

## **University Staff Council Meeting Agenda**

Tuesday, September 19, 2023

8:45-10:45 am

General Services Complex 101 B/C

### **I. Call to Order - Sarah Franke**

### **II. Roll Call of Members - Kat McLelland**

### **III. Introduction & Installation of New Executive Committee - Sarah Franke**

Chair: LaTia Wilson

Vice Chair: Marcos Mendez

Secretary: Kat McLelland

Treasurer: Tracey Posey

Parliamentarian: Katelynn Kellogg

Past Chair: Sarah Franke

### **IV. Installation of New Representatives and Reaffirmation of Returning Representatives - LaTia Wilson**

### **V. Approval of Minutes - August 2023**

- Awaiting meeting minutes from Tamra. Will update next month.

### **VI. Treasurer's Report - Tracey Posey**

- \$12,952. Budget allocation of \$10,000
- \$22,952
- Additional \$15,000 for a conference that we were supposed to hold in May.
- No Expenses for this past Month

### **VII. Update from Meeting with Vice President of Human Resources - LaTia Wilson**

- Chair and Vice Chair met with Damon Slaydon
  - o USC reports directly to the VP of HR.
- Major topics:
  - o Common Grounds – revamp Common Grounds series
    - Increase communication regarding Common Grounds so that more people can hear our guest speakers
    - Suggestion: The USC could survey the staff body in order to strategically pick speakers moving forward.
    - Follow-up surveys (quarterly) could be sent out – What was beneficial and what would they like to change?
  - o How can reps get the word out better? – communicate with our “people”
    - Who do we need to talk to?

- o Is there a smaller newsletter that gets passed around the department?
- o AV in the GSC 101 room.
- o What do we do with the conference funds? Suggestion: Event incorporating rollout of the “Aggie Way” program.
- o Review of pay equity across the University – Merit increases and additional review of lower bands of pay. There will be a minimum increase across the board at certain pay levels.

## **VIII. USC Staff Inquiries - Marcos Mendez**

- 6 staff inquiries
- Tarleton – awards – inquiry into what we do on main campus.
- Salary increases – progress is being made.
- University wide training – bringing it back in person vs. zoom.
- Department that did not see the rep on the website. Updating reps, pictures and contact information.

## **IX. USC Committees - Member and Chair Appointments, Goals, & Other Updates**

### **1. Branch Committee**

- a. Katie St. Clair -Co-Chair
- b. Clint Patterson – Co-Chair
  - i. Will meet first Tuesday of every month
  - ii. Promote better communication between Hubs.
  - iii. Advocate for transparent processes of review of compensation and classification of branch campuses.
  - iv. Review security measures on the branch campuses.

### **2. Communications and Outreach**

- a. Pamela Praesel – Chair

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

- a. Chair – Clint Patterson
  - i. Advocate for and enlighten USC and all staff regarding promotion of an increasingly welcoming and respectful campus-wide culture, in alignment with Texas A&M’s mission and core values.
  - ii. Facilitate meeting(s) with administration to discuss recommendations for how the committee should move forward upon SB17 going into effect.
  - iii. Create a campaign to promote community engagement and respect in the workplace by spotlighting different staff of all positions and campuses and displaying monthly in the USC newsletter, website, and/or social media.
- b. First meeting attendees: Sharon, Greg, LaTia & Clint.
- c. Suggest highlighting different branch campuses employees in future newsletters

### **4. Elections**

- a. Marcos Mendez – Chair
  - i. Create an onboarding manual for new USC staff.

1. Specifically for new members
- ii. Review and update election process and election committee bylaws.
- b. Met 1<sup>st</sup> of September – 5 members.
  - i. The October meeting is TBD
    1. Waiting for the committee to complete poll for availability

#### **5. Professional Development (PD)**

- a. Michelle Brown-Link – Chair
  - i. Common Grounds – Find out what topics and/or guest speakers are of interest to staff, grow the guest list to include expanded leadership.
  - ii. Training – Resilience training; Mediation/Conflict Resolution training, Growth Mindset training.
  - iii. Continuing from last year by updating and building a robust database of DIY training and learning sources, look outside of TAMU (what other resources are out there?).
- b. Next meeting date is September 26<sup>th</sup>
- c. Suggestion by Zoom attendee to collaborate with I Can Lead:  
<https://sites.google.com/tamu.edu/uactamu/events/i-can-lead>.

#### **6. Staff Emergency Fund (SEF)**

- a. \$3620.89 – Balance; \$950 raised via the scavenger hunt.
- b. 1 application on hold – gathering more documents.
- c. Does the USC need to create a rubric on how to determine who receives the award?
- d. Kendra Scott fundraiser set up in November.
- e. 5k race in May 2024.
- f. SEF Month End Status Report – July 2023 – Submitted by Kari DeStefano:
  - i. Number of applications submitted: 6.
  - ii. Number of applications reviewed: 6.
  - iii. Number of applications SEF funded:3.
  - iv. Last official SEF fund balance as of July 31<sup>st</sup> was \$5153.92. The YTD funds dispersed has been \$5,710.00.

#### **7. Work Life and Benefits (WLB)**

- a. Rebecca A. Luckey – Chair.
  - i. Family Leave Pool (based on recommendations from USC in 2023, per TAMUS policy follow-up to ensure each institution/agency has their own policy in place).
  - ii. Human Resources Concerns
    1. Pay Equity/COLA & Merit.
    2. Career Paths.
    3. Essential Personnel and Early Release Issues.
    4. Holiday Schedule (no spring break, shortened length of winter break).
  - iii. Staff Appreciation
    1. Utilizing administrative leave.
    2. Fostering appreciation within units, departments, school, etc.
    3. Staff Retention/Hiring Processes.
  - iv. Bring back staff forums – “What can USC do for you?”

1. Assist staff in knowing about resources that are offered to employees.
  2. Fostering and encouraging staff to have a voice.
- b. There are currently ten members on the committee.
  - c. The committee meets the 2<sup>nd</sup> Tuesday of each month.

## **X. External Committee Appointments**

**A. Task Force for Campus Emergencies** – Not met – Tracey Posey.

**A. System Employee Benefits Advisory Committee** – Not Met - Rebecca Luckey. LaTia will put Rebecca in contact with SEBAC.

**B. Transportation Safety Advisory Committee** – Katelynn Kellogg.

**C. Diversity Operations Committee – Disbanded.**

**D. Dining Services Committee** – Tracey Posey.

- a. Dining services are adding in a different kiosk.
  - i. The kiosk goes off of color & shapes.
- b. Late night mobile ordering at the pavilion.
- c. Dining services are rolling out new meal deals at various eateries across campus.
- d. There is now a “Chat Back” feature
- e. Does the USC need to create a rubric on how to determine who receives the award?

**E. Facilities Stakeholder Advisory Panel-Robin Williamson**

1. May not be returning. LaTia will follow up with a point of contact regarding status.

**F. Operations Review Committee.** – Sarah Franke & Kat McLelland

- a. Met with the Quick-Look Assessment Committee.

## **XI. Additional Reports**

**A. Quick Look Assessment of the Path Forward Implementation** – email from the office of the President. Report and Survey will be sent out today (September 19<sup>th</sup>). Share with constituents. Very transparent. Restructuring of the Provost office. Other various division changes and general observations for major centralized groups. Limitations on getting word out to the people that we serve. Communication is very important to Interim President Welsh. Allocate more access for communication. Orphan duties. Aggie Works and Space Management projects. In the process of hiring a new VP of Marketing and Communications.

- A. **Wellness Fair - October 3rd – We will have a table there. Sign up sheet to serve**
- B. **Academic Calendar Review- due by October 15<sup>th</sup> – request for feedback.**

## **XII. Adjournment**

Katelynn Kellogg  
Gloria Brecht

## **XIII. Common Grounds - Mr. Greg Hartman - Chief Operating Officer and Senior Vice President**

**Next meeting: October 17, 2023, in GSC from 1:30-3:30 pm**

For event info related to HROE (i.e. WIN Fertility, Managers' Minutes, etc.) and Living Well (all types of classes), you can follow those/register to participate at these respective links:

<https://calendar.tamu.edu/employees/all> and <https://livingwell.tamu.edu/classes-events/>.

A good article on shared governance:

<https://www.insidehighered.com/advice/2023/02/20/practical-model-implementing-strong-shared-governance-opinion>

<https://sites.google.com/tamu.edu/uactamu/events/i-can-lead>