



TEXAS A&M UNIVERSITY

University Staff
Council

2018-2019 Executive Officers

Chairperson: Annie Crump
Vice Chairperson: Kristina Ballard
Secretary: Sally Yang
Treasurer: Melissa Easley
At-Large: Wendi Brewer
At-Large: Nicole Filger

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

Members Present: Ballard, Ballard, Kristina, Bienski, Lori, Billington, Cynthia, Castillo, Victor, Crump, Annie De Leon, Israel, Easley, Melissa, Filger, Nicole, Giordano, Katie, Hosea, Peg, Hudson, Holly, Hurt, Cindy, Kuehn, Jennifer, Lee, Jill, LeMieux, Sharon, Nixon, Lana, Pierce, Lisa, Prather, Joe, Reeves, Flora, Schumacher, Barbara, Thompson, Stephane, Poremski, Sara Jo, Vasques, Angela, Whitaker, Dana, Yang, Sally, Young, Tamra, Guest, Courtney

Members Absent: Newton, Michelle, Javis, Ross, Capps, Cathy, Guerra, Darla, Ramsey, Brittany, Brewer, Wendi (notified Annie)

Visitors Present:

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Annie Crump)

At 10:45 a.m. Annie welcomed everyone and called the meeting to order.

II. Presentation, none for today.

III. Roll Call (Sally Yang)

Member roll called.

IV. Welcome Visitors (Annie Crump)

V. Approval of Meeting Minutes (Annie Crump)

August Meeting Minutes-Moved by Kristina Ballard Seconded by Joe Prather.

Approved.

VI. Reports

a. Treasurer's Report (Melissa Easley)

General – Beginning Balance: Melissa Easley talked about the treasure report change. She will present the information to USC quarterly -- how money is spent, seeks more feedback from our representatives. The first detailed report will be available in October.

b. Staff Inquiries (Kristina Ballard), none.

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- VII.** Update on monthly meeting with VP Risinger -- Annie and Kristina met with Dr. Jeff Risinger. They discussed about how to standardize the policy of flex time, flex comp time on campus. The plan is to look into compensating full-time employees who work over 40 hours. USC will resume to conduct annual report.
- VIII. Reports from USC Committees**
- a. **Bylaws Committee -- no report**
 - b. **Communications – no report**
 - c. **Elections Committee – no report**
 - d. **IE&RW Committee – no report**
 - e. **Outreach – no report**
 - f. **Professional Development – no report**
 - g. **Staff Emergency Fund (SEF) Committee --** Flora reported to USC. Assistance provided/paid was \$500. The committee received donation, \$115. As of 7/31/19, fund balance is \$16,439.46.
 - h. **Work-Life & Benefits (WL&B) Committee – no report**
- IX. Reports from Special Committees, Working Groups or Appointments**
- a. **Audio Visual Surveillance Technology Committee (AVST) -- no report**
 - b. **Council on Built Environment (CBE) no report**
 - c. **Diversity Operations Committee (DOC) - no report**
 - d. **President’s Council on Climate & Diversity-- no report**
 - e. **Campus Master Plan Focus Group – no report**
 - f. **Finance Working Group – no report**
 - g. **IT Governance Group (ITG) – no report**
 - h. **SEBAC (Barb Schumacher) – no report**
 - i. **Staff Appreciation Week – no report**
 - j. **Task Force on Campus Emergencies – no report**
 - k. **Task Force: TAMU History of Diversity and Inclusion – no report**
 - l. **Texas A&M Sustainability Advisory Council (SAC) – no report**
 - m. **Transportation Services Advisory Council (TSAC) – no report**
 - n. **University Dining Services Advisory Board – no report**
- X. New Business:**
- a. New Committee assignments are complete.
 - b. USC Retreat is scheduled on October 3rd.
 - c. The committee for USC Spring Forum is formed. The event is going to be in the week before the spring break.
 - d. 2025 Vision – Strategic plan is shared with USC. Melissa attended the meeting (The Provost Retreat). She met Dr. Risinger, deans, department heads, Vice president. She expressed the concerns, which the strategic plan was lack of staff’s voice. She requested the draft and created online form for feedback. All USC members can provide the feedback and the deadline is due on October 4th.
 - e. Ex-Officio areas were approved. Agrilife Agencies, TAMU Systems Staff Council, CSBA, Former USC Representative, TEES, TTI, Faculty of Senate, Rellis campus, HROE.



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- f. Kristina talked about committee merge – Communication and Outreach. The proposal will submit to By Laws for approval.
- g. Update on Rose: The surgery was successful. Rose is resting. We collect funds for Rose. USC will have the plant and card for Rose to show our appreciation.
- h. USC new theme: USC 2.0. The goal is to increase USC visibility, engage USC members, extend USC programs, and present better. Through re-branding, USC will connect better internally and externally and push out who we are!

XI. Old Business

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

XII. Meeting Adjourned

- a. Moved by Melissa and seconded by (i forgot, sorry)

Next USC Meeting: October 15th, 1:30pm to 3:30pm Rudder, Room 601

University Staff Council (USC)
USC Meeting Minutes
Tuesday, October 15, 2019
1:30 – 3:30 pm, Rudder, Rm 601

Member Present: Ballard, Kristina, Billington, Cindy, Brewer, Wendi, Castillo, Victor, Crump, Annie, De Leon, Israel, Easley, Melissa, Filger, Nicole, Giordano, Katie, Guerra, Darla, Guest, Courtney, Hosea, Peg, Hurt, Cindy, Kuehn, Jennifer, Lee, Jill, Nixon, Lana, Pierce, Lisa, Reeves, Flora, Green, Ashley, Schumacher, Barbara, Thompson, Stephane, Poremski, Sara Jo, Vasquez, Angela, Yang, Sally, Sharp, Amy, Jarvis, Ross, Newton, Michelle.

- I. Call to Order – Anne Crump**
- II. Presentation – Kelli Hollinger, Director, TAMU Visitor Experience**
- III. Roll Call of Members - Sally Yang**

Out- Cathy Capps, Allison Harms, Holly Hudson (with notice), Sharon LeMieux (with notice) Joe Prather, Vernon Camus (with notice), Lori Bienski, BB Graytan, Joe Prather (with notice), Brittany Ramsay, Shanielle Veazie, Tamra Young, Dana Whitaker.

- IV. Recognition of Visitors: None**
- V. Approval of Minutes from Previous Meeting**

Motioned – Flora
2nd by – Melissa

VI. Report

a. Treasurer’s Report (Melissa Easley)

\$ 9,958.00 in General Budget Available
\$ 3,775.53 in Professional Development
Further or pending budget items – discussed during the meeting

b. Staff Inquiries & the Update on Monthly Meeting with VP Risinger (Kristina Ballard)

- SECC v.s. SEF – Huge campus push for SECC, struggling to get SEF commitments.
 - ◆ Dr. Risinger wants to ask SECC program coordinator how to get SEF added to the SECC listing of charities to donate to. Pushing these two charity drives together is a great idea, and he encouraged SEF to ride this timing to get SEF out there.
- Tuition assistance – only available for degree-seeking student at Texas A&M
 - ◆ Work Life & Benefits committee can reach out to Wellness Works to learn more details on why it only counts toward Texas A&M (College Station, HSC, Qatar and Galveston programs) and what processes could be initiated to broaden the opportunities to include any online degrees, or even system schools programs.
- Centralized staff professional development across campus inquiry
 - ◆ Sent Dr. Risinger the exact inquiry so he can reference in upcoming strategic meetings. He spoke to how this is exactly why “Establish career ladders and develop position competency profiles” and “Create a growth and development plan for each employee” were added to the strategic plan.
- Resource Rolodex inquiry – directory of resources/individuals. A who’s who.
 - ◆ He is going to inquire with the Workday HR staff member on whether Workday would be an idea platform for this. We could self-identify subject matter areas and have a search feature in there, perhaps.

- Accessible parking audit inquiry
 - ◆ Sent Dr. Risinger the exact inquiry. He will personally speak with his colleague in transportation, but also approves TSAC taking to their next meeting.

VII. Reports from the USC Committees

1. **Bylaws** – Israel De Leon

Contact committee chairs and request the updated SOPs. Review and revise currently Bylaw and pay attention to discrepancy, update to be clearer. Preside as parliamentarian during meetings.

2. **Communications & Out Reach** Joe Prather & Jill Lee

Collaborate with the Outreach committee. Create a flyer that goes up in staff break room, is posted somewhere visible. Create annual survey to test saturation of USC to our constituents. Promote ticketing system better on website and via email. Revamp the outreach survey to include accountability checks and encouragement. Revise the current survey.

Design some swags to distribute to staff. Change the subject line of newsletter sending to staff monthly.

3. **Elections** – Lisa Pierce:

We will get the snapshot from HR on 2/15th for which department be needing new representatives for next year. Each department/division get 1 rep (1-399 employees), 2 reps (400-500 employees), 3 reps (600-799). Etc. in 200 increment. Employee elected to serve on the USC must have at least a “Meet Expectations” on their most recent performance evaluations.

- ◆ There will be a luncheon held most likely in JKW the end of February for all of the Election Coordinators for each Department/Division. There will be a PowerPoint presentation and all elections forms and information will be sent out that same day after the luncheon.
- ◆ Nominations will take place in March
- ◆ Elections will be held in April
- ◆ Final name from each Department/Division in May
- ◆ New member retreat will be held in July
- ◆ Each year 1/3 of the council roles off

4. **IERW** – Allison Harms

Our goal for the year is to create a campus wide Diversity Summit of all of the Climate, Diversity, and Inclusion groups across campus (colleges, non-academic units, etc.). This will serve as a chance to share best practices and brainstorm ideas for making our campus more inclusive for students, faculty, and staff. We plan to request funding from different groups across campus and hope to have some unique programming for the summit.

5. **Professional Development:** Darla Guerra

Followed up with the Adhoc meeting, reach the mission and vision of USC, focus on how to be a better USC representative.

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

The SEF met and we assisted two staff members for August.

The fund update includes numbers for August

Assistance provide/paid this period: \$1,000.00

Donation received \$115.00

Funds balance (as of 8/31/19) \$ 15548.71

7. **Work Life and Benefits** – Barb Schumacher
not meet

VIII. External Committees

1. AVST – Jennifer Kuehn

- Transportation Services is considering a request received from KBTX to share video feed for traffic reporting as a service to the community. The AVST Committee will review the request for compliance to related SAPS, review similar MOUs KBTX has in place with other agencies, and consult with General Counsel before making a recommendation.
- A draft of the revised AVST Charter listing the AVST Committee as a subcommittee of the Information Risk, Policy & Security (IRSC) Committee was reviewed and approved by the AVST committee. Adam Mikeal will report back to IRPSC that the AVST Committee agreed to become a Subcommittee of IRPSC.
- Two AVST requests were received and approved for Poultry Science and the new Music Activities Center.
- Future AVST meeting schedule - twice in the Fall, twice in the Spring, and once during the Summer as appropriate with the understanding that additional meetings can be scheduled as needed.

2. CBE - Jill Lee

The meeting began with a presentation by Dr. David Vuletich from the Education Advisory Board (EAB), an education consulting company, about deferred maintenance. After the EAB presentation, the CBE discussed the proposed Aggieland Visitor Center which would include a stand-alone building to keep up with peer institutions and recruit the best quality students to Texas A&M University. While this proposal is in the beginning stages, the CBE voted in favor of the plan. Lastly, there was discussion about banners across campus and implementing time restraints regarding their display.

- Implement time limit to the banners.

IX. Old business

Please submit all constitutes requests, questions and suggestions by emailing to staff@tamu.edu for consistency and recorded official responses.

- X. **Announcements: Joe Prather will send the campus app for staff. USC will test it out. It is coming very soon.**

XI. Meeting Adjourned

Motioned by Darla, seconded by Cynthia

Next USC Meeting: November 19th, 8:45am to 10:45am, Rudder, Room 601.

University Staff Council Meeting Minutes

Tuesday, November 19, 2019

8:45-10:45 am, Rudder, Room 601

I. **Call to Order:** Kristina Ballard

II. **Roll Call of Members:**

III. **Member Present:** Ballard, Kristina; Bienski, Lori; Brewer, Wendi; Camus, Vernon; De Leon, Israel; Easley, Melissa; Giordano, Katie; Green, Ashley; Guest, Courtney; Harms, Allison; Hosea, Peg; Hurt, Cindy; Kuehn; Jennifer, Lee, Jill; LeMieux, Sharon; Nixson, Lana; Reeves, Flora; Prather, Joe; Thompson, Stephane; Poremski, Sara Jo; Vasquez, Angela; Veazie, Shanielle; Whitaker, Dana; Yang, Sally; Sharp, Amy; Jarvis, Ross; Young, Tamra

Member Absent: Billington, Cynthia (W); Castillo, Victor (W/O), Crump, Annie (W); Filger, Nicole (W); Grayton, BB (W/O); Hudson, Holly (W/O); Pierce, Lisa (W); Schumacher, Barbara (W); Ramsey, Brittany (W/O); Ross, Javis (W); Gibson, Haley (W/O)

IV. **Recognition of Visitors:** None

V. Approval of Minutes from Previous Meeting

Motioned by Wendi
2nd by Flora

VI. **Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness**

1. The coordination on campus of flexible work time – to work remotely. Dr. Risinger stated that in his past experiences they would have an employee write what they do when they are staffed in.
2. Flip request to encourage more wellness time.
3. SEF being a part of the SECC Campaign, because it would limit the SEF Fundraising it was decided not be part of the SECC listing.
4. Requested a parking audit; Dr. Risinger stated that he would visit with his contact in parking and see if the addition of needing a handicapped parking space to the parking registration was needed or if it was possible.
5. How to implement getting the USC more visibility – Requested to be part of the new employee orientation meeting – representatives would alternate presentations to the group; Kristina asked the remote offices to let us know how they handle new employee orientations as well.
6. Budget and Keystone – tabled temporarily.

VII. **Reports
Inquiries – Kristina**

1. Concerns that the minutes are not up to date on website.

VIII. Reports from USC Committees:

1. Bylaws – Israel De Leon

- By laws proposed amendment
- Goals
 1. We will be contacting all committee chairs and asking for their updated S.O.P. This will help in updating the verbiage in the SOP's and updating any content as necessary.
 2. The other goal was to appoint someone to repeat questions into the mic for our remote members during our monthly meetings. Mellissa Easley said she would volunteer for this.

2. Communications – Joe Prather

- The communication and outreach plan to update the website; and get a promotional item for colleges and departments about the USC

3. Elections – Lisa Pierce, not in attendance

4. IERW – Allison Harms

- Our goal for the year is to create a campus wide Diversity Summit of all the Climate, Diversity, and Inclusion groups across campus (colleges, non academic units, etc.). This will serve as a chance to share best practices and brainstorm ideas for making our campus more inclusive for students, faculty, and staff. We plan to request funding from different groups across campus and hope to have some unique programming for the summit.

5. Professional Development – no chair

6. Staff Emergency Fund – Flora Reeves

- Assisted two applicants in October
- Balance for August is 14,257.71

7. Work Life and Benefits – Barb Schumacher

- Advocate and promote current benefits (ensure that all staff are aware of and encouraged to take advantage of all benefits that are made available to them as employees of Texas A&M)
- Focus on areas we would like to change within our institution.
 - Focus mainly on differences so that we can filter out areas for improvement.

- See if and how we might be able to implement future changes based on what others have implemented successfully
- Prompt follow-up on current and future Inquiries
- Properly closing out of old Inquiries that have been moved forward, addressed with submitter, and are out of our purview.
-

IX. External Committees

1. CBE - Jill Lee

The only item for discussion at the meeting was regarding the Marine One Helicopter Exhibit Building. The building would be built by the Bush Foundation on the grounds of the Bush Library and then turned over to A&M. Some additional caveats will be added to the proposal as to who and how the operating expenses will be handled once the building is turned over to A&M.

V. New Business

1. By Law amendment proposal – combining Communication and Outreach Committees article V

- a. The Communications & Outreach Committee shall oversee and coordinate all internal and external USC communication protocols to include but not limited to listserv, USC website, press release and marketing materials, and other materials, both electronic and print in collaboration with the Executive Committee. It shall also seek to increase the visibility and accessibility of the USC to, and by, all staff. The committee shall assess general awareness of the USC by staff and providing USC representatives with, and encouraging them to use, tools to improve this awareness across campuses. In addition, the committee shall seek to impart the value of our membership.

- All representatives voted in favor and no one opposed

2. TAMU App for Staff – Joe will send a beta test URL to the USC representatives
3. Google Access for representatives – This Google program will be storage for USC historical information and remove that from the website; representatives will be trained in the December meeting and assisted with set up to their email addresses.

VI. Announcements: None

Motion to adjourn made by Melissa Easley and seconded by Jill all vote approved.

- **We took a group picture before the USC meeting**

University Staff Council Meeting Minutes

Tuesday, December 17, 2019

1:30 – 3:30 pm, Rudder, Rm 601

I. **Call to Order:** Anne Crump

II. **Roll Call of Members:** Sally Yang

III. **Member Present:** Ballard, Kristina; Bienski, Lori; Camus, Vernon; Crump, Annie; Katie; Fernandez-Solis, Jose Dr.; Green, Ashley; Harms, Allison; Hosea, Peg; Hurt, Cindy; Kuehn, Jennifer; Lee, Jill; Nixon, Lana; Ramsey, Brittany; Reeves, Flora; Thompson, Stephane; Vasquez, Angela; Whitaker, Dana; Yang, Sally; Jarvis, Ross; Young, Tamra

Member Absent: Billington, Cynthia (W); Castillo, Victor; Wendy Brewer (W); Melissa Easley (W); LeMieux, Sharon (W); Newton, Michell (W); Pierce, Lisa (W); Prather, Joe (W).

Capps, Cathy (W/O); Gayton, BB (W/O); Giordano, Katie (W/O); Gibson, Haley (W/O); Poremski, Sara Jo (W/O); Sharp, Amy (W/O); Veaszie, Shanielle (W/O); Capps, Kathy (W/O); Guest, Courtney (W/O)

IV. **Recognition of Visitors:**

Christina Court for Cynthia Billington
Mary Ann Avado for Michelle Newton

V. **Approval of Minutes from Previous Meeting:**

Motioned by Jill Lee
2nd by – Kristina Ballard

VI. **Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness**

1. Discussed Flourish and it should have a clear definition for staff using flexible time and wellness time
2. Staff Appreciation Week will have a new format this year. In 2020, the president would like to have a year-long appreciation or one event during each quarter. Will still have the PMSA and departments and colleges can address support for their staff during this week as usual.
3. Discuss a budget increase since the last one for the USC was back to 2011. Several new representative spots have been added to the council. Dr. Reisinger agreed to assist the USC with the cost of their Keystone software.

VII. **Inquiries – Kristina Ballard:**

1. No inquiries were submitted at this time through Keystone.

2. The chair followed up by stating she had received an email concerning the possibility of a sidewalk being placed between PA 100 and the Rec Sports. She will forward the question to the USC Work Life and Benefits Committee as well as to the CBE.

VIII. Reports from USC Committees:

1. Bylaws – Israel De Leon – No report given
2. Communications – Joe Prather

Jill Lee reported that the committee was approved \$500 budget for signs and magnets for campus breakrooms.

3. Elections – Lisa Pierce
Nicole Filger reported they have begun the process for next year's elections and hope to have the election coordinators identified for terms expiring in August

4. IERW – Allison Harms
The committee is working on theme ideas for campus-wide diversity summit, compiling a list of stakeholders, and preparing a budget estimate.

5. Professional Development – Cynthia Billington
No report at this time

6. Staff Emergency Fund – Flora Reeves

Assistance supported this month is \$1500.00; donations received totaled \$150.00, which is up from last month; the balance is \$12,899.46.

7. Work Life and Benefits – Barb Schumacher
The committee is currently working via email on peer review study reports to improve benefits for staff. Received an email from Dr. Strawser, who is presenting to the USC in February, which UBit is trying to repel the parking tax not being pre-tax eligible. Therefore, this subcommittee is waiting on the results.

IX. External Committees:

No Report

V. New Business:

1. The USC Spring Forum will be held in February. Working a couple of dates that have 3-4 of a new leadership panel available. Working to finalize the agenda, and will share in January 2020.

VI. Announcements:

1. Texas A&M Systems campuses will be Smoke-Free and Tobacco-Free starting on January 1, 2020.
2. The USC Chair reminded committee chairs that a report is needed at every meeting. Should they be absent please ask a committee member to give the report as your proxy. In addition, all representatives should send a proxy representative to the meetings on their behalf when missing a monthly meeting.

VII. Motion to Dismiss:

Motioned by Flora Reeves, Seconded by Jill Lee.

University Staff Council Meeting Minutes
Tuesday, January 21, 2020
8:45 – 10:45 a.m., Rudder, Rm. 601

1) Call to Order – Anne Crump

2) Roll Call of Members - Sally Yang

- a) **Members Present:** Ballard, Kristina; Bienski, Lori; Billington, Cynthia; Camus, Vernon; Crump, Annie; Castillo, Victor; Filger, Nicole; Fernandez-Solis, Jose Dr.; De Leon, Israel; Giordano, Katie; Harms, Allison; Hurt, Cindy; Kuehn, Jennifer; Guest, Courtney; Lee, Jill; Nixson, Lana; Reeves, Flora; Thompson, Stephane; Vasquez, Angela; Whitaker, Dana; Yang, Sally; Jarvis, Ross; Young, Tamra; Newton, Michelle; Pather, Joe; Pierce, Lisa.
- b) **Members Absent:** Brewer, Wendy; Capps, Kathy; Gibson, Hayley; Peg, Hosea; Holly, Hudson; Poremski, Sara; Veazie, Shanielle.
- c) **Recognition of visitors:** *Heather Gillin, colleague of member Ashley Green*

3) Approval of Minutes from Previous Meeting

- a) Motion – Cindy Hurt
- b) 2nd by – Flora Reeves

4) Reports:

a) **Budget - Easley**

- i) Operations -- \$ 11,417.55
- ii) Professional Development -- \$ 2,401.37
- iii) Summary of Expenditures:
 - (1) Business meeting meals-\$17.42
 - (2) Catering \$476.91 - This includes coffee service for two months, catering on? 11/27/2019.
 - (3) Facility Rental for AGLS - \$50
 - (4) USC Shirts - \$557.87
 - (5) Mail Services - \$3.00
 - (6) Office Supplies and Employee Recognition - \$26.60
 - (7) Speaker for Retreat also received: TRS contribution, FICA, Worker's Comp, unemploy. ins.\$69.16
 - (8) Rollover from previous year - \$ 3,775.53 credit
- iv) **Future or Pending Budget Items:**
 - (1) Promotional items for Communications - approx. \$500
 - (2) Spring Forum – approx.. \$3,000
 - (3) End of year awards - approx.. - \$400
 - (4) Supervisor Appreciation Event TBD
 - (5) Coffee/Water service at monthly USC general meetings \$189 per

b) **Staff Inquiries – Ballard**

- i) We received a compliment on the accessible format of our newsletter from a blind staff member who utilizes a screen reader app.

- ii) A new staff member asked about staff communication methods. She wondered if there was a way to collaborate or share information across campus, ask questions and share insight. The response was to suggest Slack channels that span interest groups like #general, or various others.
 - iii) A staff inquiry regarding system policy 33.06 “Hours of work for full-time salaried employees” was submitted. The research staff member is unable to use flex time accumulated within the same week, as his position experiences high times and low. He would like HR to create clear guidelines to managing and using flex time that is more flexible about when you use them so that he (and others in this field) are able to still use the flex time, but during their low-demand periods of the year.
- c) **Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness – Crump**
- i) Dr. Risinger approved the Keystone funding and needed to move the money for us. He is also looking into the current budget per request that we need to increase our budgets in the future.
 - ii) He will communicate with transportation on accessible parking.
 - iii) USC will be participating/getting involved in the new employee orientation.
 - iv) The format of the Staff Appreciation has changed. Rather than stack all appreciation events in one week, they will space them out quarterly over the year. More information to come out soon from the new Flourish group.

5) Reports from USC Committees

- a) Communications & Outreach – Prather: The budget \$500 was approved. The committee began discussing the design and appropriate content for the magnet. They welcome feedback while working on the artwork.
- b) Elections – Pierce: Emailed to the election coordinators. The committee plans to have a meeting next month to talk about the detailed of the luncheon.
- c) IERW – Harms: Hoped to meet next week to get ideas about the summit.
- d) Staff Emergency Fund – Reeves
 - i) The fund update includes numbers for November:
 - (1) Assistance provided/paid this period: \$1500.00
 - (2) Donations received \$150.00
 - (3) Funds balance (as of 11/30/2019): \$12899.46
- e) Work-Life and Benefits – Barb Schumacher: No report

6) External Committees

- a) Audio Visual Surveillance Committee – Kuehn
 - i) Reviewed and approved the three requests below via email, during the month of December:
 - ii) UES (Northside Garage for surveillance of Central Utility Plant)
 - iii) Residence Life (A-3 Building Student Lounge)
 - iv) Mitchell Institute (Lobby with George Mitchell ring)
- b) Council for the Built Environment – Lee
 - i) The first item for discussion at the meeting was regarding Aggie Park. The concept of Aggie Park was approved in 2017, and will encompass space for events, located between The Association of Formers Students (AFS) building and University Center Parking Garage. Eventually, a shared building for the Texas A&M Foundation and AFS will be built. The AFS surface parking lot will be turned into a two-level garage. The President’s House will either be relocated or demolished. The conceptual drawings and

proposals have been reviewed by Maintenance Review, Technical Review, and Design Review. The CBE unanimously voted in favor of Aggie Park with caveats.

ii) The second item for discussion was the KAMU Joe Hiram Moore Communications Center signage replacement. The KAMU Joe Hiram Moore Communications Center has requested to replace their signage to better contrast with the building. It has been approved that the colored logos for NPR and PBS can be used on the building and that signage can only be on one side of the building (Houston Street). However, colored logos cannot be used on wayfinding signage for the building. The CBE unanimously voted in favor of the KAMU Joe Hiram Moore Communications Center signage replacement with caveats.

c) Diversity Operations Committee – Annie Crump

i) Group discussed upcoming committee events. There is a diversity gallery poster session in Rudder Exhibit Hall on February 11th from 10 am-6 pm to showcase the work each division and unit is doing from the information in their accountability reports.

7) New Business

a) Spring Forum on February 27 –Ballard

b) President's Meritorious Service Awards Nominations Open Until January 27 - Chair requested for the PMSA website link be added to the information

8) Announcements:

a) Chair reminded for representatives to send concerns, suggestions or questions for themselves or someone else to staff.tamu.edu

9) Motion to dismiss by Easley, 2nd by Joe Prather

University Staff Council Meeting Minutes

Tuesday, February 18, 2020

8:45 – 10:45 am, Rudder, Room 601

1. **Call to Order – Anne Crump**
2. **Roll Call of Members – Sally Yang**
 - a. Absent: Cathy Capps, Victor Castillo, Katie Giordano, Shanielle Veazie, BB Gayton, Hayley Gibson, Sharon Lemieux, Lisa Pierce, Sara Jo Poremski
 - b. Recognition of Visitors: Dr. Holly Hudson sent a proxy - *Melanie Rogers*
3. **Approval of Minutes from Previous Meeting**
 - a. Motion - Flora Reeves
 - b. 2nd – Cynthia Billington
4. **Update on Monthly Meeting with Vice President Dr. Reisinger for Human Resources and Organizational Effectiveness – Annie Crump**
 - a. Approved funding for the Keystone software, through the Flourish program.
 - b. Spring Forum 2020 will be held on February 27. Submitted questions shared with speakers, and their talking points requested. The chair requested that all representatives wear their USC shirts and/or name badge. Please be sure to RSVP your name. The livestream is set up with assistance from KAMU.
 - c. There will be a presentation next month from the Foundation to announce their program called Many Passions one Purpose.
 - d. New representative role opens for HR, due to their restructure, starting next year.
 - e. The previous month's brief had broken links and errors. An update to staff will be sent out with the corrections.
 - f. Annual report reinstated. The chair requested that all the USC committee chairs send their goals and where they are at with them. The chair will send a template for all the committee chairs to enter information.
5. **Inquiries – Kristina Ballard**
 - a. A couple of emails came in about the mistakes in the monthly brief.
 - b. One inquiry was relating to the term of College of Dentistry rep Brittany Ramsey.
 - c. Several inquiries came in asking if the panel will be livestreamed, which it will be.
 - d. One inquiry came in asking for a list of HSC representatives.
6. **Reports from USC Committees:**
 - a. Bylaws – Israel De Leon
 - b. All committee chairs have been emailed asking to review SOPs as soon as possible.
 1. Communications & Outreach – Joe Prather
 1. Working on magnet design and hope to share the design for input in March.

- c. Elections – Lisa Pierce
 - 1. A discussion item was introduced about developing an SOP that lends accountability to USC membership status. Specifically, 50% meeting attendance is needed over the three years to maintain membership and receive a USC acknowledgement plaque for 3-year term.
 - 2. Have the elections coordinator luncheon scheduled; as of February 15, 2020. TAMU has 7,321 staff members, adds reps for HROE and V Provost of Academic Affairs.
- d. IERW – Allison Harms
 - 1. Diversity Summit format set and scheduled for the end of September 2020; send your recommendations for a keynote speaker.
- e. Professional Development – Cynthia Billington
 - 1. As the new chair, working on developing goals. Will be recommending an assessment, either MBTI or Strengths, and programs on how to speak in public, with your supervisor and how to set your career path at TAMU.
- f. Staff Emergency Fund – Flora Reeves
 - 1. Assisted one applicant; donation received total \$580, thanks to TAMUG for their \$455 donation last month; fund balance is \$12,973.21.

7. External Committees

- a. University Dining Advisory Committee – Lana Nixon
 - 1. In March, the UDC will be introducing a faculty & staff meal plan.
 - 2. Food truck – dineoncampus.com updated to include Food truck locations and options
 - 3. On-Site Insight Focus Groups March 17, 18, 19 be on the lookout for invitation to be a part of the focus group as faculty/staff will be one of the groups they would like to get feedback. For those in a “dry spot,” that would be a good time to voice wants/needs for some sort of dining i.e. snack pantry, café, food trucks
 - 4. Will be introducing new meal plans March/April timeframe with new pricing
 - 5. SBISA & Duncan are the dining facilities open for the summer. They are deciding soon if Creekside will be a part of that list.
- b. Transportation Services Advisory Committee
 - 1. New Veo-ride contract; GEO Fence is now for campus only; 1st offense – warning, 2nd offense is a \$25 fine, 3rd offense is \$50 fine, 4th offense \$75 fine; then relinquish riding rights
 - 2. TTI Roadway projects:
 - 1. Year 2020 – North Texas Ave medians and Wellborn Road asphalt overlay (night only)
 - 2. Year 2021 - North Texas Ave Medians in phases from downtown Bryan to University Drive
 - 3. George Bush medians (maintain two lanes each direction – using bike lane), Wellborn/Holleman – raise level of Wellborn Rd to RR tracks, FM 2818 widening – outside existing roadway
 - 4. Year 2022 - Texas Ave Medians in phases from downtown Bryan to University Drive, Wm Joel Bryan – ped/bike and traffic improvements, FM 2818 widening – outside existing roadway



5. Year 2023 - Texas Ave Medians, Wm Joel Bryan – ped/bike and traffic improvements, FM 2818 widening – outside existing roadway, SH 6 Freeway – six lanes (add lanes in median) and re-align Texas Ave South ramps
6. Year 2024 - Texas Ave Medians, Wm Joel Bryan – ped/bike and traffic improvements, FM 2818 widening – outside existing roadway, SH 6 Freeway – six lanes (add lanes in median) and re-align Texas Ave South ramps
7. Lower Decibel Train Horn to Dim Noise on Wellborn Road, further information at: <https://transport.tamu.edu/About/news/2020/2020-02-quietzone-kxxv.aspx>

8. New Business

- a. Calendar invite being sent for a meeting on the ADHOC Assessment Committee regarding a look back on how it went.

9. Old Business

- a. Spring Forum on February 27 – Kristina Ballard
 1. 130 staff have RSVP
 2. Representatives requested to be present at the forum and to remember that they need to RSVP; wear USC shirts and/or name badge
 3. Next forum reminder goes out on February 20th.
- b. Please submit all constituent requests, questions and suggestions by emailing staff@tamu.edu for consistency and recorded official responses.

10. Announcements: None

11. Meeting Adjourned:

- a. **Motion – Flora Reeves**
- b. **2nd by Angela Vasquez**



**Meeting Minutes
Tuesday, March 17, 2020
Rudder, Room 601**

The March 17, 2020 University Staff Council Meeting was canceled due to rapidly changing events surrounding coronavirus (COVID-19). Imperative committee needs will be handled through subcommittees and other agenda items will move to the April meeting.

University Staff Council Meeting Minutes

Tuesday, April 21, 2020

1:30 PM – 3:30 PM

Online Meeting via Zoom

I. **Call to Order:** Anne Crump

II. **Presentations:**

1. **“The Studio” Library Services, Bob Perez and Babette Perkins**

The information about “The Studio” in the link below:

<https://library.tamu.edu/libraryInstruction/the-studio.html>

2. **“Many Passions, One Purpose” A&M Foundation annual charitable campaign, Tyson Voelkel, President of the Texas A&M Foundation**

The information about COVID-19 Disaster Relief Fund in the link below:

<https://www.txamfoundation.com/News/Texas-AM-Announces-Fund-for-Aggies-Affected-By-COVID-19.aspx>

III. **Roll Call of Members:** Sally Yang

Absence: Cathy Capps; Victor Castillo; Dr. Jose Fernande-Solis, Katie Giordano; Ross Jarvis; Amy Sharp; Shanielle Veazie; Dana Whitaker

Recognition of Visitors: None

IV. **Approval of Minutes from Previous Meeting**

Motion – Melissa Easley

2nd by – Kristina Ballard

V. **Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness**

1. COVID-19 resources for the staff: Additional Funding due to COVID-19

a. Foundation is fundraising to donations for staff and faculty ask for assistance. The application for staff will be through the SEF process.

2. Discussions about parking reimbursement: Refund & guarantee, talking to Peter & the President.

VI. **Reports:**

1. Chairperson – Crump
 - Upcoming annual report. Sent the example last week to the committee chairs. Each committee chair needs to complete the report about what they have done this annual year and what goals they have not achieved it. We will compile the information in June or July.
2. Treasurer – Melissa Easley
 - Next report in August
 - The reimbursement for Keystone Software-\$2100 is still pending
3. Inquiries – Ballard
 1. A couple of inquiries about transportation-parking – hope that Dr. Risinger and Mr. Lange come up with plans to reimburse staff.
 2. Inquiry about work hours during COVID-19

VII. Reports from USC Committees

1. Bylaws – Israel De Leon
 - Each committee chair needs to send their updated SOP to Israel by next Thursday, 4/30.
2. Communications - Outreach – Joe Prather
 - No report – The USC magnet project is being completed by Kristina Ballard; He has been working on mobile apps for faculty and staff.
3. Elections – Lisa Pierce
 - EOC Nominations due by April 24 and please send your responses to Rose.
 - New Reps information due on May 15.
4. IERW – Allison Harms
 - Summit is on hold because of COVID-19. We are still working on formatting the program.
5. Professional Development – Cynthia Billington

For the Prof Dev Committee's report on Tuesday:

- Completed our goals and had them presented to approved by the Board.
- Will provide Strength Assessment for all members who have joined the USC since 2018 and have not taken the Strengths Assessment in the last four years.
- Will be planning a workshop to discuss strengths and how to use your strengths to become a stronger leader and team member.

6. Staff Emergency Fund – Flora Reeves

- Assistance provided/paid this period: \$00.00
- Donations received \$1385.00
- Funds balance (as of 03/31/2020): 16479.13

7. Work Life and Benefits – Barb Schumacher

- Working on the report waiting on one committee member's report to combine into the final report

VIII. External Committees

1. University Dining Advisory Committee – Lana Nixon
No report
2. Transpiration Service Advisory Committee
No report
3. Diversity Operations Committee – Anne Crump
 - a. None report
4. Council for the Built Environment – Jill Lee
 - a. None report
5. Audio Visual Surveillance Committee—Jennifer Kuehn

IX. New Business

Standard Operating Procedure for USC Member Attendance -- Report by Israel De Leon, By-law Committee

Being on the University Staff Council is not only a privilege, but a commitment. Upon initial election and approval of each University Staff Council Representative, he/she agrees to the following terms:

1. Attend monthly meetings
2. Working monthly with your USC committee members
3. Attending/helping with special events for staff
4. Reaching out to constituents or answering their questions
5. Participating in professional development

There is one meeting a month or 12 in a one year cycle. If and for any reason that a Representative misses 5 of the 12 monthly meetings, the Representatives will need to meet with the Executive Committee to determine the next step of representation.

IX. Old Business

1. Please submit all constituent requests, questions and suggestions by emailing to staff@tamu.edu for consistency and recorded official responses.

X. Announcements
a. None

XI. Meeting Adjourned:
a. Motioned by Jennifer Kuehn
b. 2nd by Joe Prather



**University Staff Council Zoom Meeting
Tuesday, May 19, 2020**

- I. Call to Order – **Anne Crump**
- II. Roll Call of Members – **Sally Yang**
Absent: Lori Bienski, Wendi Brewer, Cathy Capps, Victor Castillo, BB Gayton, Hayley Gibson, Holly Hudson, Ross Jarvis, Amy Sharp, Shandell Veazie
Recognition of Visitors: Shelia Dobson
- III. Approval of Minutes from Previous Meeting
Motion - Flora
2nd by – Melissa
- IV. **Monthly Meeting with VP-HROE -- Annie Crump**
(Annie reported that she did not meeting with the VP HROE, but Kristina did on her behalf.)
They discussed:
 - COVID-19 relief fund of 54K for faculty and staff. How to get the funds to staff that apply via the SEF since the money is not in the SEF account; The approved SEF application should be forwarded to HR for processing; The EOC would still like to read the gift agreement to investigate on if these funds can only be used for COVID-19 relief.
 - On-going inquiries for PPE for offices and dates for staff to return to department how to purchase.
 - Parking reimbursements – HR has reached out to parking -- the result seems to be that reimbursements will be handled on a case by case base. Parking customers will not be assured of getting that space back. This can only be done if you paid for parking in advance – not through payroll deductions (not confident in a global result). This is the same for HSC employees.
 - HSC is working to get several thousand tests per month. Please let it know if by Friday you have not heard from your department about a return plan. Also let it know if your leadership has not communicated any plans, we will help keep the leadership accountable to staff.
- V. **Staff Inquires – Kristina Ballard**
 - Are there are any plans to revamp the leadership institute formally offered by EOD. Will something equivalent to this be offered through Flourish? **Yes. It's being revamped into the Leading Self and the Leading Other programs. He has brochures and info on how it's being changed. Piloted this fall. More information to come.**



- If staff are 100% on grant funding, it doesn't seem justifiable for grants to be charged for the wellness release time and professional development. Are there sources of funds (e.g., department/college/TAMU/TAMUS) to support these incentives? **Departments can use regular professional development to support these folks. It would be a transaction between the department and PD, not the individual, therefore there should not be a transactional issue there.**
- Would it be possible to have managers attend a mandatory training/meeting regarding Wellness Release Time (WRT)? To help them understand the policy and know that the University is promoting this for the various reasons. I think there is a lack of knowledge from hiring managers and they are still questioning employees when they'd like to use their WRT. Also, some hiring managers mentality is that if an employee is requesting to use their WRT, they don't have anything to do and they begin questioning their job duties/tasks. **We will look into multiple ways to reinforce WRT, through communications/Flourish/memos, etc. Video recorded message from president, etc.**
- What efforts and initiatives can we expect in the realm of supervisory and managerial training and improvement? The new Strategic Plan highlighted improvement and accountability in these areas, which would greatly impact staff well-being. Flourish's **Leading Others program**. We will look at sending a fall email to this extent.
- Spring Parking Permit Refund – **Not receptive to holding spots. Dr. Reisinger talked to Peter Lange and Dr. Strawser. They were open to refunding on a case-by-case basis should people ask, however there is no plan on the table at the moment for getting back in queue for fall. Basically, if you'd like reimbursement and you paid in full, you can get prorated for the months of COVID-19 shelter-in-place, but you surrender your spot in the queue.**
- As we look at re-entry into our workspace will there be any COVID-19 testing? How can we be reasonable assured of our own safety should we need to or have to return to our office? My personal take is that we should all continue to follow the safety procedures that we have needed to during this time (masks and/or gloves, social distancing, HANDWASHING! For goodness sake! sanitizer, etc.), regardless. **The HSC recently secured a contract that gives several thousand tests/month. Use it for symptomatic or how they use it... Those decisions have not yet been determined. Draft guidance on returning to campus starts with 25%, then 50% by end of summer, assuming prior to phases don't show to not do this. Masks will be provided for research staff, definitely.**
- When can we expect a decision on going back to the offices? **Draft guidance will likely go out starting Monday, 5/18. Leadership is still finalizing visitor policies.**
- I know this a weird time to ask questions regarding staff appreciation week. But I never received any information regarding the funding for the College of Dentistry. We want to make sure that when we are able to get back on campus, we celebrate the hard work of our staff. Your help is appreciated. **We will certainly have to reset all of the SA activities. The USC will follow up with Flourish from here.**
- When we return, how will we handle moving to working in the office, working from home, considering daycare availability. Will items like masks, hand sanitizer, Lysol, etc. be provided,



particularly to those in open offices? **Distribution has not yet been determined, but leadership is aiming to supply these. With daycares, reps should reinforce the employee's right to apply for federal leave when it comes to daycare availability.**

VI. Reports from the USC Committees:

1. Bylaws – **Israel De Leon**, no report.
2. Communications & Outreach – **Joe Prather**
 - Request to send a draft copy of the magnet for department to representatives via the listserv.
 - For representatives to only respond if they have suggestions or quest
3. Elections – **Lisa Pierce**
 - Representatives elections completed on May 22
4. 20-21 EOC elections completed and the results are: **Kristina Ballard, Chair; Cynthia Billington, Vice Chair; Sally Yang, Secretary; Cynthia Hurt, Treasurer; Tamra Young and Stephanie Thompson, Member At Large**
Inclusion, Equality and Respect in the Workplace – **Allison Harms**: No report
5. Professional Development – **Cynthia Billington**
 - Strengths Quest Training for current representative and for new representatives will be completed in July
6. Staff Emergency Fund – **Flora Reeves**
 - April 30 balance is \$16,835.88; \$385 received in donations; 2 applicants will be reviewed tomorrow
 - The SEF committee will be reviewing the COVID-19 applications for the Foundation.
 - Working on some minor changes to the SEF application
7. Work-Life & Benefits – **Barb Schumacher**: No report

VII. Reports from Special Committees, Working Groups or Appointments

1. President Council on Climate & Diversity – Darla Guerra
2. SEBAC – Barb Schumacher (See Attachment)
3. Task Force on Campus Emergencies – Israel DeLeon
4. The President's Sustainability Advisory Council (SAC) – Wendi Brewer
5. Transportation Services Advisory Committee (TSAC) – Lisa Pierce
6. Well Leader Committee – Peg Hose

VIII. New Business

EOC has agreed to move the retreat earlier in summer possibly in the July meeting, which will include a short business meeting, and professional development training.

IX. Old Business

Please submit all constituent requests, questions and suggestions by emailing to staff@tamu.edu for consistency and recorded official responses.

X. Announcements



- Flora presented a question about no smoking on campus; Chair requested she submit the question via the Keystone system by emailing staff@tamu.edu
- Congratulate to Sally Yang on being selected the winner of the President Meritorious Service Award, 2019-2020.

Meeting Adjourned

Motioned – Jennifer

Seconded by – Vernon

DRAFT

University Staff Council Zoom Meeting
Tuesday, June 16, 2020
Time: 1:30 pm – 3:30 pm

- I. Call to Order** – Kristina Ballard
- II. Roll Call of Members** - Sally Yang
Absent: Cathy Capps; Victor Castillo; Hailey Gibson; Shanielle Veazie
- III. Recognition of Visitors and Presentations:**
- “Student Success Initiative” - Jason Mastrogiovanni, Executive Director; Dr. Tim Scott, Associate Provost for Academic Affairs and Student Success
 - “Families First Coronavirus Response Act” - Mary Schubert, Director; Elizabeth Schwartz, Director and Andrew Barna, Manager, Human Resource and Organizational Effectiveness
 - “Flourish” - Sarah Boreen, Program Coordinator
- IV. Approval of Minutes from Previous Meeting**
Motion – Flora Reeves, 2nd by Jennifer Kuhlen
- V. Reports: Kristina Ballard**
- Motor Assistance program at HSC – This campus does have someone to help but they do not give a gallon of gas as they do on main campus.
 - Parameters on returning to work and feeling safe; this was addressed by President Young’s email to state the mask requirements on campus.
- VI. Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness**
- Keystone payment authorization and it was cleared up.
 - SEF changes – \$54,000 from donor does not have to be COVID-19 related and the USC website was changed to reflect this information.
 - Inquiries finalized
 - Clarification/documentation on flex-time not needing to be used in the month its accrued.
 - Leadership training on hold because of COVID-19 and social distancing guidelines.
 - Additional budget for professional development requested.
- VII. Reports from USC Committees:**
1. **Bylaws** – Israel De Leon: No report given.
 2. **Communications & Outreach** – Joe Prather: Newsletter was distributed.
 3. **Elections** – Lisa Pierce: Division of Student Affairs elected Eric Webb as their USC representative.
 4. **IERW** – Allison Harms – The committee has a list of 5-6 items for staff concerns for IERW. Discussed about hosting a monthly listening sessions; On September 2nd will have a town hall on having difficult conversations on diversity and how to handle. Asked if the representatives have any suggestions for topic, please let her know.
 5. **Professional Development** – Cynthia Billington

- Provide Intro to Strengths on 6/30 on how to read and analyze the results.
- Hosting Melissa Ortiz, CEO, Activate to present to entire USC at the retreat on July 21.
- PD fund to cover assessments and retreat Strengths speaker, roughly \$1,610.

6. Staff Emergency Fund – Flora Reeves

The fund update includes numbers for April.

- Assistance provided/paid this period: \$00.00
- Donations received \$385.00
- Funds balance (as of 04/30/2020): \$16,835.88

7. Work Life and Benefits – Barb Schumacher: Putting together final information in the peer review

VIII. External Committees

1. **Diversity Operations Committee** – Annie Crump. The DOC met to check-in, as well as discussed updates and the situation around the Sullivan Ross Statue.
2. **SEBAC** – Barb Schumacher. They are reviewing Delta Dental and their plan coverage.

V. New Business

- Representative retreat will be on July 21 after the monthly meeting. The meeting will run from 8:45 am – 1:30 pm via Zoom.

Keynote speakers – Tom & Anne Reber

Strengths speaker – Melissa Ortiz

Committee introductions

Break for lunch at home

Return for committee breakouts and discussion

- USC representatives discussed the diversity topics going on in America today. Council was informed about a forum the College of Dentistry is having about the judicial systems. The council discussed and decided to host an internal USC facilitated conversation, as well as gather ideas for a proposal that the USC can take action on for staff.

VI. Announcements:

VII. Motion to Adjourn: Made by Tamra Young and 2nd by Cynthia Billington.

University Staff Meeting Minutes
Tuesday, July 21, 2020
8:45 – 10:45 am, Zoom

I. Call to Order – Anne Crump

II. Roll Call of Members – Sally Yang

Absent: Wendi Brewer, Cathy Capps, Sharon LeMieux, Michelle Newton, Shanielle Veazie, Dana Whitaker

Recognition of Visitors: Stephine Denison, Direct Marketing Manager, Texas A&M Region, Chartwells.

III. Approval of Minutes from Previous Meeting

Motioned – Vernon Camus

2nd by – Katie Giordano, all approved

IV. Inquiries: Kristina Ballard

1. Received inquiry about New COVID procedures and self-monitoring – all employees should take their temperatures before coming to campus and also need to complete the TrainTraq course.
2. USC representative forwarded on some constituent requests for added benefits. This is going to be forwarded on to the Work Life & Benefits committee to pursue.
3. The president of the Texas A&M Postdoctoral Association emailed asking whether some representation/collaboration with the USC would be possible. It's under consideration as an Ex-Officio position for next year.

V. Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness

1. Comp-time policy review – Setting up a meeting with Elizabeth Schwartz, director in HR, on this. Overarching issue that needs immediate solution and clarity across the system/campuses.
2. Unused leave – Going to bring up with Systems office again. Will mention that the USC has received several inquiries about this.
3. Parking reimbursement or credit – Raising with Transportation leadership again. Will mention that the USC gets several inquiries about this. Staff should not be charged for unused parking, and there should be a feature to turn off parking permit for foreseeable future as many staff are asking to continue to work from home. There should not be a penalty of losing current lot. Dr. Risinger would like to have a collective proposal from the USC representatives for solutions and guidelines to propose to parking. If you are interested in participating in the discussion, please send your ideas to Kristina Ballard.
4. Discussed a survey distributed by the USC to all the staff about the overall climate instead of just focusing on the Sul Ross Statue. It has been drafted and is pending finalization.
5. Discussed an inquiry from a USC rep requesting guidance and policies to clarify staff rights in speaking out about particularly sensitive matters. Dr. Risinger to elevate visibility and share across campus/system with leadership and managerial staff.

VI. Reports from USC Committees:

1. Elections – Lisa Pierce: Had confirmed the replacement rep for College of Medicine and is getting the applications from the College of Dentistry rep.
2. Inclusion, Equity & Respect in the Workplace – No report
3. Professional Development – Cynthia Billington: Arranged for the Strengths trainer, Melissa Ortiz, who will lead the group during the retreat.
4. Staff Emergency Fund – Flora Reeves: \$16,971.38 balance in the account; 3 applications are pending more information.
5. Work Life & Benefits – Barb Schumacher: Finished the peer review study.

VII. External Committees

1. Diversity Operations Committee – Annie Crump
 - Accountability reports being submitted for review prior to final submission from all divisions.

VIII. Announcements:|

1. The deadline for completing the Two-Step Wellness Incentive program in MyEvide has been **extended** from June 30, 2020 to **August 31, 2020**.
2. USC & CAPS: “Slowing down and Leaning In: Listening to Ourselves and Our Colleagues” facilitated discussion – 7/31/20 – 10-11:30 a.m.

IX. Adjourned motion:

Motion made by Flora Reeves and 2nd by Melissa Easley

Next USC Meeting: August 18 at 1:30 pm

University Staff Council Meeting Minutes
Tuesday, August 18, 2020
ZOOM at 1:30 pm

I. Call to Order: Anne Crump

II. Presentations:

1. Remarks from Mr. RC Slocum for President's Office
2. Remarks from Dr. Jeff Risinger
3. Announcement of honorees
4. Oath of Executive Committee

III. Roll Call of Members: Sally Yang

Absent: Cathy Capps, Shanielle Veazie, Marcos Mendez, Allison Harms

Recognition of Visitors: Lindsey Edrington, Sarah Franke, Monica Hartman, Marcos Mendez, Kamola Owen Milton, Martha Parker, LaTia Peavy, Natalie Shaw, Eric Webb

IV. Approval of Minutes from Previous Meeting: Motioned by Ross Javis, seconded by Joe Prather

V. Reports:

Budget: Melissa Easley

1. \$ 4684.91 in General Budget Available
 2. \$ 1516.46 in Professional Development
- Submitted final version.

Inquiries: Kristina Ballard

1. There are several for Sullivan Ross Statue Survey. Most of the inquiries were about how the survey was delivered and that their link didn't work.
2. Post Doctoral group would like to have a representative on the Staff Council; will include in the suggested ex-officio listing in the September meeting.
3. Forwarded one inquiry to the Transportation Services about the elevator issue in UCG.

VI. Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness

1. Received the reimbursement for keystone software.
2. Discussed the inquiry asking for staff protection against retaliation.
3. WLB committee is assigned
 - Review comp-time policy and write a proposal
 - Write a proposal/solution for parking permit proposal. Both proposals need a statement with the USC name on it and has the full council support.
4. RIF staff members during COVID; employee concerns around campus; will there be any communications about these layoffs.
5. CHARTWELLS and SSC contracts were renewed.
6. Flourish has sent 27K+ welcome-back-to-campus/COVID-19 kits to faculty, staff and student employees. Please email Annie and Kristina if you and your constituents haven't received one.

VII. Reports from USC Committees:

1. Bylaws – No report.

2. Communications & Outreach: Joe Prather discussed adding newsletters to the USC website.
3. Elections – Lisa Pierce has no report.
4. IERW – No report.
5. Professional Development – Cynthia Billington: We had the strength survey in our retreat last month. The committee has a proposal for the new chair. They will announcement in the next meeting.
6. Staff Emergency Fund – Flora Reeves
 - Balance: 17,093.8
 - During 2019 to 2020, 11 out of 25 applications have been granted as of 8/18/20
7. Work Life and Benefits – Barb Schumacher
 - 5 questions shared with peer institutions.
 - Visited with SEBAC about the dental plan including night guards; is currently pricing for electric toothbrushes and brush replacement heads that could be included in the dental plan. This is under the regulations by IRS.
 - To include retirees in software purchases from TAMU; Mark Stone states he'd put the topic up for discussion.

VIII. External Committees

1. AVST – Jennifer Kuehn
 The primary goal of AVST is to approve requests for video cameras on campus while ensuring a proper balance of privacy and safety.
 Over the coming months, the AVST Subcommittee will meet bi-monthly to:
 - Review and provide recommended updates to operational and training standards.
 - Create an online request form to improve workflow and streamline the review and approval process. The online form will also provide information about, and include links to, vendors who provide cameral installation services.
 - Develop a database that can be used for emergency purposes and consider the use of a cloud based system hosted by Transportation Services for the purpose of sharing feeds with law enforcement in the event of an emergency. Requestors that choose to opt-in to the cloud-based system may be charged an operational fee.
2. Commission on DEI – Vernon Camus & Kristina Ballard:
 The first meeting held on Monday, July 27. They reviewed the charge and expectations of the committee, made key introductions, and explained sub-committee formation. Vernon's subcommittee, Data and Policies, is scheduled for Tuesday, August 18, directly following the monthly USC meeting. Kristina's subcommittee, Campus Culture & Climate, meets weekly on Thursday evenings. The Commission's goal is to be completed by mid-Nov.
3. Campus Climate and Diversity – Annie Crump
 Accountability Reports are due in October

V. New Business

1. Bylaws Updates.
 - b. Bylaws committee will place the change for Bylaws in the SOP
 - c. New committee for branch campuses. There will be the further discussions and another proposal will be sent 3 days prior to our next meeting.

VI. Meeting Adjourned: Motioned by Melissa Easley, seconded – Barbara Schumacher