



## University Staff Council Meeting Minutes

Tuesday, October 18, 2022

8:45 – 10:45 pm, Rudder 601

**I. Call to Order:** Sarah Franke

**II. Roll Call of Members:** Tamra Young

**III. Approval of Minutes** - September 2022

Motion to approve: Katelynn Kellogg

Second: Marcos Mendez

**IV. Treasurer's Report** - Carria Collins

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

1. LaTia and Sarah met with VP of HROE, the SAP for the AWL has been approved by the General Counsel. They are using Workday to apply and approve AWL. On track to go into effect on November 1, 2022. Damon is going to allow the USC to push this out to staff.
2. Discussed the succession planning and what the status is for career ladders. Proposal was sent to the President; the President has approved the funds for succession planning and career ladders. HR will be putting together groups for priority. Academic Advisors and IT are going to be the first groups that will be looked at.

**V. COVID-19 Task Force** - Sarah Franke

1. Only one "red hot beds" location found for the fall was around the corp dorms.

**VI. USC Staff Inquiries** - LaTia Wilson

1. Inquiry about SEF. An employee has a new hire that was asking about assistance
2. Another institution on how we do our elections process
3. New Representative- Katie St. Clair from TAMUG
4. Receive about 5-10 inquiries a month

**VII. Proposal for Changes to By-Laws** - Sarah Franke

1. Making changes to our Executive Officers structure. Only have one At-Large member that will represent as a parliamentary representative.
2. Voting
  - a. Yes- 20
  - b. No- 0

3. Bi-Laws will be revised.

## **VIII. USC Committees Updates**

### **1. Branch Campus Committee - Tracey Posey/Stephanie Thompson**

1. Will be changing the time of the meeting to be able to include Mo Younes
2. Discussed the goals: career growth is hard at the Law School with only having about 60 staff members.
3. McAllen joined the committee this year and discussed problems they are having on the McAllen campus.
4. Want to bring awareness to TAMU about the branch campuses
5. If the branch campuses do not have flu clinics scheduled on campus, have the Dean or head of your department or college contact Greg Hartman and he will make it happen.

### **2. Communications & Outreach Committee - Pam Praesel**

1. Every Tuesday following the main USC meeting will be the deadline for getting information into the newsletter
2. Will be publishing the first of the month instead of the end of the month
3. Changing the layout of the newsletter. Looking at new systems that will allow better templates.
4. Creating social media accounts to get information out to staff across the campus. Looking at facebook, instagram and twitter

### **3. Elections Committee- Marcos Mendez**

1. Currently have 9 open positions to fill. Have reached out to those departments and they are working on getting those positions filled
2. Working on setting up a meeting with the committee to go over member spreadsheet
3. Sarah talked to Damon Slaydon about opening up 1 year terms to get positions filled during the transition. He recommended reaching out to the under represented departments

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

1. Diversity Conference planned for February 2023
2. There will be a task force to plan this conference. Have met with Dr. McGown and Damon Slaydon on how to make this conference successful and how to get the funding
3. Meeting with the group on October 24, 2022 to discuss structure and the budget
4. Will be asking for volunteers to be on the task force.
5. Tamra recommended using the same Networking that the Mays Women's Conference recently used.

### **5. Professional Development Committee - Sharon Alderete**

1. Resiliency training - host by Sharon Alderete see if Patti Watson will present
2. Create list of development opportunities and list of resources (All brainstorm on)
3. LinkedIn Learning - Carria will see about speaker
4. Microsoft Presentation (sharepoint) - Erin H. will contact

Meetings are held the first Monday of the month via Zoom at 2:00PM and typically last 30 minutes.

## **6. Staff Emergency Fund - Kari Destefano/Tracy Young**

1. September approved 1 application for \$500; for October have approved 2. One for \$500 and one for \$210. Just received 2 more
2. November 18th Fundraiser at Kendra Scott from will be held from 5:00pm-8:00pm in the College Station store. You can also shop online all day on November 18th and 19th and those funds will be given back to the USC as well. This will be in the store and online. Kendra Scott will also provide a flier.
3. Possible Nothing Bundt Cake

## **7. Work Life and Benefits Committee - Juan Rodriguez**

1. Talked through main goals and transparency.

## **IX. External Committee Appointments:**

### **A. Task Force for Campus Emergencies - Tracey Posey**

- a. Code Maroon Alerts
  - i. Monica Martinez reported that since the last meeting in March 2022, there have been no instances where the Code Maroon System was activated for an emergency situation.
  - ii. A brief overview of the bomb threat at the TAMU Health Bryan Campus on August 11, 2022 was provided by UPD Chief Mike Johnson. Mrs. Martinez also explained why only an HSC Alert was issued and not a Code Maroon. The group was asked to remind their teams who frequent other campus locations to sign up for their respective alerts: HSC Alert, Law Alert, HECM Alert, etc.
- b. Code Maroon System Update
  - i. Marlin Crouse provided an update on the emergency notification system.
- c. Infectious Disease Update
  - i. Dr. Martha Dannenbaum provided an overview of the current infectious disease outlook.
- d. Enterprise Risk Management Overview
  - i. Henry Judah, Associate Vice President with the Office of Risk, Ethics, and Compliance provided an overview of the enterprise risk management process.
- e. EOP Update
  - i. Monica Martinez provided an overview of the emergency operations plan and recent updates to the Basic Plan, Annex B, and Annex V. See attached presentation.
- f. Training Opportunities
  - i. Monica Martinez presented on the variety of emergency management training available upon request - <https://www.tamu.edu/emergency/resources/training-opportunities.html>
  - ii. Christina Robertson, Director of Environmental Health & Safety presented on the EHS Interactive Training Catalog - <https://ehs.tamu.edu/media/1602982/ehs-training-catalog-website.pdf>
  - iii. Mike Johnson presented on training available from the University Police Department - <https://upd.tamu.edu/Pages/CrimePrevent.aspx>

**B. System Employee Benefits Advisory Committee - Juan Rodriguez**

- a. No updates

**C. Transportation Safety Advisory Committee - Tamra Young & Katelynn Kellogg**

- a. The Bush/Wellborn Road project has been fully funded at \$100M with a scheduled start date of 2028 but would like to push it up to start 2024.
- b. Planning to hire and process 80 new drivers by Thanksgiving. They have already hired 35 as of 10/5/22.
- c. Looking for game day staff pay starting at \$18/hr.

**D. Diversity Operations Committee - Marcos Mendez**

- a. Damon Slaydon came and spoke about AWL

**E. Dining Services Committee- TBD**

**F. Facilities Stakeholder Advisory Panel - TBD**

- a. Facilities Stakeholder Advisory Panel is the new CBE. Revamping the CBE committee. Will review all building plans and remodeling plans. This committee will be reviewing and recommending changes to the proposals. Originally it was the building proctors job to get the estimates for the projects. The new model all estimates will be brought in house into the Facilities Department.

**IX. New Business - USC Representatives Share Concerns/Victories from their constituency**

1. Sarah shared a best practice when she was in the Dean's office, she would schedule a zoom and let the staff in the college know she would be online for any questions or concerns that the staff had.
2. LaTia was contacted by the division she works for to come and speak on the USC and what the USC does to better educate the staff in the division.
3. Robin with the School of Nursing. They developed a Staff Council within the School of Nursing. Two years ago, elected the first committee. The At-Large member is the USC Representative.
4. Juan with Engineering has a well developed Staff Council. They share helpful information to the college of Engineering and then the USC member shares back with the Staff Council within the college.
5. Katelyn shared an idea of communication mapping that explains what we are, and how the EO's are and how it branches down through the whole council.

**X. Next meeting:** November 15, 2022 <sup>in</sup> Rudder 601 from 8:45 - 10:45 am.

Motion to adjourn: [Robin Williamson](#)

Second: Carria Collins