

University Staff Council Meeting Minutes

Tuesday, March 19, 2024

8:45-10:45 am

General Services Complex 101 A/ Zoom

I. Welcome

II. Common Grounds - Monica Martinez, Executive Director, Emergency Management

- Emergency Management 101 What exactly is emergency management?
- Emergency management is the coordinated and collaborative integration of all relevant stakeholders into the four phases of emergency management (mitigation, preparedness, response and recovery) related to natural, technological and intentional hazards.”
 - 1978 Emergency Preparedness Project Definition
 - **Mitigation:** Efforts to reduce the effects of risks associated with hazards.
 - **Preparedness:** Actions taken prior to an emergency to facilitate response and promote readiness.
 - **Recovery:** Actions taken after an emergency to restore and resume normal operations.
 - **Response:** Actions taken during an emergency to save lives, property, and the environment.
- Community Emergency Operations Center: Connected to the community because emergencies do not know boundaries.
- Plan Together: Brazos County Interjurisdictional Emergency Management Plan.
- Train Together: National Incident Management System (NIMS), Incident Command System (ICS), Basic PIO, HSEEP, etc.
- Exercise Together:
 - Test Emergency Plans
 - Departmental to Multijurisdictional Exercises
 - Types:
 - Table-Top Exercise
 - Functional Exercise
 - Full-Scale Exercise
- Respond Together:
 - Small Scale Event/Incident:
 - UPD, EMS, EHS, FS, TS, CSFD
 - Large Scale Event/Incident:
 - University Departments
 - Local Emergency response partners
 - State and Federal response partners
- Levels of Response Structure:
 - Policy Group
 - Emergency Operations Center
 - Incident Command Post
- **Emergency Response Scenario:**
 - **Emergency Happens - Call is placed to 911**
 - What does a dispatcher do?
 - Assesses the situation

- Provides emergency instructions
- Makes decisions on:
 - Resources
 - Code Maroon
 - Mechanics behind Code Maroon (Integrated Solution):
 - Fire Alarm Speakers
 - Mobile App
 - Twitter
 - RSS Feed
 - Desktop Pop Ups
 - Classroom Speakers
 - Texas A&M Email
 - SMS Text
 - EAS
 - KAMU FM Radio
 - KAMU Tv
 - Internal Communication.
- **Responders Arrive on Scene.**
- **Emergency Website is updated** - <http://emergency.tamu.edu>
 - CM alerts updated automatically.
 - Additional emergency information updated as information becomes available.
- Joint Information Center:
 - One Message. One Voice.
 - Facilitates consistent communication across multiple jurisdictions.
- **Demobilization and Recovery:**
 - Demobilization - send resources home once they are no longer needed.
 - Recovery - Continuity planning builds resiliency by preparing to continue essential business operations across a wide range of potential emergency situations.
- Post-Emergency:

Emergency Management's Role:

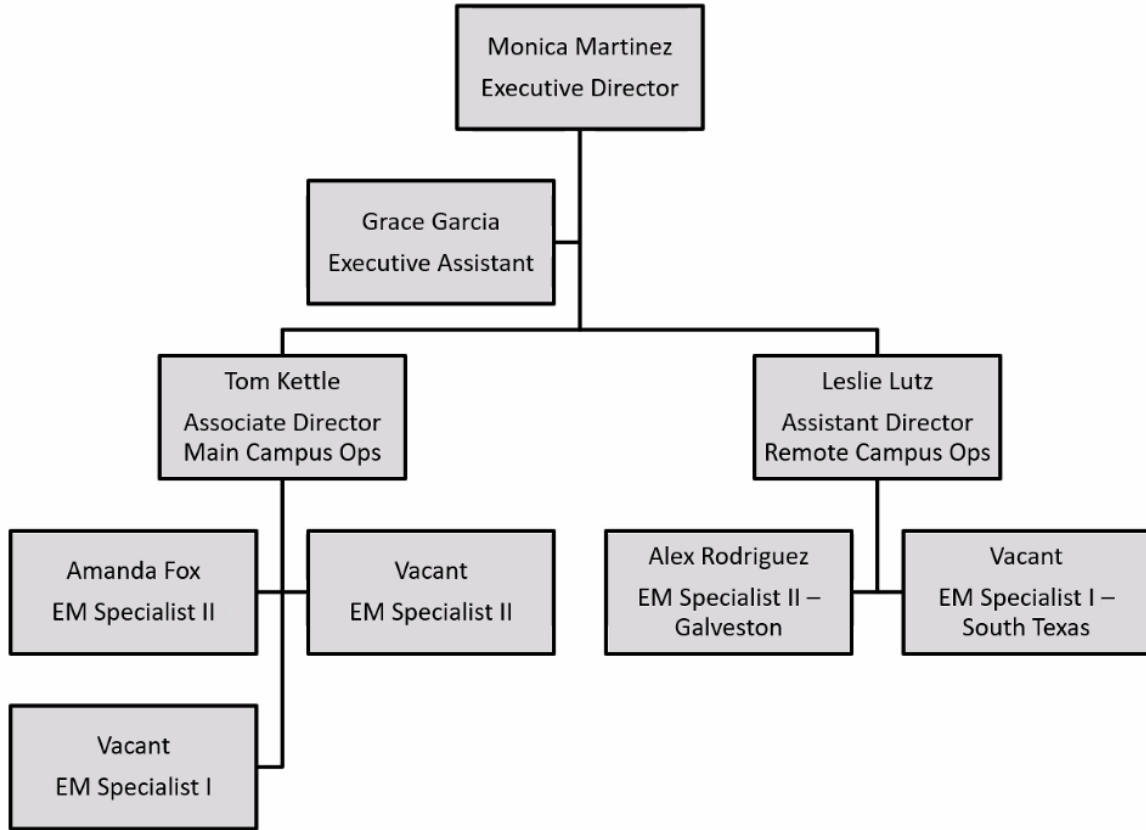
- Collaborate
- Coordinate
- Communicate
 - Effective internal communication to maintain situational awareness.
 - Effective external communication with stakeholders.

EM Team Responsibilities:

- Planning
- Training
- Exercises
- Special Events
- Education Outreach
- Incident Response

Additional Resources:

- Code Maroon Website: <http://codemaroon.tamu.edu>
- Emergency Information Website: <http://emergency.tamu.edu>
- Emergency Preparedness Website: <http://www.tamu.edu/emergency>



III. Transition to General Meeting

IV. Call to Order - LaTia Wilson

Motion: Tracy Posey

Second: Katie St. Clair

V. Roll Call of Members - Kat McLelland

- President Welsh is planning on going to Qatar in April.
- There is a need for communication.
- McAllen - President Welsh visited in early March. Desk Audit results.
- Remote supervision vs. desk supervision.
- Law school - building out campus location. 2nd building by 2028.
- New Dean of the dentistry college.
- Staff appreciation events are beginning to occur across campuses

2. Communications and Outreach

- Abby Townsend did not have many updates. Social media accounts have been updated to show the details of the Maroon and White Fun Run.
- Monthly Emails → working on getting caught up with the monthly email. We are still behind getting the monthly emails out.

3. Community Engagement and Respect in the Workplace (CERW)

- The committee continues to recognize commUNITY within and among all TAMU campuses and staff, including:
 - How commUNITY is championed within each campus.
 - How a staff member/team champions commUNITY with other campuses.
- The committee continues to target a Summer 2024 timeframe, which is post Maroon & White Fun Run.
- Two current tasks:
 - Create a draft rubric for each.
 - Continue to provide updates and discussion within USC such as:
 - Elected officers/committee chairs
 - Branch campus subcommittee
 - Communication and Outreach

3. Elections

- Moving towards the next election cycle.
- Open invitation to the election committee meeting - March 25th 2:30-3:30pm.
 - Overview/informational meeting to discuss what membership looks like and what each member is required to do.
- The units have been asked to do their voting no later than the end of April.

5. Professional Development (PD)

- Introduction/brainstorming - staff mentorship training academy.
- What are some of the resources that we can pursue?
- Zoom information is in Google Drive.

6. Staff Emergency Fund (SEF)

- Three applications were submitted but two were declined.
- \$408 - previous month's balance.
- \$10,555.34 is the new balance due to matching funds plus extra funds provided by the President.
- Volunteers are desperately needed for the Maroon and White Fun Run.
 - May 4th 2024 - Maroon & White 5k Fun Run - Aggie Park - Registration now open.
 - tx.ag/uscfunrun.

7. Work Life and Benefits (WLB)

- April 9th - next meeting.

XII. External Committee Appointments

A. System Employee Benefits Advisory Committee - Rebecca Luckey

- a. Not meeting again until May 2024.

B. Transportation Services Advisory Committee - Jamie Norgaard/Katelynn Kellogg

- a. Capital Improvement Plan on Agenda for May BOR meeting.
 - i. Committee does not want to increase parking pass fees.
- b. "Share the Road" marketing campaign - Push to understand the rules of the road.
- c. transport.tamu.edu → submit requests via "Contact Us" button.

C. Dining Services Committee - Tracey Posey

- a. Ramadan choices are being offered by dining services.
- b. "Dine on Campus" - website that shows meal plan, menu by location & nutrition facts.

D. TAMU IT Governance Program - Jeff Lowry/Shelly Drgac/Sally Yang

- a. Next meeting is April 4th (Jeff Lowry).

E. Strategic Budget Council - LaTia Wilson

- a. Looking at proposals from departments & programs.
- b. The council will submit their recommendations to President Welsh for FY25.

F. Capacity and Student Experience Study Committees - Catherine Halverson/Kenric Davies

- a. Meeting every two weeks moving forward.

G. Chief Compliance Officer Selection Committee - Wendy Wright

- a. Interviewed candidates. The President will make the final decision.

H. Chief Operating Officer Search Committee - Jennifer Enloe

- a. The committee is still in the process of selection. Interviews have not taken place yet.

I. HROE Advisory Council - Marcos Mendez

- a. Not meeting again until April.

J. Jed Program Steering Committee - Michelle Brown-Link

- a. No update.

K. Sesquicentennial Executive Committee - Kat McLelland

- a. No update.

XIII. Additional Matters

A. Ex-officio Member Appointment

- Dr. Falvo → officially appointed during the meeting. There was no opposition.
- Dr. Falvo is at TAMUG so she will bring a new perspective.

XIV. Adjournment

Motion: Nicole Aguilar

Second: Sandra Church

Next meeting: April 16, 2024, in General Services Complex, 101 A from 1:30-3:30 pm and via Zoom