

University Staff Council Meeting Minutes

Tuesday, May 21, 2024

8:45-10:45 am

General Services Complex 101 A/ Zoom

I. Welcome

II. Common Grounds - Brandy Kosh, Associate Vice President, HROE

III. Transition to General Meeting

IV. Call to Order

Motion: Nicole Aguilar

Second: Sharon Alderete

V. Roll Call of Members - Kat McLelland

Nicole Aguilar, Sharon Alderete, Agatha Alonso, Gloria Brecht, Michelle Brown-Link, Sean Cargo, Sandra Church, Kari DeStefano, Shelley Drgac, Jennifer Enloe, Carli Fenner, Sarah Franke, Mark Gleason, Catherine Halverson, Erin hinojosa, Kelli Isaaks, Gregory Jackson, Katelynn Kellogg, Jeff Lowry, Kat McLelland, Marcos Mendez, Jamie Norgaard, Sharli Nucker, Kamola Milton Owen, Galen Pahl, Martha Parker, Clint Patterson, LaTia Wilson, Tracey Posey, Emily Schultz, Jacob Scoggins, Katie St. Clair, Tara Suel, Wesley Swanson, Michela Thomas, Robin Williamson, Bree Wright, Stacy Wright.

VI. Approval of Minutes - April 2024 - Approved

VII. Treasurer’s Report - Tracey Posey

	A	B	C	D	E
1	USC Treasurer Report				
2	As of 05/21/24				
3	Account	Object Co	Account Name	Balance	
4					
5	240196-11000		USC Engagement Conference	\$15,000.00	
6					
7	218930			\$80.08	Kolache Rolfs
8					
9					
10					
11					
12				\$80.08	
13					
14					
15					
16				\$6,566.09	

VIII. Update from Meeting with Vice President of Human Resources - LaTia Wilson

- 65+ Care Plan update - BCBS to Medicare. The health insurance is still a group plan and should still be accepted by most providers. There is a legislative session that will be held in 2026. If you have any questions or concerns, reach out to Government Relations. The USC retreat is tentatively scheduled for August 30th with a backup date of August 23rd.

IX. USC Staff Inquiries - Marcos Mendez

- There were 4 staff inquiries over the past month. 2 were pertaining to Delta Dental and 2 inquiries were about tuition reimbursement.

X. USC Committee Updates

1. Branch Committee

- The Qatar campus held a Q&A session. On May 31st every staff member will be given a letter outlining the plans for the transition. The employees will be given a 90 day notice with an additional 90 days before their resident visa is canceled. HBQU may be able to take some employees. McAllen is searching for an Assistant Provost. The law school building construction is underway and should be completed by January of 2026.

2. Communications and Outreach

- No major updates.

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

- Moving forward from design to implementation.

4. Elections

-Executive Officer Q&A

It's time to submit USC Executive Officer nominations for the 2024-2025 academic year. You may submit your nominations for yourself or other members through [this online Google form](#). **Please submit your nominations no later than 5:00 PM on Wednesday 22 May.** If you intend to nominate one of your fellow members, please make sure they intend to serve if elected. A brief description of the roles for each position (and current occupants) is listed below:

- **Chair** (current Chair, LaTia Wilson – LDPeavy@tamu.edu)
 1. Provide leadership and vision for the USC;
 2. Facilitate meetings and open forums;
 3. Serve as chair of the executive committee;
 4. Serve as official spokesperson for the USC and approve official communications;
 5. Represent the USC in the larger university and higher education community.

- **Vice-Chair** (current Vice-Chair, Marcos Mendez – MMendez@athletics.tamu.edu)
 1. Perform chair duties as needed in their absence;
 2. Coordinate meeting and forum logistics;
 3. Serve as response lead for inquiries, questions and concerns submitted to the USC.

- **Secretary** (current Secretary, Katherine McLelland – Kmclelland@tamu.edu)
 1. Compile and maintain records of USC membership, activities, and programs;
 2. Ensure minutes of meetings and forums are recorded and facilitate their distribution and approval in a timely manner;
 3. Distribute the agenda prior to meetings

- **Treasurer** (current Treasurer, Tracey Posey – Posey@tamu.edu)
 1. Oversee all fiscal activities in coordination with the USC;
 2. Maintain financial records, and process financial transactions;
 3. Provide a quarterly financial report to the USC.

- **Parliamentarian** (current Parliamentarian, Katelynn Kellogg – Katelynn_Kellogg@reslife.tamu.edu)
 1. Oversee the conduct of staff council business to ensure adherence to the standard operating procedures and bylaws;
 2. Shall be the authority on parliamentary procedure (Robert’s Rules of Order) for staff council;
 3. In the event the bylaws require revision, the parliamentarian shall oversee and prepare revisions for approval of the council pursuant to Article VIII;
 4. Offer additional USC representation to the executive committee;
 5. Provide additional support to the accomplishment of executive committee responsibilities.

Once all nominations have been received by Wednesday 22 May, a ballot with the nominees to each position will be sent out to all current USC members requesting votes, and we will ask to receive your votes by Monday 3 June. If you have any questions, please contact Mark C. Gleason (Elections Committee Chair) at Mark.Gleason@tamu.edu

5. Professional Development (PD)

- At the July meeting the Title 9 Coordinator (Jennifer Smith) will be speaking.

6. Staff Emergency Fund (SEF)

-Maroon and White 5K Fun Run Update

- \$14,983.11 is the official balance. There were five applications and three were funded.

7. Work Life and Benefits (WLB) - No update

XI. External Committee Appointments

A. System Employee Benefits Advisory Committee - Rebecca Luckey - No update.

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

- In spring 2026, the Texas Department of Transportation (TxDOT) will begin construction at the intersection of Wellborn Road and George Bush Drive to accommodate increased vehicular, bicycle and pedestrian traffic, and improve safety. As a member of the Bryan-College Station community, the Texas A&M Transportation Institute (TTI) is seeking your feedback to help TxDOT better understand traveler needs as the design and construction plans are finalized for the [Bush-Wellborn Crossing project](#).
- During the construction of this fully funded TxDOT project, some streets will be closed, and all modes of transportation will be rerouted using cross streets, sidewalks and bicycle lanes, both

on campus and in the surrounding areas. Feedback received will help inform decisions related to project timelines, detour routes and more.

C. Dining Services Committee - Tracey Posey - No update

D. TAMU IT Governance Program - Jeff Lowry/Shelly Drgac/Sally Yang - Meeting June 6th.

E. Strategic Budget Council

- Making final decisions regarding Fiscal Year 2025. The council is discussing an increase in the minimum base salary/hourly rate.

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

- Kenric provided an update on student experience. The subcommittee has submitted reports to Joe Pettibon. Outside firms have been hired in order to evaluate the student experience metrics.

G. Chief Compliance Officer Selection Committee - Wendy Wright - No update.

H. Chief Operating Officer Search Committee - Jennifer Enloe

- Meeting with the final candidates will happen this week. The final recommendations will go before President Welsh on June 10th.

I. HROE Advisory Council - Marcos Mendez

J. Chief Operating Officer Selection Committee - Committee is dissolved.

K. Jed Program Steering Committee - Michelle Brown-Link

- Four year timeline. The Jed Program will be system wide. The first year will consist of assessments and strategic planning.

L. Sesquicentennial Executive Committee - Kat McLelland

- Subcommittees are being put together.

XII. Additional Matters

A. Retreat

XIII. Adjournment

Motion: Katelynn Kellogg

Second: Sean Cargo

Next meeting: June 18, 2024, in General Services Complex, 101 A from 1:30-3:30 pm and via Zoom