002

**2018-2019 Executive Officers**

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At-Large: Doug Sweet  
At-Large: Johna Wright

**University Staff Council (USC)  
Meeting Minutes  
October 16, 2018  
1:30p.m.-3:30p.m.  
Emerging Technologies Building, Rm. 3002**

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Annie Crump; Israel De Leon; Melissa Easley; Allison Harms; Peg Hosea; Ross Jarvis; John Kay; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Joy Monroe; Renee O'Banion; Kelly Peck; Lisa Pierce; Flora Reeves; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Elena Watts; Sally Yang

**Members Absent:** Nicole Filger, Darla Guerra, Melissa Loyd, Kelly Pampell, Elizabeth Scanlin, Shanielle Veazie, Johna Wright, Cathy Capps, Kari Curtis, Deanna Lormand, Geeta Megchiani, Kristina Reyes, Bethany Wright, Kimberly Zemanek

**Visitors Present:** NA

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 1:35 p.m. Casey welcomed everyone and called the meeting to order.

**II. Presentation**

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts)**

**V. Approval of Meeting Minutes (Casey Ricketts)**

September 18, 2018 Meeting Minutes-Moved by Kelly Peck. Seconded by Flora Reeves. Approved

**VI. Reports**

**a. Treasurer's Report (Wendi Brewer)**

General – Beginning Balance \$16933.20, Transactions 4, Balance \$16,396.13

Professional Development – Beginning Balance \$4,524.16, Transactions 5, Balance \$3961.66

**b. Staff Inquiries (Melissa Easley)**

**2018-2019 Executive Officers**

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1. #5026 Promotional Discounts to Faculty, Staff and Students **RESPONSE:** Sent inquirer information for Perks Connect
2. #5028 Information request concerning the USC – IERW Committee and TAMU Diversity Operations Committee **RESPONSE:** Request forwarded to USC Rep.
3. #5034 Question from constituent submitted by representative regarding the staff scholarship/tuition assistance-USC response: Executive Officers discussed in meeting and response sent regarding use of funding which must stay in the TAMU-College Station campus for staff to use these monies.
4. #5035 Request to place the Transportation Services motorist assist on the USC Website. **RESPONSE:** Thank you for your request this information has been added and it can be viewed at <https://staff.tamu.edu/resources/staff/discounts-and-services/>
5. #5036 Requirements on community service for college. Helping at the Bryan Animal Center wanted to know the requirements. **RESPONSE:** The University Staff Council does not have a program to help with volunteering at the Bryan Animal Center. If you are interested in volunteering please visit their website: <https://www.bryantx.gov/animal-center/> where they have volunteer applications and you can call (979) 209-5260 for more information.

**VII. Reports from USC Committees**

- a. Bylaws Committee (Ross Jarvis) - none
- b. Communications (Kristina Ballard) - none
- c. Elections Committee (xxx) – Established and submitted goals
- d. IE&RW Committee (Kim Zemanek) - none
- e. Outreach (Renee O'Banion) - none
- f. Professional Development (xxx) –
- g. Staff Emergency Fund (SEF) Committee (xxx)

Four applications were approved for assistance. One was ineligible and one is needing additional information.

- i. The fund update includes numbers for August.
  - Assistance provided/paid this period: \$0.00
  - Donations received: \$1450.00
  - Funds balance (as of 8/30/2018): \$8061.29

- h. Work-Life & Benefits (WL&B) Committee (Barb Schumacher) - none

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

- a. Audio Visual Surveillance Technology Committee (AVST) (xxx)
- b. Council on Built Environment (CBE) (xxx)
- c. Diversity Operations Committee (DOC) (Annie Crump)
- d. President's Council on Climate & Diversity (CCD) (xxx)

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**e. IT Governance Group (ITG) (Casey Ricketts)**

- i. Grants available for faculty
- ii. Creating proactive policies rather than reactive

**f. Staff Appreciation Week (Melissa Loyd)**

The week of April 22, 2019 will be Staff Appreciation Week. Activities and events to be determined.

- ii. The President's Office plan to have 4 signature events throughout the year and USC representatives are requested to play a supporting role in these events as volunteers. USC representatives will not be responsible for planning these events merely a supporting role where needed on the day of these events.

g.

**h. University Dining Services Advisory Board (Dr Kim Zamenak)**

The University Dining Advisory Committee (UDAC) had its first meeting on October 4, 2018, and introduced 3 new dining locations: Creekside Market at White Creek, Starbucks in Zachry (largest Starbucks on campus with 4 registers and 4 baristas along with several seating areas for students), and Copperhead Jacks (in Sbisa). Future dining openings will include Shake Smart, Panda Express, Salada, Houston Street Pub, and another small market type dining location.

- iii. There is a collaboration with the 12th Can and SGA called Swipe Out Hunger in which students who cannot afford to purchase meal plans can go to student assistant services and see if they can qualify to get a card with money allocated on it to use at Sbisa, The Commons, or Duncan.
  - iv. There is a pilot program going on with Boost - Mobile Ordering App that would allow students to use their meal plans to place their food order online and then go to the dining establishment to pick up their food.
  - v. There are several Health & Wellness initiatives going on around campus such as Super Food Tuesday and Fresh Market Thursday.
  - vi. Upcoming October Events: Project Clean Plate (October 22-25); Food Truck Festival Food Week (October 22-26); DIY Nacho Bar (October 26); Halloween Dinner (October 31)
  - vii. Surveys: There is a new annual survey called Fall 2018 Voice to Vision Survey which is available now through October 31, 2018. Go to [www.bit.ly/tamufall2018](http://www.bit.ly/tamufall2018) or Text ETLU to 99299.
  - viii. Last day to upgrade meal plans is October 26, 2018. There are meal plans for faculty and staff as well.
- i.

**IX. New Business****Ad Hoc Committees**

- i. "Town Hall with President Michael K. Young – USC Fall Forum will be on November 6 from

10 am – 11:30 am in the MSC, Room 2300 A

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- a. USC Reps will be sent a “Save the Date” email for them to forward to their division/college. Five prepared questions will come from the USC so please send any suggestions to [staff@tamu.edu](mailto:staff@tamu.edu).

**X. Old Business**

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.
- b. Consortium update from Doug Sweet; forming an ad hoc committee.
- c. Professional Development assessment timeline pushed back, presenting soon.

**Announcements**

1. Welcome speaker ideas for this academic year.
2. Meet in subgroups to discuss goals after adjournment.

**XI.****XII. Meeting Adjourned**

- a. Moved by Melissa Easley and seconded by Doug Sweet at 2:44pm

**Next USC Meeting:** November 20, 2018; 8:45 a.m. – 10:45 a.m.; Rudder, Room 601



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University Staff Council (USC)  
Meeting Minutes  
November 20, 2018  
8:45a.m.-10:45 a.m.  
Rudder Tower, Rm. 601

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Wendi Brewer; Annie Crump; Israel De Leon; Melissa Easley; Nicole Filger; Allison Harms; Peg Hosea; Jennifer Kuehn; Jill Lee; Melissa Loyd; Renee O'Banion; Kelly Pampell; Kelly Peck; Lisa Pierce; Flora Reeves; Casey Ricketts; Barbara Schumacher; Doug Sweet; Elena Watts; Johna Wright; and Sally Yang

**Members Absent:** Thadeus Bowerman; Cathy Capps; Darla Guerra; Peg Hosea; Ross Jarvis; Sharon LeMieux; Deanna Lormand; Joy Monroe; Kristina Reyes; Shanielle Veazie; and Kimberly Zemanek

**Visitors Present:** HROE USC Needs Assessment, June Vieira and Tami Overby

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 8:46 a.m. Casey welcomed everyone and called the meeting to order.

**II. Presentation – Title IX, Ms. Jennifer M. Smith, Assistant Vice President of Compliance & Title IX Officer**

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts) – Dr. Nancy De Leon, HROE**

**V. Approval of Meeting Minutes (Casey Ricketts)**

October 1, 2018 Meeting Minutes-Moved by Kristina Ballard. Seconded by Flora Reeves. Approved with amendment.

**VI. Reports**

**a. Treasurer's Report (Wendi Brewer)**

1. General – Beginning Balance \$14,713.94, Transactions 5, Ending Balance \$12,237.94
2. Professional Development – Beginning Balance \$3,961.66, Transactions 0

**b. Staff Inquiries (Melissa Easley)**

1. #5036 Requirements on community service for college. Helping at the Bryan Animal Center wanted to know the requirements. **RESPONSE:** The University Staff Council does not have a program to help with volunteering at the Bryan Animal Center. If you are interested in volunteering please visit their website: <https://www.bryantx.gov/animal-center/> where they have volunteer applications and you can call (979) 209-5260 for more information.
2. #5037 Staff Member is vision deficient with font color in Workday. **RESPONSE:** Forwarded concern to HROE. HROE is already working with an individual on accessibility of Workday program.
3. #5191 Is the Town Hall with President Young going to be available to watch online: **RESPONSE:** It will not be available online but it will be a Facebook Live on President Young's page.
4. #5199 Submitted a discount offer for students and employees **RESPONSE:** sent inquirer information on the PerksConnect program.
5. #5325 Question about Staff and Faculty Tuition Waivers policy. **RESPONSE:** Set inquiry to



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Financial Aid who drafted a response.

6. #5325 Texas A&M's Office and Administrative Support Career Ladder (<https://employees.tamu.edu/compensation/career-ladders/office-administrative/>) is shown in four parts, ranging from Customer Service Associate I to Executive Assistant III. Does the University provide professional development tracks that tie to these specific groups to encourage, nurture, mentor, coach, and advance staff in these ranks? For instance, if you have an Administrative Associate I who is doing well in her position and appears ready for advancement to a higher point on the career ladder, is there a way for us to proactively work with her to not only improve her skills but also seek to advance her across the University, perhaps eventually leading to a promotion to Executive Assistant? Not only would this benefit the employee, it could be extremely valuable to areas in our University where staff succession is critical and timely. **RESPONSE:** After the event, the USC will be submitting all questions we receive to the President's Office for consideration. Due to the nature of your questions, we are going to forward it to the TAMU Human Resources director.
7. #5328 Are systems parts who offer degrees/certificates part of Staff Tuition Assistance? If so, which Ones? and if not, is that anywhere in the works? **RESPONSE:** As the program currently operates eligible employees must be admitted as a degree-seeking student to Texas A&M through the Office of Admissions. As certificate programs are not degree-granting then they would not be eligible for the scholarship program. This scholarship is administered as part of the WELLNESS WORKS! Program under the financial wellness pillar. Changes to the program have come from President Young and former HR VP Dr. Barbara Abercrombie. I included Judi Haas on this email because she was on the USC when the program was created and may have insight as to why certificate programs were not included in the current instance of the scholarship; though I am not 100% certain that certificates were ever part of this benefit. The former program was discontinued at the creation of the current scholarship opportunity. To my knowledge, the prior program was not an automatic scholarship awarded when students met the criteria, there was a separate application process and funding was not guaranteed as it limited to donations only. The current program is financially supported through central funding. As far as petitioning, I am not sure who the inquiry would be sent to as I am not sure who the true sponsor for this program is as it is not SFAID. Hopefully, Judi can provide some additional knowledge here as well.
8. #5330 How does one become a member of staff council? **RESPONSE:** Representatives are elected from Colleges and Divisions. You can visit <https://staff.tamu.edu/resources/staff/how-to-become-a-usc-representative/> which outlines the process. Once you determine your college or division, you can look up the current representative. By contacting them, you can find out exactly the needs for your area of representation. You are welcome to attend any of the USC meetings to gain a better idea of the work performed as well. The next meeting is November 20th at 8:45 am.

**VII. Update on monthly meeting with Interim VP HROE (Casey Ricketts)**

1. Monthly Meeting with Ms. Elizabeth Schwartz, Interim Vice President for Human Resources and Organizational Effectiveness.
2. Fundraising opportunities for the Staff Emergency Fund; USC responsibility to raise and maintain funds for future events for staff to access. Collaborative effort through committees: Communication, Staff

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Emergency Fund, and Outreach. Reaching out to Brandy Kosh VP of Academic Affairs Business Services who coordinates SECC to opportunities to learn. Question: Are donations tax deductible? Yes, if donation is submitted online.

**VIII. Reports from USC Committees****a. Outreach – Renee O’Banion**

1. We turned in our 2018-19 goals to the EOC committee.
2. We reviewed the Supervisor Appreciation Reception details form last year and are trying to lock down the date for 2019. We are starting to make contact with our vendors from last year and new ones if needed.
3. We are researching banners and signs for the USC to make us more visible.

**b. Staff Emergency Fund – Flora Reeves**

1. Four applications funded
2. Assistance Provided-\$4000.00, Donations Received-\$105.00, Balance as of 10/31/2018-\$5737.04

**c. Ad Hoc – Staff Inquiry Software – Johna Wright**

1. The staff inquiry system should include (“needs”): a way for staff to truly send in anonymous questions/information, -some sort of archive capability (this need was identified by the EOs in the August EO meeting), -a means to receive the response from USC or appropriate department/organization
2. The staff inquiry system could include (“wants”): means for staff to upload an artifact/documentation if needed, -reporting capabilities (research purposes, identify trends in questions, etc.), -a copy of submission to the user

**d. Ad Hoc – 2018 Fall Forum Recap – Melissa Easley**

1. All the data from qualtrics survey was shared with Elizabeth Schwartz to determine what themes should be pointed out to President Young. The issues or topics for USC open ended questions was shared with the Executive Officers and leadership team:  
84% of responses were extremely or somewhat pleased with Town Hall room.  
79% of responses were extremely or somewhat pleased with Meet and Greet room.  
76% of responses were extremely or somewhat pleased with Meet and Greet Activity.  
One responder extremely displeas with Meet and Greet Activity-open response was that they didn’t get a chance to speak with President Young personally  
One responder somewhat displeas with Town Hall room set-not enough seating was open response
2. Best Part of Town Hall:
  - President Young was funny and very down to earth. Enjoyed interacting with him.
  - Casual atmosphere/intimate feel
  - Meet and Greet food and conversational atmosphere
  - President acknowledging difficulties with WorkDay
  - Great to know President Young better...jokes were appreciated/loved hearing about his farm animals
3. Areas of Improvement:
  - Better video/audio for off campus locations
  - More focus on staff
  - Have panel of speakers

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- More space between chairs

**IX. Reports from Special Committees, Working Groups or Appointments****a. Council on Built Environment (CBE) (Barbara Schumacher)**

Met in September; Instructional Laboratory and Innovative Learning Center, request to build for Fall 2020. Sponsorship signage being sought from Athletics for facilities must be tied to new multimedia contract. Request sent for new west campus dining facility, with 5 dining concepts and offices for dining administration with seating for 300-400 including an outdoor space.

**b. Step In Stand Up – Melissa Easley**

The Office of Health Promotion is hosting a workshop to provide education and training on how to Step In and Stand Up against sexual violence at Texas A&M University. The day-long workshop will combine Green Dot Training and STAND Up Training on December 18. Register at:

<https://studentlife.tamu.edu/hp/sisuworkshop/>

**c. Transportation Services Advisory Committee – Renee O’Banion**

- Transportation Services has been in discussion with the committee regarding University Business permit misuse.
- They discussed the termination of OFO at the end of the fall semester. They are looking into replacement companies and want to have a new one in place for the spring semester.
- They discussed how all construction on campus and in BCS is behind due to the weather over the past month.

**d. University Dining Services – Dr. Kimberly Zemanek**

We are still looking for additional volunteers for our BOOST mobile ordering launch. The dates are still TBD, but with plans to roll out in early Spring. I’ve fixed the links to be editable so please share with your constituents:

- 200 users to try out the app during Sneak Peak week. Schedule TBD.  
[https://docs.google.com/spreadsheets/d/1A2bNgcPL6SmAocHrZAthLcUgpgRtLn-o9Ccouf\\_s-CQ/edit#gid=0](https://docs.google.com/spreadsheets/d/1A2bNgcPL6SmAocHrZAthLcUgpgRtLn-o9Ccouf_s-CQ/edit#gid=0)
- 10-20 Influencers who can utilize their social platforms to inform the campus about the option.  
<https://docs.google.com/spreadsheets/d/1XtOnCUm7lBzQMqnu8Zo7FziOwwhdhOjqlfJThsIr7s/edit#gid=0>

**X. New Business**

- College or Division Scholarships; send to Rose to see what exists outside of the Staff Tuition Assistance Program
- Looking at HROE PD Assessment at next EO meeting, email EOs or [staff@tamu.edu](mailto:staff@tamu.edu) regarding needs assessment.

**XI. Old Business**

- Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.

**XII. Meeting Adjourned**

- Moved by Doug Sweet and seconded by Barbara Schumacher at 10:51 a.m.



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**University Staff Council (USC)  
Meeting Minutes  
December 18, 2018  
1:30 p.m. - 3:30 p.m.  
Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Annie Crump; Israel De Leon; Melissa Easley; Nicole Filger; Darla Guerra; Allison Harms; Ross Jarvis; Jill Lee; Sharon LeMieux; Melissa Loyd; Joy Monroe; Renee O'Banion; Kelly Peck; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Elena Watts; Johna Wright; Sally Yang; Dr. Kimberly Zemanek; Elizabeth Scanlin; Jackie Gibson; Michelle Newton

**Members Absent:** Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Cathy Capps; Peg Hosea; Jennifer Kuehn; Deanna Lormand; Kelly Pampell; Lisa Pierce; Flora Reeves; Kristina Reyes; Shanielle Veazie; and Kathleen Karr-Simons

**Visitors Present:** None

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 1:35 p.m. Casey welcomed everyone and called the meeting to order.

**II. Presentation**

Faith in the Workplace, Dr. Roger Martinez

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts)**

**V. Approval of Meeting Minutes (Casey Ricketts)**

November 15, 2018 Meeting Minutes-Moved by Melissa Easley. Seconded by Johna Wright.  
Approved with edits.

**VI. Reports**

**a. Treasurer's Report (Wendi Brewer)**

- i. General Balance \$11,495.17
- ii. Professional Development Balance \$3,946.66

**b. Staff Inquiries (Melissa Easley)**

**#5325** Unfortunately, I will not be able to attend the Town Hall with President Young next week. I would like to submit a question to him, though (feel free to edit if length is too long): Texas A&M's Office and Administrative Support Career Ladder (<https://employees.tamu.edu/compensation/career-ladders/office-administrative/>) is shown in four

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parts, ranging from Customer Service Associate I to Executive Assistant III. Does the University provide profession development tracks that tie to these specific groups to encourage, nurture, mentor, coach, and advance staff in these ranks? For instance, if you have an Administrative Associate I who is doing well in her position and appears ready for advancement to a higher point on the career ladder, is there a way for us to proactively work with her to not only improve her skills but also seek to advance her across the University, perhaps eventually leading to a promotion to Executive Assistant? Not only would this benefit the employee, it could be extremely valuable to areas in our University where staff succession is critical and timely.

**RESPONSE FROM HROE:** Howdy; The following response was received from our Division of Human Resources and Organizational Effectiveness:

In the past, while Professional Development was available through certificate programs and open enrollment, it was not well aligned with developing core competencies of key functional and leadership roles, a longer-term outlook and progressive development, rewards and recognition such as compensation and career ladders, nor talent management.

As an institution of higher education, it is important our employees, faculty, staff, and administrators are continually developing themselves to be better leaders at the university; and, we need to provide professional development that enables that.

A large-scale effort started earlier this year to do just that. We are transforming how we develop our employees putting in place components that will enable:

Progressive development for key functional roles, including curriculum that will enable people to learn and practice what they need to know and do as well as Learning & Development Paths that will map out development activities across different competency levels. This includes Business and Administrative Support roles.

Progressive leadership development from leading self to leading others for those in roles such as supervisory or project lead / management. Depending on the leadership level, it will encompass various assessments for people to gain self-awareness, curriculum to learn and practice what they need to know and do, as well as opportunities to work, network, and learn with other leaders from across the university.

Once developed and implemented, we will then look at integrating the components into career ladders, compensation, etc.

We will be piloting the prioritized components of this in February and March next year. After which, you will hear more about the effort as it starts deploying in Spring 2019.

In the meantime, the following may be helpful:

1. Compare the job duties and responsibilities of the position in which the employee currently is (i.e., Administrative Associate I), the next level (i.e., Administrative Associate II), and the targeted level (i.e., Executive Assistant), identifying differences in the job duties and competencies
2. Determine competency strengths and development opportunities the employee can work on in the next 1 to 2 years as well as 3 to 5 years. For example, if they are great at providing high quality customer service, but perhaps does not have a strong background in working with others or Excel. All of them may be needed for future Administrative and Executive Assistant roles; so, it would be beneficial for them to continue using their customer service strength as well as start developing Excel and working with others.
3. Identify activities that can help with #2, considering:



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- a. Professional Development calendar (during this transition of transforming how we develop people, Professional Development will continue to support the university competency development needs in a limited offering of the more popular activities)
  - b. The University license of Lynda.com
  - c. TrainTraq
  - d. On the job activities such as working on or leading a small project with others in the department
  - e. Developing an Excel document or workbook for you after the employee completes a Professional Development Excel course
  - f. Identifying and asking an experience Administrative Coordinator if they would be willing to be a mentor for the employee
4. Develop a plan of what the employee should complete when
  5. Include near term activities in the employee performance expectations
  6. Hold quarterly and annual meetings with the employee (separate from any regular one on ones or performance evaluation) to discuss the development activities, including what is working or not working, what they are learning, etc.
  7. Revisit the plan and steps as needed

**#5330** Howdy, How does one become a member of staff council?

**RESPONSE:** Representatives are elected from Colleges and Divisions. You can visit <https://staff.tamu.edu/resources/staff/how-to-become-a-usc-representative/> which outlines the process. Once you determine your college or division, you can look up the current representative. By contacting them, you can find out exactly the needs for your area of representation. You are welcome to attend any of the USC meetings to gain a better idea of the work performed as well. The next meeting is November 20th at 8:45 am.

**#5331** Ideas for fundraising for SEF: Hi while back the LA Staff had a Facebook auction of items donated and created by Liberal Arts Staff, if enough interest could be drummed up for it that might work, I think there was a 100% profit.

**RESPONSE:** Thanks. This will be shared with the Executives Officers and the SEF.

**#5338** To whom it may concern My Name is David Frankfort and I am the University of Houston Staff Council Historian and I am working on a project to review our membership and reapportionment of our organization.

Could you provide me with the following information about your College or University organization?

1. Number of Full time Staff on your campus:
2. Number members in your Staff Council/Senate:
3. How are they represented (per division, per department, per year, per districts, etc...):
4. How do you calculate how many representative are allocated for each of the above (percentage, specific numbers, size, etc...):
5. Do you have any at-large member's representative?
6. Do you have any members that are Members without being elected like ex officers)

**RESPONSE** by Doug Sweet, Member at Large One of our executive officers put together answers to your inquiry:

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1. Number of Full time Staff on your campus: 6,841
2. Number members in your Staff Council/Senate: 42
3. How are they represented (per division, per department, per year, per districts, etc...):  
We have broken our university down into division and colleges (units).
4. How do you calculate how many representative are allocated for each of the above (percentage, specific numbers, size, etc...): Each unique unit gets one representative for every two hundred staff members on payroll.
5. Do you have any at-large member's representative? We currently have two "At Large" representatives, serving the needs of the Executive Committee and the USC Chair.
6. Do you have any members that are Members without being elected like ex officers): We have up to ten ex-officio (non-voting) members. We currently have six Ex Officio members. While these members can be appointed by their home units, they must be approved by the executive committee as well as the full council.

**#5340** I am replying to everyone you reached out to as the information reflected on the attached spreadsheet may be of interest. The UT System Employee Advisory Council collected the data reflected therein; the document was created in January 2017. As an aside, UT Staff Council at The University of Texas at Austin is currently undergoing a redistricting effort and how we do things now will change as a result.

**RESPONSE:** Thank you so much for sharing your information with everyone. Our staff council will be replying soon to David Frankfort as well.

**VII. Reports from USC Committees****a. Outreach (Renee O'Banion)**

The Supervisor Appreciation Reception will be held Tuesday, April 2nd from 3:30-4:30pm at the Stark Gallery. This date and location has been confirmed. Remarks will be given by President Young at 4:00 PM.

**b. Professional Development (Kelly Peck)**

Continuing with adopted needs assessment from HROE.

**c. Staff Emergency Fund (SEF) Committee (Flora Reeves)**

- i. Balances - Beginning Balance ; \_\_0\_ transactions, gifts; \$15,900.29 Ending Balance
- ii. Did not meet for any reviews
- iii. Matching funds of \$10,000 provided by the President's office

**VIII. Reports from Special Committees, Working Groups or Appointments****a. Staff Appreciation Week (Melissa Loyd)**

- i. Save the date will go out real soon April 22-27, 2019-- 27<sup>th</sup> is family photo day.
- ii. President's Meritorious Service Awards will be Monday, April 22, 2019 and in the morning. Muster is that evening.
- iii. We are working out daily schedule of events but there is a possibility to partner with School of Public Health Active for Life symposium for our professional development day. This is very preliminary and nothing is set or approved yet. More details will be revealed





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as things get approval and confirmed.

**IX. Old Business**

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.

**X. Announcements:**

- a. TAMU Winter Break is December 21, 2018 beginning at noon until January 2, 2019.

**XI. Meeting Adjourned**

- a. Moved by Elizabeth Scanlin and seconded by Barbara Schumacher at 2:26 p.m.

**Next USC Meeting:** January 15, 2019; 8:45 a.m. –10:45 a.m.; Rudder, Room 601

**2018-2019 Executive Officers**  
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At-Large: Johna Wright

**University Staff Council (USC)  
Meeting Minutes  
January 15, 2019  
8:45a.m.-10:45 a.m.  
Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Wendi Brewer; Annie Crump; Melissa Easley; Katy Ellison; Nicole Filger; Darla Guerra; Peg Hosea; Ross Jarvis; John Kay; Jennifer Kuehn; Jill Lee; Melissa Loyd; Joy Monroe; Renee O'Banion; Kelly Pampell; Kelly Peck; Lisa Pierce; Brittany Ramsey; Flora Reeves; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Shanielle Veazie; Sally Yang

**Members Absent:** Cari Bishop-Smith; Thadeus Bowerman; Cathy Capps; Israel De Leon; Allison Harms; Sharon LeMieux; Deanna Lormand; Kristina Reyes; Elena Watts; Johns Wright; Kimberly Zemanek

**Visitors Present:** June Viera & Tami Overby, HROE

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 8:46 a.m. Casey Ricketts welcomed everyone and called the meeting to order.

**II. Presentation**

"IT Governance Program – Learning Management System (LMS) Review Process" –  
Mr. Joshua Kisse, Chief of Staff to the Vice President for IT and Chief Information Officer (CIO)

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts)**

**V. Approval of Meeting Minutes (Casey Ricketts)**

December 18, 2018 Meeting Minutes-Moved by Doug Sweet. Seconded by Ross Jarvis. Minutes were approved.

**VI. Reports**

**a. Treasurer's Report (Wendi Brewer)**

- i. General – Beginning Balance \$11,865.66; 1 transaction; \$11,580.17 Ending Balance
- ii. Professional Development – 0 transactions; \$3,946.66 Ending Balance

**b. Staff Inquiries (Melissa Easley)**

- i. #5342 Educational Activity Leave; Leave to attend an Educational Activity. While it

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is recognized that this leave is a wonderful benefit, there are many staff members that 8 hours in a fiscal year are not enough. Staff with multiple children, children with disabilities, etc. It is also recognized that other types of leave (sick and/or vacation) can be used, it would be nice for the system to consider increasing this benefit. They have respectfully thanked us for considering this request and pushing it forward to the appropriate offices. It is also realized that it may not come to fruition till long after they have the need, but an improvement to all applicable staff members is a good move.

RESPONSE: (Reference #4516 for similar inquiry that was sent to WLB Committee)

Thank you for bringing the issue of educational leave time to the USC. Discussion with the Executive Officers showed there is an interest and concern for this within the USC. The Chair and Vice chair will be presenting the issue of educational leave during our meeting with the Interim Director of HROE to express the staff's suggestions of expanding it. Please share the USC minutes with anyone who wishes to follow this topic as the USC addresses it in the coming months.

ii. #5345-Outsourcing to SSC

While outsourcing of facilities services to SSC may have appeared to have been a good bottom line dollar move for TAMU, many staff wonder if it really was. The loss of caring about the work you do, pride in ownership of that work, feeling like you belong to the A&M Community (the look back at Mr Sharp's Open Forum when he failed to realize that the outsourced staff were not invited to the forum as they were no longer A&M employees... should have been very telling to those who can actually do something about this issue). The loss of good morale among those who serve the TAMU staff. The loss of some really good people. It appears that SSC are not doing a good job of training their people, regular SSC staff to serve. SSC seems to be switching out the working staff far too regularly, for who know what reasons. Sometimes staff do not know how to properly clean, follow instructions (or instructions are not trickling down clearly), etc. Once you get comfortable with the SSC staff who serve the TAMU staff, they change. TAMU staff can only suppose why this happens. Is there any way to begin moving forward to taking these SSC staff members back into the TAMU "fold"? In the least begin to have those conversations? What has outsourcing really cost TAMU? Is this something that the USC can push forward for consideration, who is fighting for those (now former) TAMU Staff members?

RESPONSE: Thank you for contacting the USC with this topic of staff concerns. Your communications has been forwarded to Ralph Davila to seek a more complete response from TAMU leadership with the contracting of facilities to SSC.

RESPONSE SENT TO MR. DAVILA:

The following response was receive from Mr. Davila in regards to your inquiry. I will also forward the attachment in a separate email. It is important to understand that these agreements that were executed in 2012 are not TAMU agreements, they are TAMUS system agreements executed by the Chancellor. There are similar agreements executed by TAMUS at all the regional campuses currently in place. In response to the question "Is this something that the USC can push forward for consideration, who is fighting for those (now former) TAMU Staff members?" I have no direction for you other than possibly reaching out

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to the system about this matter. SSC is a vendor to TAMU. The agreements are service contracts with the expectation to meet a level of service. TAMU does not manage the SSC staff.

**VII. Update on monthly meeting with Ms. Elizabeth Schwartz, Interim Vice President for Human Resources and Organizational Effectiveness (Casey Ricketts)**

- a. Rescheduling meeting for January

**VIII. Reports from USC Committees****a. Bylaws Committee (Ross Jarvis)**

- i. Reviewing Bylaws and constitution for language consistency; no planned changes to substance.

**b. IE&RW Committee (Kim Zemanek)**

- i. The IERW met on December 18, 2018, and are revising our goals for 2019 as there has been some changes in HROE with Dr. Abercrombie leaving as well as a climate survey being sent out in 2020 by the Vice President for Diversity's office. Our committee is in the process of setting up a quarterly meeting with the Vice President for Diversity as well.

**c. Outreach (Renee O'Banion)**

- i. Committee met January 10, 2019 via webex. We are continuing to plan the details for the Supervisor Appreciation Reception. If you have not sent your supervisor's name and email to Rose, please do so as soon as possible. We would like to send the "Save the Date" to your supervisors by the end of this month. New electronic form for outreach checklist sent via email to USC listserv. Contact Renee with any questions.

**d. Professional Development (Kelly Peck)**

- i. Doodle poll was sent out for the Ad Hoc committee meetings for the Professional Development needs assessment.

**e. Staff Emergency Fund (SEF) Committee (Flora Reeves)**

- i. Did not meet, no current applications under review. Reminder the payroll deduction must be renewed annually. The fund update includes numbers for November:

Assistance provided/paid this period: \$0.00

Donations received: \$10,175.00 (President donation 10,000.00)

Funds balance (as of 11/30/2018) \$15,900.29

**f. Ad Hoc Committees**

- i. Inquiries Software – Johna Wright; Qualtrics demonstration for potential use at no cost to the USC. Other platforms would be of cost to the USC
- ii. Needs Assessment/Professional Development – Kelly Peck; Committee members are currently scheduling a meeting with Tami and June to facilitate the Mission/Vision work and should have an update for everyone next month.

**ii. Reports from Special Committees, Working Groups or Appointments****a. Transportation Services Advisory Council (TSAC) (Renee O'Banion)**

- i. TSAC did not meet in January; however, they have asked us to pass on that neither Texas A&M permits nor Business permits are valid at the RELLIS campus.

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There was a Distribution A email sent out just before the holidays concerning the services available for the RELLIS campus. If you did not receive this and would like more information, I can provide a copy for you. (Attachment in minutes regarding Distribution A email that went out to campus.)

**iii. New Business**

- a. Site visit to Galveston (Chair, Vice-Chair, Galveston Representative, and others) in February. Looking at visiting Dallas-Ft. Worth to visit the Law School and Dental School in April.

**iv. Old Business**

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.
- b. Professional Development/Needs Assessment – Tami Overby and June Vieira, Texas A&M University Human Resources and Organizational Effectiveness Mission and Vision presentation and discussion. Reviewed timeline for implementing needs assessment results January – June, 2019.

**v. Meeting Adjourned**

- a. Moved by Flora Reeves and seconded by Kelly Peck at 9:35 AM

**Next USC Meeting:** February 19, 2019; 1:30 p.m. –3:30 p.m.; Rudder, Room 601



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Secretary: Annie Crump  
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At-Large: Doug Sweet  
At-Large: Johna Wright

**University Staff Council (USC)  
Meeting Minutes  
February 19, 2019  
1:30p.m.-3:30 p.m.  
Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Annie Crump; Israel De Leon; Melissa Easley; Allison Harms; Peg Hosea; Ross Jarvis; Jill Lee; Sharon LeMieux; Joy Monroe; Michelle Newton; Kelly Peck; Lisa Pierce; Joe Prather; Brittany Ramsey; Flora Reeves; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Cathleen Karr Simons; Doug Sweet; Stephanie Thompson; Sally Yang; Kimberly Zemanek

**Members Absent:** Wendi Brewer, Nicole Filger, Darla Guerra, Deanna Lormand, Melissa Loyd, Jenifer Kuehn, Renee O'Banion, Kelly Pampell, Shanielle Veazie, Cathy Capps, Katy Ellison, Jackie Gibson, Darla Guerra, Cathleen Karr Simons, and Kristina Reyes

**Visitors Present:** Charlotte Hieke, Associate Biological Safety Officer, Vice President for Research

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 1:36 p.m. Casey welcomed everyone and called the meeting to order.

**I. Presentation**

"Say HOWDY" Ms. Tory Enriquez, Director of Sales and Marketing, A&M Hotel & Conference Center

**II. Roll Call (Annie Crump)**

Member roll called.

**III. Welcome Visitors (Casey Ricketts)**

**IV. Approval of Meeting Minutes (Casey Ricketts)**

The meeting minutes from the previous month could not be approved due to there being no quorum of members. Minutes will be voted on at the next meeting.

**V. Reports**

**a. Treasurer's Report (Rose Berryhill)**

- i. General – Beginning Balance \$11,685.17; 2 transactions \$141.41; Ending Balance \$11,543.76
- ii. Professional Development - \$3,946.66

**b. Staff Inquiries (Melissa Easley)**

**2018-2019 Executive Officers**

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- i. #5359 – Applying for funds for staff appreciation week from a remote location.

**RESPONSE:**

The preliminary proposal for Staff Appreciation Week activities/events is awaiting approval from the President's Office. Until we receive approval to proceed, we are unable to provide any information about deadlines/requirements for SAW funding requests for remote locations. We will follow up with you as soon as we can. Thank you for your patience.

- ii. #5361 I am sending forward a concern that was brought to my attention from the Speaker of the Faculty Senate. This is an issue that impacts all employees of TAMU, and I believe it deserves our time and attention for consideration and possible action. See email below. There is also an attachment documenting information that has already been received about the topic of MyEvide. I have alerted our SEBAC representative as well as the speakers at our System institutions. If you have suggestions or questions, please let me know. **RESPONSE:** forthcoming

**VI. Update on Monthly Meeting with Ms. Elizabeth Schwartz, Interim Vice President for Human Resources and Organizational Effectiveness**

- a. Discussed inquiry #5361 and decided to discuss with the council representatives and report back to her the discussions.
- b. Were given an update on the VP-HROE position

**VII. Reports from USC Committees****a. IE&RW Committee (Kim Zemanek)**

Meeting with VP of Diversity to discuss a clearer definition on the diversity section of the yearly evaluation forms.

**b. Outreach (Renee O'Banion)**

Due to a conflict with President Young's schedule, we have rescheduled the Supervisor Appreciation Reception to May 1st. It will be at the same time and location. We will be sending out a new Save the Date in the near future.

**c. Staff Emergency Fund (SEF) Committee (Flora Reeves)**

Assistance provided/paid this period: \$0.00

Donations received: \$351.00

Balance as of 12/31/2018: \$16,235.09

**d. Ad Hoc Committees****Inquiries Software- Johna Wright**

Follow – up I have not yet pursued the questions regarding Qualtrics identified at the last USC EO meeting. However, Google Forms was also suggested as a method to receive staff inquiries. This will be another option we can present in the future.

**Mission and Vision Statements – Kelly Peck**

Proposed statements reviewed but no vote taken

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

- a. Stand In Step Up (Melissa Easley)



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- i. Campus wide training in March that will include GreenDot.  
<https://stepinstandup.tamu.edu/>
    - ii. Have not identified a day to wear the teal yet
    - iii. Free information available on a national sexual violence resource center website:  
<https://www.nsvrc.org/saam> for the campaign
  - b. Staff Appreciation Week (Melissa Lloyd)**
    - i. Monday, April 22 - President's Meritorious Service Award Ceremony (morning event)
    - ii. Tuesday, April 23 – Wellness Walk (afternoon/end of the day event)
    - iii. Wednesday, April 24 - Department Appreciation Day
    - iv. Thursday, April 25 – Active for Life Summit (all day event)
    - v. Friday, April 26 - Staff Discount Day (all day)
    - vi. Saturday, April 27 – Staff Photo Day (likely morning event)
  - c. Transportation Services Advisory Council (TSAC) (Renee O'Banion)**
    - i. Had a presentation on the current bus service and how some routes may be combined to provide better service. This will also allow additional busses to help during peak time on other routes that are heavily ridden.
- 
- IX. New Business**
    - a. University Dining will place a Chick Fil A in the MSC
  - X. Old Business**
    - a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.
  - XI. Meeting Adjourned**
    - a. Meeting ended at 3:00p.m.

**Next USC Meeting:** March 18, 2019; 8:45 a.m. –10:45 a.m.; Rudder, Room 601





**2018-2019 Executive Officers**

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Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**University Staff Council (USC)  
Meeting Minutes  
March 19, 2019  
8:45a.m.-10:45a.m.  
Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Annie Crump; Israel De Leon; Nicole Filger; Katy Ellison; Nicole Filger; Darla Guerra; Ross Jarvis; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Joy Monroe; Michelle Newton; Renee O'Banion; Brittany Ramsey; Flora Reeves; Kristina Reyes, Casey Ricketts; Barbara Schumacher; Johna Wright; Sally Yang; Kimberly Zemanek

**Members Absent:** Cathy Capps; Melissa Easley; Jackie Gibson; Allison Harms; Peg Hosea; Deanna Lormand; Melissa Loyd; Kelly Pampell; Kelly Peck; Lisa Pierce; Joe Prather; Elizabeth Scanlin; Cathleen Karr Simons; Doug Sweet; Stephanie Thompson; Shanielle Veazie;

**Visitors Present:**

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 8:50 a.m. Casey welcomed everyone and called the meeting to order.

**II. Presentation**

"DUO" Mr. Scotty Shepherd, Training & Quality Assurance Coordinator, TAMU Division of Information Technology

Questions:

Q: Is there a limit to the number of devices one can have enrolled in DUO?

A: Per DUO, there is no limit to the number of devices that can be enrolled for an account.

Q: Why would the options to enroll in the TAMUS DUO be missing from SSO unless the employee was marked as DUO Required by their HR liaison?

A: No definitive reason and more troubleshooting would be required. If this occurs again, please contact the System IT department by emailing [SO-HelpMe@tamus.edu](mailto:SO-HelpMe@tamus.edu).

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts)**

**V. Approval of Meeting Minutes (Casey Ricketts)**

Could not approve meeting minutes from January and February due to no quorum.

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At-Large: Johna Wright

## **VI. Reports**

### **a. Treasurer's Report (Wendi Brewer)**

- i. General – Beginning Balance: \$11,380.11; 1 transaction; Ending Balance: \$11,192.76
- ii. Professional Development – 0 transactions; Ending Balance: \$3,946.66.

### **b. Staff Inquiries (Melissa Easley)**

- i. #5361 Summary-MyEvide-Casey to give an update on this inquiry. Thanks Casey! I have been working on this. Attached is a resolution signed by all but two of the system institution Speakers/Presidents. It is being sent to the system people today. I am copying our relevant upper administrators on that. I can forward that message after it goes out. I am also sending it to Bill Oliver at WTAW. He asked about his when it came up at our Senate meeting in February. I am praying this doesn't backfire, but our next step is to have our senates approve it at our March meetings. Feel free to use the language in this resolution if that is helpful to you all. I don't know if there are Staff Councils at our System counterparts, but if so, it would be great to include them as we have done with the Faculty Senates.  
Thanks so much and please let me know how I can help.  
Julie Harlin  
RESPONSE: more information forthcoming
- ii. #5367 Summary-Some areas require 1 EOD class for evaluations. How to fulfill that requirement during the HROE-PD transition? Response from Tara Gray:  
The following response was received from HROE Professional Development:  
Thank you for your interest in Texas A&M Professional Development and further developing your competencies. As it turns out, last fall, we commenced actively working with HROE Professional Development and representatives from across the University to transform how we develop employees. This includes aligning development with key functional roles across the University as well as progressive leadership development with the context that everyone is a leader (i.e., one does not have to be a supervisor or administrator to be a leader).

Initial components are being piloted this semester with a target to commence implementation in the summer. We want to validate we are headed in the right direction and will meet your needs before we commence implementation activities and details of the future direction.

So, keep an eye for out in early June for more details about the future direction, what to expect, and enrollment.

In the meantime, as we are committed to serve the Texas A&M community during this time of transition, some of the most popular courses will continue to be offered. Even if you have taken a course in the past, if it has been a few years, it may be worthwhile to take again -- there may be additional insights, especially if you have gained more experience and responsibility with the University. Please see the currently planned course offerings through December 2019 at: [training.tamu.edu/schedule](http://training.tamu.edu/schedule).

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Tara D Gray, M.S., CPLP | Director  
Division of Human Resources and Organizational Effectiveness  
1401 TAMU | College Station, TX 77843  
Ph.979.862.7615 | tara.d.gray@tamu.edu  
employees.tamu.edu

- iii. #5369 Summary-Fleece for outgoing representatives Response: Your inquiry will be shared with the Executive Officers for further action and discussion.
- iv. #5371 & 5372 Summary: Applicant received denied from Admissions. Response: Your email has been forwarded to an admissions counselor in the Aggieland Prospective Student Center. The University Staff Council does not have any involvement in admissions decisions.

**VII. Update on monthly meeting with VP Abercrombie (Casey Ricketts)**

**VIII. Reports from USC Committees**

**a. Elections Committee (Nicole Filger)**

i. We will be reaching out the respective colleges/units who have expiring members this month (March) and requesting that an election coordinator be selected. Once the coordinators are identified, we will be sending nomination packets. Elections being held in April.

**b. Professional Development (Casey Ricketts)**

i. We will be working on the Professional Development plan for about an hour during the April meeting time

**c. Staff Emergency Fund (SEF) Committee (Flora Reeves)**

i. Assistance provided/paid this period: \$0.00

ii. Balance: \$16,235.09

iii. If you had been assisting and aiding by making a payroll deduction please know that your payroll deduction ended in December 2018, if you did not submit a new form to Payroll on January 1, 2019 for a new calendar year.

**d. Work-Life & Benefits (WL&B) Committee (Barb Schumacher)**

i. Insurance costs have decreased since the yearly well check and mandatory health assessments.

ii. My Eivive is hoping to collect your information to build information on how to help you with your available health needs. It pulls information on programs that are available for you from your health benefits. No resolution on why to do this as part of the incentive but SEBAC feels that they are "doing all we can to do the best for all of you."

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

**a. Audio Visual Surveillance Technology Committee (AVST) (Jennifer Kuehn)**

i. September, 2019

a. Exception Request approved for Vet Med (monitoring students with disabilities during Anatomy exams).

**2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

- b. Approved revisions of Standard Administrative Procedure (SAP) 29.01.03.M0.28, Audiovisual Surveillance
  - ii. October, 2019
    - a. Approved surveillance cameras for Anthropology: Lobby, ANTH 108
    - b. Approved surveillance cameras for Chemical Engineering: Brown Building
  - iii. December, 2019
    - a. Approved surveillance cameras for Mechanical Engineering: Lobby, MEOB 392
    - b. Approved surveillance cameras for Utilities and Energy Services: Central Utility Plant
  - iv. March 2019
    - a. Reviewing surveillance camera request for Reed Arena: Loading dock.
    - b. Reviewing surveillance camera request for Transportation Services: Parking and traffic at Building 1416 (Hullabaloo).
    - c. Reviewing surveillance camera request for Transportation Services: Parking and traffic at Buildings 1536 and 1537 (Agrilife).

**b. SEBAC (Barb Schumacher)**

- i. Continually reviewing benefits for staff. The cost of health care has decreased because of proactivity and annual week check incentive.
- ii. My Evive is hoping to collect your information to build information on how to help you with your available health needs. It pulls information on programs that are available for you from your health benefits. No resolution on why to do this as part of the incentive but SEBAC feels that they are "doing all we can to do the best for all of you."

**c. Staff Appreciation Week (Melissa Loyd)**

- i. Remote campuses have been contacted pertaining with SAW Assistance. Go to SAW website for new information. <https://staffappreciation.tamu.edu/>
  - a. Monday, April 22 - President's Meritorious Service Award Ceremony MSC, Bethancourt Ballroom Ceremony 10:30 a.m. | Reception: 11:30 a.m.– 12:00 p.m.T
  - b. Tuesday, April 23 – Wellness Walk (afternoon/end of the day event)
  - c. Wednesday, April 24 - Department Appreciation Day
  - d. Thursday, April 25 – Active for Life Summit (all day event) A&M Hotel & Conference Center
  - e. Friday, April 26 - Staff Discount Day (all day)
  - f. Saturday, April 27 – Staff Photo Day (morning event)
- ii. We will likely need volunteers from USC to help staff some of these events. Please have them place a hold on their calendars for these dates if they are available and interested in helping. Non-Traditional employees will be given boxed lunch as before and volunteers will be needed to help with the 2 distribution days:

Wed, April 24th from 5pm – 7pm

Fri, April 26th from 10am – 12pm

**X. New Business**

- a. Five USC representatives made a campus visit to TAMUG in February. It is an amazing campus, and included time to meet with the staff. Encouraged all representatives to try to visit



TEXAS A&M UNIVERSITY

## University Staff Council

### **2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

the campus in Galveston. The group enjoyed having the opportunity to also meet with Colonel Michael E. Fossum. Thanks to this campus staff and Cari Bishop for their warm hospitality.

- b. A spring or summer trip is being planned to visit the Law School and Dental School campuses; if you are interested in attending please let Casey know of your interest.

### **XI. Old Business**

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.
- b. Galveston Trip Re-Cap
- c. MyEvide Update: Resolution from Faculty Senate; states that they disagree with the requirement to provide health information to a third-party for-profit entity as health incentive as state employees; has been sent to other . The resolution has been forwarded to other system staff councils to determine if this is a shared concern across the system. Possible outcomes are that the MyEvide requirement become optional, or that the requirement be eliminated as well as the \$30 incentive. It has been verified that My Evive is no HIPPA compliant, and therefore employees should not be compelled to complete the assessment. Employees do have the opportunity to cancel their MyEvide information can do so via the MyEvide website. Casey Ricketts and Melissa Easley will meet with Elizabeth Schwartz, Interim VP of HROE to discuss these concerns.

**Next USC Meeting:** April 16, 2019; 1:30 p.m. –3:30 p.m.; Rudder, Room 601



**2018-2019 Executive Officers**  
Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**University Staff Council (USC)  
Meeting Minutes  
April 16, 2019  
1:30p.m.-3:30p.m.  
Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Annie Crump; Melissa Easley; Nicole Filger; Darla Guerra; Allison Harms; Peg Hosea; Ross Jarvis; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Joy Monroe; Renee O'Banion; Kelly Pampell; Lisa Pierce; Joe Prather; Brittany Ramsey; Kristina Reyes; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Cathleen Karr Simons; Doug Sweet; Stephanie Thompson; Shanielle Veazie; Johna Wright; Sally Yang; Kimberly Zemanek

**Members Absent:** Cathy Capps; Israel De Leon; Katy Ellison; Jackie Gibson; Deanna Lormand; Melissa Loyd; Michelle Newton; Flora Reeves

**Visitors Present:** Tami Overby, HROE

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 1:37p.m. Casey welcomed everyone and called the meeting to order.

**II. Presentation**

Professional Development/Needs Assessment with Tami Overby, HROE

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts)**

**V. Approval of Meeting Minutes (Casey Ricketts)**

January Meeting Minutes-Moved by Peg Hosea. Seconded by Doug Sweet. Approved  
February Meeting Minutes-Moved by Barb Schumacher. Seconded by Joe Prather. Approved  
March Meeting Minutes-Moved by Barb Schumacher. Seconded by Renee O'Banion. Approved

**VI. Reports**

**a. Treasurer's Report (Wendi Brewer)**

- i. General – Beginning Balance \$10,820.74, No transactions, Ending \$10,820.74  
a. A few pending end-of-year transactions, approx. \$4,000.00.
- ii. Professional Development – Beginning Balance \$3946.66, No transactions, Ending \$3946.66.



**2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**b. Staff Inquiries (Melissa Easley)****i. Staff BBQ – 2018**

Submitted by USC Representative Kelly Pampell.

Thank you. I am writing because the president of TAMU stated that he would reschedule the staff BBQ that never happened in 2018 and we have not heard about it since the last canceled date. Do you know if this is ever going to happen?

RESPONSE from Vice Chair: Howdy! The question about the staff BBQ has been forwarded to the Office of the President's USC representative to see if there is an official response to share with constituents.

Response from President Office:

Hi Melissa! At this time, a date has not been chosen but the BBQ event is still in the queue.

**ii. #5379 Staff Inquiry - Half Price Concessions**

Hi USC, I am sending an inquiry on behalf of another employee.

Are concession purchases at TAMUS events ½ price for TAMUS Staff?

RESPONSE from Vice Chair

Howdy If this question is directed to sporting events/athletics, the concessions are run by Levy Restaurants and outside third party vendors which do not offer staff discounts within Kyle Field.

There are staff discounts offered at the third party vendors such as Panda Express in the MSC. Other dining options on campus are Chartwells which does not offer staff discounts. Your question will be shared with the executive officers for further discussion.

**iii. #5402 Tornado**

The situations for using leave for tornado or other emergencies is guided by the TAMU policy below:

Justified Emergency Leave under Other Circumstances

Eligible Texas A&M University employees may receive paid Justified Emergency Leave of Absence for Other Circumstances for situations not covered in Texas A&M rules or regulations.

Upon requesting emergency leave not covered in Texas A&M rules or regulations, an employee must show good cause for the leave. The routing approval authority of this leave type is as follows:

Length of Leave Requested

Up to 5 days First Approver: Supervisor final Approver is the Dept Head

6 to 10 days First approver: Department Head (academic division) Final Approver: VP or Designee (non-academic division) or Associate/Assistant Provost or Dean

Beyond 10 Days – First approver: Associate/Assistant Provost or Dean (academic division) Final approver: Vice President

Additional Information

System Regulation 31.03.03: Leave of Absence With Pay

Standard Administrative Procedure 31.03.03.M0.01: Leave of Absence With Pay

**2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**VII. Update on monthly meeting with VP Abercrombie (Casey Ricketts)****VIII. Reports from USC Committees****a. Elections Committee (Nicole Filder)**

i. The Elections Committee emailed the nomination packets to the respective divisions/colleges on 3/29/19. Nomination process should be under way. Some have already been returned to the committee.

**b. Outreach (Renee O'Banion)**

i. A reminder RSVP for the Supervisor Appreciation Reception was sent on 4/10/19. We have only received 35 responses. The last day to RSVP is Friday, 4/19 and this number will be used to order the correct amount of food. If you supervisor cannot make it, please invite your supervisor's supervisor. We are also requesting the representatives to attend even if their supervisor is unable to do so. Contact Renee O'Banion or Rose Berryhill to confirm your supervisor's RSVP.

**c. Staff Emergency Fund (SEF) Committee (Flora Reeves)**

i. Assistance provided/paid this period \$0.00, Donations received \$500.92, Balance \$16,719.46

**d. Ad Hoc Keystone Replacement (Johna Wright)**

i. In progress, looking at Qualtrics and Google

**IX. Reports from Special Committees, Working Groups or Appointments****a. Diversity Operations Committee (DOC) (Annie Crump)**

i. Developing IDEA statement for all job postings.

**b. Staff Appreciation Week (Melissa Loyd)**

i. Thank you for volunteering to stuff bags and distribute lunches for shift work staff.  
ii. Reminder to volunteer where able and register for events/updated at saw.tamu.edu

**c. Transportation Services Advisory Council (TSAC) (Renee O'Banion)**

i. A presentation was given regarding the plans for Football Thursday, 2019 from TTI. They are building on last year's success and want as much feedback as possible from all constituent groups. They have offered to present to any groups, departments, etc... to get the word out. Please contact Madison Metsker-Galarza (m-metsker-alarza@tti.tamu.edu) Tim Lomax (t-lomax@tam.u.edu) at TTI. Here is a copy of the presentation:  
<http://transport.tamu.edu/WebFS/Transport/TSAC/presentations/2019/FootballThursdayRound2.pdf>

**X. New Business****XI. Old Business**

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tam.u.edu](mailto:staff@tam.u.edu) for consistency and recorded official responses.
- b. Professional Development Ad Hoc, reminder meeting 4/17
- c. Staff Emergency Fund: SSC or Chartwells are not eligible as they do not report to the president, specifically for members affected by tornado in Franklin, TX

**XII. Meeting Adjourned**





TEXAS A&M UNIVERSITY

University Staff  
Council

**2018-2019 Executive Officers**

Chairperson: Casey Ricketts

Vice Chairperson: Melissa Easley

Secretary: Annie Crump

Treasurer: Wendi Brewer

At-Large: Doug Sweet

At-Large: Johna Wright

- a. Moved by Darla Guerra and seconded by Johna Wright at 2:23p.m.

**Next USC Meeting:** May 21, 2019; 8:45 a.m. –10:45 a.m.; Rudder, Room 601

**2018-2019 Executive Officers**  
Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**University Staff Council (USC)  
Meeting Minutes  
May 21, 2019  
8:45a.m.-10:45a.m.  
Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Wendi Brewer; Annie Crump; Melissa Easley; Allison Harms; Ross Jarvis; Jennifer Kuehn; Jill Lee; Lisa Pierce; Joe Prather; Kristina Reyes; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Johna Wright; Sally Yang; Kimberly Zemanek; Katy Ellison; Michelle Newton

**Members Absent:** Cathy Capps; Israel De Leon; Nicole Filger; Darla Guerra; Peg Hosea; Sharon LeMieux; Deanna Lormand; Melissa Loyd; Joy Monroe; Renee O'Banion; Kelly Pampell; Brittany Ramsey; Flora Reeves; Shanielle Veazie; Johna Wright; Cathleen Karr Simons; Elizabeth Scanlin; Jackie Gibson

**Visitors Present:** Tami Overby, HROE

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 8:50 a.m. Casey welcomed everyone and called the meeting to order.

**II. Presentation**

a. Needs Assessment update with Tami Overby, HROE

- i. Current phase of USC Needs Assessment. Currently on track for completion of Phase I.
- ii. Review responses from Roles & Responsibilities input request.
- iii. USC branding will be presented to USC Ad Hoc Committee in June.
- iv. Next steps are a review of primary USC goals.

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts)**

**V. Approval of Meeting Minutes (Casey Ricketts)**

There was no quorum present for the May meeting, April minutes will be submitted for approval at the June meeting.

**VI. Reports**

a. **Treasurer's Report (Wendi Brewer)**

- i. General – Beginning Balance \$10,790.22; 1 transaction, \$10,027.22
- ii. Professional Development \$3, 946.66, 0 transactions

**2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**VII. USC Business Reports (Casey Ricketts)**

- a. An introductory meeting was held with Dr. Jeff Risinger. He learned a little about the USC and he asked us what we thought was the immediate need for staff. We were in agreement from inquiries over the last few years that staff was concerned about the lack of a career ladders or movement with departments being available for staff. In order for staff to get a significant salary increase it was necessary to change jobs. Staff would like to have the opportunity to grow in their profession without changes in jobs.
- b. Casey would like to have the committee chairs for 2019-2020 in place before the 1st USC Meeting in September. Please be reviewing these committees and decide if you would have an interest in being a chair.

**VIII. Reports from USC Committees**

- a. **IE&RW Committee (Kim Zemanek)**
  - i. Met with Dr. Means-Coleman and Dr. Reyes discusses
  - ii. Diversity Series speakers for the USC
  - iii. Diversity Summit in the coming year
- b. **Staff Emergency Fund (SEF) Committee (Flora Reeves)**
  - i. Assistance provided/paid (end of April) this period: \$500.00; \$20.00 donations received
  - ii. Balance: \$16,323.96
- c. **Work-Life & Benefits (WL&B) Committee (Barb Schumacher)**
  - i. Moving forward with the survey questions from other universities

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

- a. **Audio Visual Surveillance Technology Committee (AVST) (Jennifer Kuehn)**
  - i. Discussed the role of AVST in the IT Governance structure and the possibility of becoming a formal subcommittee of the Information Risk, Policy & Security Committee (IRPSC). Based on these discussions, it was decided that a presentation of the AVST recommendation would be made at the May IRPSC meeting. If approved, a charter will be drafted, reviewed, and agreed upon by both the AVST and IRPSC.
  - ii. The scheduled review of the AVST Operational Standards was placed on hold until a determination is made about status of the subcommittee proposal.
  - iii. Recommendations were made to improve the language of the AVST Request Form to better distinguish between the purpose of the surveillance equipment and the justification for surveillance equipment to ensure requestors clearly understand the impact their request will have on privacy.
  - iv. A service provider section will be added to the form to ensure proper technical requirements are met and language will be added to better explain the formal review process.
- b. **Council on Built Environment (CBE) (Barb Schumacher)**
  - i. Voting on Rec Sports expansion and Signage – interior and exterior at Kyle Field.
- c. **SEBAC (Barb Schumacher)**
  - i. Insurance and costs have been pretty stable over the last year.

**X. New Business**

- a. USC visiting the Law School and College of Dentistry either July 12 or July 26.

**2018-2019 Executive Officers**

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Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

- i. If interested in visiting these campuses please let Melissa or Casey know so that can arrange the transportation needs for the visits. It will be an all day trip from about 6:30 am – 7:30 pm (approximate times).
- ii. They will need responses by May 31 send them your name and date you can go on the trip.

**XI. Old Business**

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.
- b. My Evive according to the Health Assessment Reminder staff will need the wellness exam and health assessment to save you and your spouse \$30 on your health insurance premium each month. Health Assessment are either through MyEvive (<https://myevive.com/dv2/landing?clientname=Tamus>) or Well onTarget through Blue Access for Members (BAM) ([https://www.bcbstx.com/employer/members\\_resources.htm](https://www.bcbstx.com/employer/members_resources.htm)).

**XII. Meeting Adjourned**

**Next USC Meeting:** June 18, 2019; 1:30 p.m. –3:30 9.m.; Rudder, Room 601



**2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**University Staff Council (USC)  
Meeting Minutes  
June 19, 2019  
1:30p.m.-3:30p.m.  
Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Cari Bishop-Smith;; Wendi Brewer; Annie Crump; Nicole Filger; Allison Harms; Peg Hosea; Ross Jarvis; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Melissa Loyd; Joy Monroe; Michelle Newton; Renee O'Banion; Kelly Pampell; Lisa Pierce; Joe Prather; Brittany Ramsey; Flora Reeves; Casey Ricketts; Elizabeth Scanlin; Doug Sweet; Stephanie Thompson; Shanielle Veazie; Bethany Wright; Johna Wright

**Members Absent:** Thadeus Bowerman; Cathy Capps; Israel De Leon; Melissa Easley; Katy Ellison; Darla Guerra; Deanna Lormand; Kristina Reyes; Barbara Schumacher; Sally Yang; Kimberly Zemanek; Jackie Gibson; Cathleen Karr Simons

**Visitors Present:** Holly Hudson and Sara Jo Poremski

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 1:34 p.m. Casey welcomed everyone and called the meeting to order.

**II. Roll Call (Annie Crump)**

Member roll called.

**III. Welcome Visitors (Casey Ricketts)**

**IV. Approval of Meeting Minutes (Casey Ricketts)**

April Meeting Minutes-Moved by Flora Reeves. Seconded by Jennifer Kuehn. Approved.  
May Meeting Minutes-Moved by Kristina Ballard. Seconded by Peg Hosea. Approved.

**V. Reports**

**a. Treasurer's Report (Wendi Brewer)**

- i. General – 3 transactions last month, balance of \$5,646.23
- ii. Professional Development -- No activity, balance of \$3,946.66

**b. Staff Inquiries (Melissa Easley)**

- i. None submitted for the previous month.

**VI. Update on monthly meeting with HROE VP (Casey Ricketts)**

- a. Discussed new processes in HROE to streamline, offer better support and standardize the hiring process.

**2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

- b. Updated Dr. Risinger on the USC planning for strategic planning – needs assessment
- c. Discussed the possibility of him and other new vice presidents presenting a townhall or forum next fall

**VII. Reports from USC Committees****a. Bylaws Committee (Ross Jarvis)**

- i. Proposed bylaws change for Article III-A Council Membership Eligibility; updated the proposed to the following: "Council Representatives will be classified or non-classified staff employees. Representatives must have an overall performance evaluation of 'meets expectation' or higher on the most current Texas A&M University evaluation and have 12 months of service in their College or Division at the time of the election process. All voting council representatives shall be selected through an election process of their peers. A vote to approve will be taken in the July USC Monthly Meeting.

**b. Elections Committee (Nicole Filger)**

- i. Committee has sent the list of names of new representatives for 2019-2020 to Rose. We are still waiting for a couple more Schools/Divisions to report their reps. In addition, Rose sent out a reminder email encouraging the current reps to submit EO nominations forms.

**c. Outreach (Renee O'Banion)**

- i. Outreach checklist will be shared with representatives via email for the month of June.

**d. Staff Emergency Fund (SEF) Committee (Flora Reeves)**

- i. As of April 16, 2019 the fund balance is \$16,323.96; no granted applications.

**VIII. Reports from Special Committees, Working Groups or Appointments****a. Diversity Operations Committee (DOC) (Annie Crump)**

- i. DOC has developed a new diversity statement for all job postings, more information to come on implementation.

**b. Staff Appreciation Week (Melissa Loyd)**

- i. SAW had a wrap up meeting on May 29 with its core members. SAW events were reviewed to see if they were successful or to do something new next year. The team will be working on details of next year's event as soon as they can and as a budget is confirmed in the timeframe.

**IX. New Business**

- a. Newsletter should be shared through Maestro to all TAMU staff; representatives are requested to send a reminder to their constituents to submit all request, questions or suggestions to [staff@tamu.edu](mailto:staff@tamu.edu) or to them and they send to [staff@tamu.edu](mailto:staff@tamu.edu).

- b. Main Campus USC representatives are planning a visit to the staff at the Law School and College of Dentistry on July 12. Currently signed up for the visits to these schools are Casey Ricketts, Jennifer Kuehn, Doug Sweet, Flora Reeves, Melissa Easley and Barb Schumacher. If any other representatives would like to visit these campuses please let Casey and Melissa know soon.

**X. Old Business**

**2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.
- b. Reminder that health assessment and yearly physicals must be completed by June 30. The health assessment can be done through MyEvive or Blue Cross Blue Shield.

**XI. Meeting Adjourned**

- a. Moved by Flora Reeves and seconded by Kristina Ballard at 2:25 p.m.

**Next USC Meeting:** July 16, 2019; 8:45 a.m. –10:45 a.m.; Rudder, Room 601



**2018-2019 Executive Officers**  
Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

DRAFT

**University Staff Council (USC)  
Meeting Minutes  
July 16, 2019  
8:45a.m.-10:45a.m.  
Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman, Wendi Brewer; Annie Crump; Israel De Leon; Melissa Easley; Nicole Filger; Darla Guerra; Allison Harms; Peg Hosea; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Joy Monroe; Renee O'Banion; Joe Prather; Brittany Ramsey; Flora Reeves; Casey Ricketts; Barbara Schumacher; Johna Wright; Sally Yang; Elizabeth Scanlin; Michelle Newton

**Members Absent:** Cathy Capps; Katy Ellison; Ross Jarvis; Deanna Lormand; Melissa Loyd; Kelly Pampell; Lisa Pierce; Stephanie Thompson; Shanielle Veazie; Kimberly Zemanek; Cathleen Karr Simons; Jackie Gibson

**Visitors Present:** Tami Overby, HROE

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 8:47 a.m. Casey welcomed everyone and called the meeting to order.

**II. Presentation**

**a. Thursday Football briefing with Dr. Jerry Strauser, Division of Finance and Operations**

Questions or concerns email: [jstrauser@tamu.edu](mailto:jstrauser@tamu.edu)

- i. Avoid Wellborn Rd if possible.
- ii. Considering early staff dismissal
- iii. Default will be normal operating hours for buildings; early building closings done by request.
- iv. Later clear times for parking (4:30pm) and later street closures. More information to come, websites will have updates.

**III. Roll Call (Annie Crump)**

Member roll called.

**IV. Welcome Visitors (Casey Ricketts)**

**V. Approval of Meeting Minutes (Casey Ricketts)**

Motion – Flora Reeves  
2nd by – Johna Wright  
Approved with edits

**VI. Reports**

**a. Treasurer's Report (Wendi Brewer)**

- i. General – Beginning Balance \$7,200.45; 3 transaction, \$5,746.83



**2018-2019 Executive Officers**

Chairperson: Casey Ricketts  
Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**DRAFT**

- ii. Professional Development \$3, 946.66, 0 transactions

**b. Staff Inquiries – (Melissa Easley)****VII. Vote on Bylaw Amendment****a. Article III-A Eligibility**

- i. Reason for Amendment: Current Reads: Council members will be classified or non-classified staff employees. All voting council members shall be selected through an election process of their peers. Need to clarify that representatives have an overall performance evaluation of meets expectation or higher on their latest Texas A&M University evaluation.
- ii. Proposed Change: Council Representatives will be classified or non-classified staff employees. Representatives must have an overall performance evaluation of meets expectation or higher on their most current Texas A&M University evaluation and have 12 months of service in their college, division, or unit at the time of the election process. All voting council representatives shall be selected through and election process of their peers.
- iii. Amendment approved through unanimous vote.

**VIII. USC Business Reports (Casey Ricketts)****a. Update on Monthly Meeting with Dr. Jeff Risinger, Vice President for Human Resources and Organizational Effectiveness****IX. Reports from USC Committees****a. Elections (Nicole Filger)**

- i. The Elections committee did not meet. We are still waiting for a couple more Schools/Divisions to report their reps. Deadline to complete: July 22<sup>nd</sup>.
- ii. Rose sent out the electronic ballot to vote for EOs and this will end on July 24<sup>th</sup>.
- iii. Once we figure out which EO positions are still vacant, we will conduct a second election.

**b. Staff Emergency Fund (SEF) Committee (Flora Reeves)**

- i. As of May 30 – Assistance provided/paid this period: \$500.00; \$125.00
- ii. Donations received \$125; \$778.25 donations from Galveston
- iii. Balance: \$16,323.96

**X. Reports from Special Committees, Working Groups or Appointments****a. Step In Stand Up (Melissa Easley)**

- i. Leadership of committee has been given to Kevin McGinnis. Campaign effectiveness was discussed from all aspects of student, staff and faculty. Discussion also included is a similar campaign can be created for discrimination by stander training.

**XI. New Business****a. Representation from USC for Wellness Works**

- i. Volunteer needed to be Well Leader for USC, email Kristina Ballard or Rose Berryhill

**b. Financial Wellness and Food Pantry**



**2018-2019 Executive Officers**

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Vice Chairperson: Melissa Easley  
Secretary: Annie Crump  
Treasurer: Wendi Brewer  
At-Large: Doug Sweet  
At-Large: Johna Wright

**DRAFT**

- i. Assessment to determine what is available for staff to access information about financial wellness and how it relates to food insecurity.
- ii. Survey is in creation, currently in the approval process, to assess the needs of staff in this area.
- iii. Approval vote unanimous for USC to support effort with HROE and the Money Education Center to research where staff need assistance.

**XII. Old Business**

- a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.

**XIII. Announcements**

- a. DFW Trip Report
  - i. The Aggie Spirit and Tradition is alive and implemented at both the Law and Dentistry schools.
  - ii. Thank you to Stephanie and Brittany for being amazing hosts!
  - iii. USC should continue visits to remote sites in future academic years to maintain relationships and connection to the University Staff Council.
- b. Pickup Supervisor Appreciation gift, remote sites will be mailed their gifts

**XIV. Meeting Adjourned**

Adjourned 9:35AM  
Motion: Annie Crump  
Second: Melissa Easley

**Next USC Meeting:** August 20, 2019; 1:30 p.m. –3:30 9.m.; Rudder, Room 601

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**University Staff Council (USC)**

**Meeting Minutes**

**August 20, 2019**

**1:30p.m.-3:30p.m.**

**Rudder Tower, Rm. 601**

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Annie Crump; Kari Curtis; Israel De Leon; Melissa Easley; Nicole Filger; Darla Guerra; Allison Harms; Ross Jarvis; John Kay; Jennifer Kuehn; Sharon LeMieux; Joy Monroe; Renee O'Banion; Kelly Pampell; Joe Prather; Flora Reeves; Kristina Reyes; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Johna Wright; Sally Yang; Cathleen Carr- Simons; Michelle Newton; Elizabeth Scanlin

**Members Absent:** Cathy Capps; Katy Ellison; Peg Hosea; Jill Lee; Deanna Lormand, Melissa Loyd; Lisa Pierce; Shanielle Veazie; Kimberly Zemanek

**Visitors Present:** Christina Vasquez

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Casey Ricketts)**

At 1:35 p.m. Casey welcomed everyone and called the meeting to order.

**II. Roll Call (Annie Crump)**

Member roll called.

**III. Welcome Visitors (Casey Ricketts)**

**IV. Approval of Meeting Minutes (Casey Ricketts)**

July Meeting Minutes-Moved by Ross Jarvis. Seconded by Flora Reeves. Approved.

**V. Reports**

**a. Treasurer's Report (Wendi Brewer)**

- i. General – Beginning Balance \$5746.83; Transactions 5; Ending Balance \$5136.41
- ii. Professional Development - Transactions 1; Ending Balance \$3775.53

**b. Staff Inquiries (Melissa Easley)**

i. #5461 I would like to remain anonymous but I have a concern regarding the early release of Main campus, for the football game, and not the Texas A&M Health Science Center on Highway 47. Even though the Texas A&M Health Science Center may not be effected by parking issues, we are effected by the incoming traffic. With a normal release time, we will not be able to pick up children from schools or daycares because we will be stuck in traffic. When traveling from our campus on Highway 47, we use all of the same main highways that lead to Texas A&M main campus and so the traffic will be difficult to navigate. Thank you for your time.

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Response: Inquiry to be shared with the USC Executive Committee and VP of HR to give a response.

ii. #5491 Hello fellow Staff Council peeps. I am the Staff Council Administrator at the University of Vermont. I am reaching out to you all because you are among the few organizations that have staff discounts listed on your Staff Council web pages, over and above tuition remission, but for outside vendors.

We are in the process of auditing our discounts list, but have never had a practice of vetting a vendor. If someone contacted us and wanted to be listed offering our staff a discount, we would list them. However, we are now in a place to possibly want to vet these vendors, but are unsure precisely how to move forward and be fair.

Do you have any vetting process you use for your discount vendors, if so, would you be willing to share that process with us here at UVM to offer a starting place of our new process?

Response: Our staff discounts are vetted through a third party Perks Connect which is managed by our Human Resources department. I am going to send your email to our HR contact to find out if they have further insight for you.

iii. #10288 After reading the USC brief sent this week referencing a potential food pantry, I wanted to make sure you were aware that the 12th Can food pantry already serves staff (open to all students, staff, and faculty). A duplication of those efforts may either interfere with them or cause confusion between two separate pantries on campus, so it may be more helpful to highlight their availability to staff instead. More info can be found on their website: [Response: Thank you so much for your information about the Food Pantry for students, staff, and faculty. Food insecurity of staff is of concern to the staff council and will be a topic of discussion in the coming year.](#)

iv. #5447 FYI-Request for Staff Emergency Fund application. Response: Your request has been forwarded to the Chairperson of our Staff Emergency Fund Committee. Application procedures and instructions can be found on our website site at [staff.tamu.edu/our-programs/staff-emergency-fund/](http://staff.tamu.edu/our-programs/staff-emergency-fund/). You can also download the application at <https://staff.tamu.edu/media/1572579/sef-application-9-28-16.pdf>.

**VI. Update on monthly meeting with VP Risinger (Casey Ricketts)**

- i. Keystone and potential assistance with funding
- ii. Council Growth and Budget Growth
- iii. Introductory meeting for new Chair and Vice Chair

**VII. Reports from USC Committees**

**a. Communications (Kristina Ballard)**

- i. Brief from June saw a 32% open rate, will continue to track with new style of brief.

**b. Elections Committee (Nicole Filger)**

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i. All vacant USC member positions (non- EO) have been filled and the new representatives have been sent welcome emails from our new Chairperson. The new representative orientation scheduled for Thursday, September 5, 2019 from 12pm-5pm

**c. Outreach (Renee O'Banion)**

i. Announced winner of outreach points survey for 2018-2019: Ross Jarvis

**d. Professional Development/Needs Assessment**

i. Zoom meetings established

ii. Four Goals being established: Engagement, Communication, Programs, and Professional Development

iii. Call for new/current members to join committee to continue development and implementation of goals and strategies.

**e. Staff Emergency Fund (SEF) Committee (Flora Reeves)**

i. SEF Met and requested more information, no assistance provided for July.

ii. Donations as of July 31, 2019 \$185.50; Ending Balance - \$16830.21, \$500 assistance approved for August

**f. Work Life Benefits (WLB) Committee (Barbara Schumacher)**

i. WLB corresponded via email.

ii. Creating report of data collected from each institution.

**VIII. New Business**

a. Installation of Executive Officer Committee for 2019-2020

**IX. Old Business**

a. Please submit all constituent requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.

**X. Meeting Adjourned**

a. Moved by Kristina Ballard and seconded by Doug Sweet at 3:16 p.m.

**Next USC Meeting:** September 17, 2019; 8:45 a.m. –10:45 a.m.; Rudder, Room 601