University Staff Council Meeting Agenda

Tuesday, March 21, 2023

8:45 - 10:45 am

General Services Center Room 101 B&C

I. Call to Order: Sarah Franke

Motion to call meeting to order: Sandra Church

2nd: Carria Collins

II. Roll Call of Members: Tamra Young

III. Special Guest - Lesa Feldhousen, Director of Conflict of Interest & Responsible Conduct, for the Vice

President of Research - Topic: Huron Staff Disclosure Process

* Due to federal regulations, they have included staff in the disclosures.
* The disclosures will be required by all staff possibly by the Fall 2023.
* The federal government wants to know if staff have received talent awards which is why this question is on the disclosure (China, Russia, Iran, Korea have talent awards). If questions reach out to Lesa Feldhousen’s office.

IV. Approval of Minutes

* February 2023 Meeting Minutes to be approved at the April meeting

V. Treasurer’s Report - Carria Collins

* Current balance $6,881.88
* Expenditures: Rental Equipment $50.00; TAMU Transportation UB Permit $84.00; 4Imprint, Inc Promotional Items $1918.18
* Total Charges for February: $2,052.18

VI. Update from Meeting with Vice President of Human Resources - Sarah Franke

* Concern brought by the branch campus committee about hiring. Have been working with Talent Management and Recruitment to get this resolved.
* Intentions for the Coffee Conversation and Common Grounds. Scheduling a meeting with Dr. Banks and the President’s Cabinet and the USC Council to have lunch and ask questions.

VII. USC Staff Inquiries - LaTia Wilson

* Increase interest in joining the USC. Have provided information including upcoming elections.
* Requests to attend events and speak. Looking into those opportunities.

VIII. USC Committees Updates

1. Branch Campus Committee - Tracey Posey/Stephanie Thompson

* Discussed the HR Dotted Line/Solid Line.
* Mo in Qatar discussed concerns regarding staff hiring as the CID does a background check and several are not hired but never given a reason.
* Emergency alerts in January resulted in branch campus miscommunications.
* Problems with the flexible work arrangements in Workday for the non-US citizens in Qatar have been resolved.
* McAllen had 3 new hires.
* Discussed the Galveston MGT Report.

2. Communications & Outreach Committee - Pam Praesel

* Any information to include in the newsletter, please send to Pam directly.
* New MarComm templates for the weekly HR Newsletter are in use, and we will be utilizing them for the USC newsletter soon.

3. Elections Committee- Marcos Mendez

* All USC reps will be receiving a new appointment letter in the next week or so. When a letter is received, make sure it reflects the correct department and constituency.

We will be hosting an informational meeting for elections officials soon.

4. Inclusion, Equity, and Respect in the Workplace Committee- Sharon Alderete

* Currently postponing the summer Community conference to a later date. Will resume planning in the fall.
* Will continue to focus on respect in the workplace.
* Name change will be forthcoming to comply with legal requirements.

5. Professional Development Committee - Erin Hinojosa

* Upcoming speakers will include Transportation Safety Campus Masterplan, Public Speaking Pointers, and we will continue to host members of our Administration in the Common Grounds series.

6. Staff Emergency Fund - Kari Destefano/Tracy Young

* Current balance $4,047.34; YTD Funds Disbursed $3710.00
* President has matched the funds.
* Kendra Scott's deposit was finally received.
* 2 applications approved this month, 1 was paid with COVID funds.
* Checking to see if the SEF can be aligned to be part of the SECC to encourage recurring donations.

7. Work Life and Benefits Committee - Sarah Franke

* Working on the Employee Tuition Assistance program.
* Sarah will task the committee with how to slow the Express Scripts calls.
* Remind committee on inquiry on the maternity leave policy.

IX. External Committee Appointments:

1. Task Force for Campus Emergencies - Tracey Posey
   1. Meeting scheduled for 3/22.
2. System Employee Benefits Advisory Committee
   1. No update
3. Transportation Safety Advisory Committee - Tamra Young & Katelynn Kellogg
   1. West Campus Garage doing a pilot for the summer- They will be taking the gates off all entrances from May 15-August 12.
   2. Parking will be any permit for the summer months to also help with New Student Conferences.
   3. Recently went to a new pay system in parking garages. Scan the QR code and pay for parking through the phone instead of a kiosk or at the gate. Once a parking ticket has been paid, the customer has 15 minutes to get out of the garage.
4. Diversity Operations Committee
   1. No update
5. Dining Services Committee - Tracey Posey
   1. Currently in the bidding process for the Dining Contract.
6. Facilities Stakeholder Advisory Panel - Robin Williamson
   1. No update
7. Operations Review Committee - Sarah Franke / Kat McLelland / Sally Yang / Cindy Billington
   1. Meeting today 3/21 with HROE and Thursday 3/23 with John Crawford with Finance and Business Services & Marketing and Communication.
   2. Have met with Facilities and IT,
8. Provost Search Committee - Sarah Franke
   1. In the process of bringing candidates in for 1st round interviews with the committee only.

X. Adjournment

Motion: Tracey Posey

2nd: Martha Parker

XI. Common Grounds - Damon Slaydon, Vice President of Human Resources & Organizational

Effectiveness

Next meeting: April 18, 2023 in GSC Room 101 from 1:30-3:30 pm