

University Staff Council
September 15, 2009
General Services Complex, Assembly A
Meeting Minutes

Members Present: Missy Amos, Lisa Blum, Ron Carter, Jackie Caruso, Dean Endler, Venesa Flores, Vic Frysinger, Debbie Hoffmann, Jeannie Laird, Lori O'Bannon, Kimberlee Pottberg, Robert Pottberg, Debra Robertson, Lawrence Vega, Rosie Schoenfeld, Jeff Wilson, Carla Wiseniske

Not Present: Kathy Collins, Diane Hurtado, Olga Martinez, Monica Poehl, Patti Urbina

Visitors: Deanna Johnston, Christine Tisone

Call to Order: 8:31 a.m.

AGENDA ITEM(S)

1. Minutes

Dean Endler called for a motion to approve the July and August 2009 meeting minutes. Jackie Caruso requested that the August 2009 minutes be amended to read that Di Fontenot was present to address changing the infant program to eliminate the acceptance of children under the age of 12 months. Kimberlee Pottberg motioned to approve the July meeting minutes and the August meeting minutes with the requested changes. Venesa Flores seconded the motion. All approved.

2. Introduce CSBA Chair

Jeanne Laird introduced Debra Robertson who is the new chair of CSBA. Debra will be replacing James Laird as the Ex-Officio member/resource for the Committee of Senior Business Administrators.

3. Childcare

Deanna Johnston presented on the need to provide childcare for infants of Texas A&M employees. Deanna reported that as of September 1, 2009 the Becky Gates Childcare Center stopped taking infants under 1 year of age. Childcare provider wait lists in the area can be anywhere from 18 months to 2 years making it difficult for employees to provide childcare for their infant children. Deanna cited the 2008 survey and data that Dr. Stephanie Payne performed which was based on the number of children insured. The results of this survey indicated that out of 452 children aged newborn to 18 months, approximately 30% (133) required child care. This survey measured only those with insurance and it was performed before the daycare changed its young infant policy so the effect of this change was not measured. The intent of Deanna's presentation is to (1) raise awareness that there are childcare needs of employees that are currently not being met and (2) collect information so that administration can be made aware of the problem. To date, the following have been engaged to increase awareness of this need: Dr. Stephanie Payne, the Graduate Student Council and the Staff Council.

4. TAPPS Boss' Day

Kathy Collins was not present so this agenda item will be deferred to the next meeting

5. President Loftin Briefing Update

Dean Endler reported that Dr. Loftin agreed to conduct a Town Hall meeting with the University Staff Council in the January timeframe. Debra Robertson confirmed that the Town Hall meeting could be held in conjunction with the Committee of Senior Business Administrators Winter meeting which is scheduled on January 12, 2010. The expected start time of the meeting would be 1:30. Dean asked if this timeframe is acceptable since this is the second afternoon Town Hall meeting. All agreed that the 1:30 time is acceptable for the January Town Hall but the following Town Hall meeting should be held in the morning. There was some concern expressed that the January 12 date may conflict with the Physical Plant staff appreciation dinner. Dean will follow up on this. Dean stated that Dr. Loftin is interested in hearing about the issues that were brought up in USC. Dean stated that the issue of childcare was discussed.

6. Issues Discussion

Dean Endler stated that it would put the USC and Dr. Loftin in a difficult place if we did not make recommendations on issues at the January Town Hall meeting. The USC needs to focus on addressing issues and making recommendations and the USC needs to be purposeful in doing this. Dr. Loftin should be provided with our recommendations prior to the January meeting. Dean stated that Dr. Loftin wants to partner with USC.

7. Staff Survey

Jackie Caruso stated that although the USC bylaws are in place that the mechanics for handling issues are not in place. Jackie mentioned that HR is partnering with Mays Business School to develop and administer two surveys targeted at management and staff which will run in October. Jackie suggested that USC identify constructs using the 2006 task force data, issues that have been submitted to USC and the outcome of the last town hall meeting to develop survey questions that USC could include as part of this survey. This is one opportunity for the USC to obtain staff feedback on various issues. The preliminary results from this survey will be available in late December, with formal reporting expected in January 2010. USC could use this opportunity to identify 5 or 6 driving issues to address. Dean requested that anyone that wants to be involved in the development of the survey input stay after the USC meeting to discuss next steps.

8. USC Business Items

a. Budget

Rosie Schoenfeld reported that she is getting accurate and final budget numbers and that she expects to request twice as much funding this year.

b. Communications

c. By-Laws

Venesa Flores distributed modifications to the by-laws. The by-laws will be sent to Missy Amos for further distribution and voting. Jackie Caruso expressed concern over using the word "ensure" in Amendment III Article III stating that it may not be possible for USC to ensure representation across classification levels and executive reporting levels, now that it is an elected process rather than appointed process. The by-laws will be changed to reflect that USC will review eligibility but not ensure it.

Meeting Adjourned: 10:32 a.m.

Next Meeting: Tuesday, October 20, 1:30 – 3:00 P.M. – 502 Rudder Tower

University Staff Council
October 20, 2009
502 Rudder Tower
Meeting Minutes

Members Present: Missy Amos, Lisa Blum, Ron Carter, Jackie Caruso, Kathy Collins, Dean Endler, Venesa Flores, Vic Frysinger, Debbie Hoffmann, Diane Hurtado, Jeannie Laird, Lori O'Bannon, Olga Martinez, Kimberlee Pottberg, Robert Pottberg, Lawrence Vega, Patti Urbina, Jeff Wilson, Carla Wiseniske

Not Present: Monica Poehl, Jen Potter, Debra Robertson, Rosie Schoenfeld

Visitors: Christine Tisone

Call to Order: 1:30 p.m.

AGENDA ITEM(S)

1. Minutes

Dean Endler called for a motion to approve the September 2009 meeting minutes. Venesa Flores motioned to approve the September meeting minutes. Kimberlee seconded the motion. All approved.

2. USC Budget Discussion

- a. Budget Update. Lisa Blum reviewed the budget update. The original budget allocation was \$5,100. To date, USC has spent \$2,797.90. We currently have a balance of \$2,302.10. We are working under the assumption that this remaining balance will stay.
- b. Proposed Budget. There was discussion about how the original budget was prepared and discussion about the line items that should be included in the proposed budget. Lisa Blum will rework the budget for final presentation to USC.

3. General Updates

- a. Meeting with Jason Cook. Dean reported on the EO meeting regarding the Town Hall Forum with Interim President Loftin on January 12. The forum will be held in conjunction with the CSBA meeting. It is scheduled to start at 1:30. The format of the forum will be:
 - 10 Minute intro
 - 25 Minute update on USC
 - 30 Minute meet and greet

Jason Cook is checking to see if we could/should do a livestream of the forum.

- b. Shared Governance Meetings (New Initiative). Dean reported that Robert Bednarz contacted him with a request for a representative from the University Staff Council to participate at a Shared Governance Meeting. Dean will attend the meeting scheduled on October 28 and will report back to the full USC. Dean reported that in addition to the University Staff Council, the following have also been contacted for participation: Faculty Senate Student Government, Former Students and the Graduate Students Council. The 10/28 meeting will be held at 11:30 in the Faculty Senate conference room.

4. Action Items for Completion

- a. TSAC (Transportation Services Advisory Committee). Robert Pottberg is a current member of TSAC and he has agreed to continue to represent the University Staff Council on TSAC. In addition, we have been asked to provide one more representative for this committee. Dean asked for one additional USC member to participate on this committee. Olga Martinez agreed to serve on the TSAC representing USC. The next meeting is scheduled for Thursday, 10/29 at 11:30 in Koldus 110 (lunch is included).

- b. Search Committees. The University Staff Council has been asked to participate or identify other staff members to participate on two internal search committees. One search is for the Associate Provost for Undergraduate Studies (Provost) and the other is a search for the Associate Vice president for Graduate Studies (VP Research). The following expressed interest in participating on the search committee for undergraduate studies: Kathy Collins, Venesa Flores and Diane Hurtado. The following expressed interest in participating on the search committee for the Associate Vice President for Graduate Studies: Christine Tisone, Vic Frysinger and Patti Urbina. The search committees are expected to be appointed by the end of this month.

- c. USC Election Guidelines. The USC election guideline and communication documents were reviewed with the intent of bringing the documents to completion today. It was discussed that the documents are intended to be a guide and not a mandate. Two primary changes were requested: Change the word “organization” to “unit” and change the language to read that elected positions should be named on or before December 4, 2009.

- d. Issues Committee Formation. Patti Urbina reported that there have been 27 issues that have been reported through keystone. USC discussed creating issues committees with full participation of the USC members on these committees. These committees would be established based on broad categories of issues (some of these issues may be shared issues. The committees would meet to discuss issues and report back to USC. The following three committees were agreed upon: 1) Shared Governance, 2) Worklife and Benefits, 3) Parking/Transportation/Facilities and Infrastructure.

5. Other Items. There was discussion about the recent change from a Chair elect vs. a Vice Chair position. Due to the full agenda today and time constraints, the by-law discussion item will be discussed at a future meeting. The bylaw discussion item has been requested as an agenda item for the November meeting.

Meeting Adjourned: 2:45 p.m.

Next Meeting: Tuesday, November 17, 8:30 – 10:00 A.M. – General Services Complex Room A (101A)

University Staff Council
November 17, 2009
GSC Assembly Room A
Meeting Minutes

Members Present: Lisa Blum, Ron Carter, Kathy Collins, Dean Endler, Vic Frysinger, Venesa Flores, Debbie Hoffmann, Diane Hurtado, Jeannie Laird, Missy Lund (Amos), Olga Martinez, Kimberlee Pottberg, Robert Pottberg, Deborah Robertson, Rosie Schoenfeld, Lawrence Vega, Patti Urbina, Jeff Wilson, Carla Wiseniske
Not Present: Jackie Caruso, Lori O'Bannon, Monica Poehl, Jen Potter, Christine Tisone
Guest: Anne Mayer, Deborah Wright, Tanya Gunnels

Call to Order: 8:32 a.m.

AGENDA ITEM(S)

1. Minutes

Dean Endler called for a motion to approve the October 2009 meeting minutes. Debbie Hoffman motioned to approve the meeting minutes. Venesa Flores seconded the motion. All approved.

2. New Employee Orientation Program

- a. Ann Mayer from Employee & Organizational Development presented the new employee orientation guide and orientation program which she would like for USC to endorse. Anne reported that there were two sessions in September because there were so many new hires but now there is one session per month for new employees. The orientation materials can be found on the new.tamu.edu website. Links have been provided throughout the website for ease of navigation. The New Employee Quick Guide to Success section provides a framework of what to expect during first days on the job and suggestions on accelerating the transition process. There is also a quick guide for HR liaisons. The new employee orientation includes a Benefits Orientation and a New Employee Welcome. Class size averages 30 – 35 people. Registration to attend this orientation program is available on the following website: eodinfo.tamu.edu. Division and departments are encouraged to have their own orientation and HR liaisons and supervisors are encouraged to get involved in the orientation process as soon as the hire is made. For additional information contact Anne Mayer at amayer@tamu.edu.

3. University Tuition Discounts

- a. Deborah Wright from the Division of Finance (Budget Office) discussed university tuition discounts, also referred to as an educational benefit program. Deborah reported that several years ago, certain mandatory fees were waived to incent employees to stay with the university. Entities do have costs associated with potential lost revenue. In 2007, Interim President Ed Davis created a committee of university and system agency employees to evaluate the impact of designated tuition and waiving the remainder of the mandatory fees. The committee met for one year. The result was a recommendation to Interim Provost Jerry Strawser in favor of providing this enhanced benefit to employees. The faculty senate endorsed this. The timing of the effort was a problem as the expected impact is \$1.5 million per year and implementing this would raise tuition costs for students. The educational benefit program continues to be monitored. Deborah reported that this subject was addressed at the Big XII conference that she attended recently. Deborah reported that many Universities offer scholarships for dependents (TAMU has a four year scholarship for dependents). For example, the University of Kansas has a scholarship for dependents. Oklahoma State offers a 50% waiver for tuition and non auxiliary fees. Iowa State has a tuition grant and reimbursement program. The University of Nebraska allows 15 credit hours per year which can transfer to dependents. OU offers 3 free hours. Colorado provides a 9 hour waiver if space is available. UT offers 1 course per semester (3 semester credit hours). It was noted that tuition and fees amount to approximately \$5,000 per semester at TAMU.

4. Bylaws Discussion

- a. Concern was expressed that the process in which bylaws were recently revised revealed gaps in communication and that there were questions that were raised and assumptions that were made that were not clearly communicated to USC. Concern was also expressed that there was a lack of common understanding across the council on the bylaws relative to the change from the Chair Elect to the Vice Chair position. Overviews of the three options identified for the Chair Elect or Vice Chair position were reviewed. They are: 1) Leave the by-laws as is with the Vice Chair position, 2) Change the by-laws to a "Plus one option" which would allow for a member to run for the Chair Elect position during their first or second year term. Should a member be elected as Chair Elect for their third year in office, the "Plus One" would add an additional one-year to the individual's term, for a total of 4 years. 3) Change the by-laws to allow for a past president to serve one more year as an ex-officio member, serving on the Executive Officer's committee. After much discussion of the merits of these options the USC voted (17 yes; 2 no) to let the current bylaws which calls for a Vice Chair position to stand.

5. General Updates

- a. USC Elections: Christine Tisone has been elected to represent the College of Education. Other entities have started the election process but no members have been officially elected yet. A follow up communication will be sent to the election contacts with a reminder of the December 4 due date and a request for an update. Several USC members reported on the status of the election process in their areas.
- b. Proposed Budget: There will be a \$2,302.10 carryover in the budget request. The budget request will be completed once the cost information to maintain the website is received. Currently, the request will be \$3,597.90 plus website maintenance.
- c. Academic Calendar/Faculty Senate Meeting. The proposed 2011 calendar has 12 days off as opposed to the current 14. Because the calendar dates are fixed any holiday falling on weekends are not available. For 2011 this will translate to 1 day for Spring Break. It was suggested that this issue be brought to the personnel and benefits committee to see if a set number of holidays can be made available rather than losing a day for holidays that fall on Saturdays and Sundays. Three areas were identified for the personnel and benefits committee: 1) Advocate for a certain number of days per year (to state legislature), 2) floating number of holidays and 3) USC vote on the academic calendar.
- d. Childcare Issue. The childcare issue update was deferred to the next meeting
- e. Shared Governance. The shared governance report was deferred to the next meeting. By December 1, comments regarding the Enlightened and Shared Governance definition document should be sent to Dean Endler.
- f. Council on Climate and Diversity. USC members should review the diversity plan draft. Dr. Christine Stanley and Dr. Becky Petitt will be in attendance at the next USC meeting to discuss the plan and address any concerns we may have.
- g. Other Issues: Dean reported that Patti Urbina has been appointed to the search committee for the Associate Vice President for Graduate Studies and Venesa Flores has been appointed to the Associate Provost for Undergraduate Studies search committee.

6. Standing Committees

- a. Dean requested that the standing committees meet briefly before adjourning.

Meeting Adjourned: 9:58 a.m.

Next Meeting: Tuesday, December 15 – 701 Rudder Tower

University Staff Council
December 15, 2009
701 Rudder
Meeting Minutes

AGENDA ITEM(S)

1. Council on Climate and Diversity

Drs. Christine Stanley and Becky Pettit discussed the TAMU draft diversity plan. The plan was developed in 2006 and was reorganized in 2009 around three goals: Accountability, Climate, and Equity. Dr. Stanley has presented the plan to a wide variety of groups on campus. Two major campus entities, the reconstituted Council on Climate and Diversity (CCD) and the newly established Diversity Operations Committee (DOC), will aid in the ongoing planning, implementation and assessment of the diversity plan.

2. Minutes Review/Approval

Dean Endler called for a motion to approve the November 2009 meeting minutes. Minutes were approved by all.

3. Introduction of New Members

Dean Endler welcomed the newly elected members.

4. General Updates

- a. Budget: The USC FY2010 budget was submitted to the president's office on December 14, 2010.
- b. Town Hall Forum: Members were reminded the USC Town Hall Forum would be taking place on Tuesday, January 12, 2010.
- c. Childcare Issue: The Graduate Student Council (GSC) conducted an internal survey regarding childcare issues. A letter is being circulated between the USC, GSC and the Faculty Senate requesting the president appoint a task force to address this topic of concern. Jackie Caruso indicated a Request for Information (RFI) had been conducted by Human Resources and an update will be forthcoming in mid-January.
- d. Shared Governance Update: Dean Endler indicated university stakeholder meetings would take place once per semester to discuss issues affecting all campus groups. Meetings would include representation from the undergraduate student body, USC, Graduate Student Council, Faculty Senate, and the Associate of Former Students.
- e. Search Committee Updates:
 - i. Presidential Search: no communication has been received by the USC representatives (Lisa Blum, Carla Wiseniske, and Jeff Wilson). Jeff will request a status update from Dr. Dave Parrott.
 - ii. Associate VP for Graduate Studies: Patti Urbina reported the search committee was reviewing the job description, with plans to conduct interviews in January and select a candidate in March. This is an internal search.
 - iii. Associate VP for Undergraduate Studies: Venesa Flores was not present to provide an update.

5. USC Secretary

The USC Secretary, Missy Lund, has resigned from the University Staff Council. Members interested in filling this vacant officer position until 8/31/10 were encouraged to contact Dean Endler.

Next Meeting: Tuesday, January 19 – General Services Complex, Assembly Rm A

University Staff Council
January 19, 2010
101B General Services Complex
Meeting Minutes

Members Present: Rose Berryhill, Lisa Blum, Ronald Carter, Jackie Caruso, Dennis Corrington, Dean Endler, Lisa Foster, Tanya Gunnels, Kevin Gustavus, Andy Hartman, Debbie Hoffmann, Jeannie Laird, Olga Martinez, Thomas Mather, Lori O'Bannon, Debra Robertson, Rebekah See-Hruska, Jennifer Slovacek, Gail Snook, Christine Tisone, Mary Fran Troy, Matthew Upton, Patti Urbina, Jeff Wilson, Carla Wiseniske

Not Present: Nora Cargo, Debra Dandridge, Robert Pottberg, Lawrence Vega

Guests: Guy Mortensen, Bill Dixon

Call to Order: 8:31 am

AGENDA ITEM(S)

1. New Member Introduction/Welcome

Dean Endler introduced and welcomed USC members who joined the group since the last meeting.

2. Staff Emeritus Rule

Bill Dixon explained the ability to give emeritus status to staff was established in 1996, but a rule was never created. The process dictates applications should be vetted through the Staff Council whose executive officers are responsible for making recommendations to the president. University Staff Council was not previously in place for vetting applications, so now there is an opportunity to institute a rule. The rule enables honoring Directors, Executive Directors, Assistant Vice Presidents, Associate Vice Presidents, and Vice Presidents who retire from this day forward as well as those who have retired in the years past. Guy Mortensen articulated the goals of the rules are to honor individuals and to preserve institutional knowledge. He asked USC members to please provide feedback about the size of initial screening committee and explained the USC executive committee would have final approval of the applications prior to being submitted to president. USC members commented on and discussed issues related to this topic. Several members indicated they would like the opportunity for Staff Emeritus status to apply to all titles, not just the ones listed in the draft rule.

Action Item: Request of USC members by Mr. Mortensen and Mr. Dixon: Please consider approving the proposed rule and making recommendations about the portion related the role of the USC and suggesting appropriate terminology. Updated draft will be distributed electronically along with list of staff titles within payroll system; USC members should review, make corrections, and be prepared to discuss them at the next USC meeting.

3. Minutes

Dean Endler stated there was no secretary at the last meeting. We plan to compile notes from members of the council and approve the December and January minutes during the February meeting.

4. USC Secretary Position

Dean Endler explained the Executive Officers asked for volunteers to fill the Secretary position left vacant when Missy Lund resigned. Debbie Hoffmann is the new Secretary.

5. Update on Geosciences Representative

Dean Endler reported the College of Geosciences election is underway.

6. General Updates:

a. Search Committee Updates:

- i. **Presidential Search Committee** – Jeff Wilson wrote a memo to the chair of the Presidential Search Committee stating concerns that USC was the only group not represented in the search process before the interview process began. He expressed an additional concern that there are no plans to vet the candidates by way of open forums. He has an appointment to visit with Dr. Dave Parrott to discuss these concerns
- ii. **Associate Vice President for Graduate Studies Search Committee** - Jeannie Laird reported on behalf of Patti Urbina the next committee meeting is scheduled for Jan 26 and the target date for short list of candidates is mid-March.
- iii. **Associate Provost for Undergraduate Studies Committee** - No update.

7. Town Hall Debriefing

Discussed content, format, attendance, and broken live streaming video link.

8. Standing Committees

Dean Endler requested the standing committees meet briefly before adjourning.

Meeting Adjourned: 9:46 a.m.

Next Meeting: Tuesday, February 16, 1:30 pm – 501 Rudder Tower

University Staff Council
February 16, 2010
501 Rudder
Meeting Minutes

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Ronald Carter, Jackie Caruso, Dennis Corrington, Debz DeFreitas, Dean Endler, Tanya Gunnels, Kevin Gustavus, Andy Hartman, Debbie Hoffmann, Jeannie Laird, Olga Martinez, Thomas Mather, Lori O'Bannon, Robert Pottberg, Debra Robertson, Rebekah See-Hruska, Jennifer Slovacek, Gail Snook, Christine Tisone, Mary Fran Troy, Matthew Upton, Patti Urbina, Lawrence Vega, Jeff Wilson, Carla Wiseniske

Not Present: Debra Dandridge, Lisa Foster

Guests: Venesa Flores

Call to Order: 1:33 pm

AGENDA ITEM(S)

I. New Member Introduction/Welcome

Dean Endler introduced and welcomed new member, Debz DeFreitas, elected by the College of Geosciences since the last meeting.

II. Minutes Review/Approval

December and January minutes were reviewed. Dennis Corrington moved to approve both sets of minutes and Jennifer Slovacek seconded the motion. Discussion included adding text to the second listing in the January minutes, Staff Emeritus Rule, to indicate there were comments and discussion on the topic, with some members indicating they would like all titles to be considered rather than limiting eligibility to only those listed in the draft rule.

III. Meeting Minutes and Action Items

Debbie Hoffmann reported USC members will now get a brief action item list about 48 hours after each USC meeting and will get a draft copy of the meeting minutes within one week.

IV. Formation of Bylaws Committee

Dean Endler indicated several USC members volunteered to participate on the Bylaws Committee. Dean will convene the group and identify a chair and begin to review Bylaw-related issues.

V. Adoption of Standing Committee Charges

Committee chairs presented draft committee charge statements. Committee charges will be reviewed and adopted during the USC retreat scheduled for March 4.

VI. General Updates

a. Standing Committee Updates

i. Work Life and Benefits

Jackie Caruso provided a document listing issues brought to this committee. She requested input for prioritizing the list. After discussion, Debbie Hoffmann moved then Rose Berryhill seconded that the University Holiday Schedule be addressed first. All but one voted in favor of the motion.

ii. Parking, Transportation, Facilities and Infrastructure

Jeff Wilson reported he will bring to the March 4 retreat ten issues reviewed by his committee so all members may consider their recommendations for action/position, provide input, and vote.

iii. Shared Governance

Ron Carter discussed the more global and strategic nature of the committee in relation to the more operational nature of the remaining standing committees. There was discussion about the need for a Shared Governance Committee.

iv. **Communications**

Patti Urbina read the draft charge of the committee and reported the results of the survey of USC members regarding budget cuts.

b. **EO/Committee Chair Meetings**

Dean Endler announced a planned change in the structure of USC meetings where committee work will no longer be a standing item on the agenda of future USC meetings. Each committee is meeting as needed between USC meetings and many members participate on more than one committee making it impossible for them to be involved with each when they meet concurrently. Committee chairs have been asked to participate in the post-USC Executive Officer meeting so action items from the meeting can be discussed and assigned without delay.

c. **EO Budget Meeting with Provost**

Dean Endler shared the TAMU 5% Required Reduction Plan that was a result of a collaborative process across the campus and which the USC executive officers were able to provide input on behalf of staff to Interim Provost Karan Watson.

d. **Staff Emeritus Rule**

Dean Endler reported the executive committee recommends this rule be reviewed Work Life and Benefits Committee.

e. **Search and Other Committee Updates**

i. **Associate VP for Grad Studies**

Patti Urbina reported the search committee narrowed the field to four candidates and interviews are scheduled to begin next week. They hope to have the position filled by the end of March.

ii. **Associate Provost for UG Studies**

Venesa Flores reported the search committee concluded their activities and Pam Matthews has been hired into the position.

iii. **Faculty Senate Personal Welfare**

Patti Urbina reported she has experienced committee members being watchful for issues important to staff. Dr. Bob Strawser is the Chair.

iv. **Stakeholders**

Dean Endler reported the committee met and received their charge.

v. **Council on Climate and Diversity (CCD)**

Dean Endler reported the committee met and received their charge from President Bowen Loftin. Eleanor Green is the chair.

vi. **Diversity Operations Committee (DOC)**

Debbie Hoffmann reported the committee met and received their charge from Interim Provost Karan Watson. Christine Stanley is the chair and they tentatively plan to meet every two weeks.

vii. **Transportation Services Advisory Committee**

Jeff Wilson reported Transportation Services announced although there are no plans to increase permit prices for FY11, they do plan to request a 2% parking permit fee increase for FY12.

viii. **Budget Update**

Lisa Blum reported there are two budget items pending payment: the refreshments from the USC January Open Forum; CIS contract for the web site. The current balance is \$10,286.89.

Meeting Adjourned: 9:46 a.m.

Next Meeting: Tuesday, March 16, 8:30 am – 101 General Services Complex

University Staff Council
March 16, 2010
101 General Services Complex
Meeting Minutes

Members Present: Rose Berryhill, Lisa Blum, Ronald Carter, Jackie Caruso, Dennis Corrington, Debra Dandridge, Debz DeFreitas, Kevin Gustavus, Andy Hartman, Debbie Hoffmann, Jeannie Laird, Olga Martinez, Robert Pottberg, Gail Snook, Christine Tisone, Mary Fran Troy

Not Present: Nora Cargo, Dean Endler, Lisa Foster, Tanya Gunnels, Andy Hartman, Thomas Mather, Lori O'Bannon, Debra Robertson, Rebekah See-Hruska, Jennifer Slovacek, Matthew Upton, Patti Urbina, Lawrence Vega, Jeff Wilson, Carla Wiseniske

Call to Order: 8:37 am

AGENDA ITEMS:

I. Minutes Review/Approval

February minutes were reviewed. Robert Pottberg moved to approve the minutes and Rose Berryhill seconded the motion. Discussion included correcting the spelling of Debz DeFreitas' name. Minutes were unanimously approved.

II. Executive Officer Elections

Jeannie Laird reminded the group that USC officer elections would be held in May. Please reach Jeannie Laird at j-laird@tamu.edu or Dean Endler at d-endler@tamu.edu if you have additional questions about the roles of the executive officers or are interested in running for an office.

III. System Staff Councils Meeting

Jeannie Laird reported work has been done to collect a list of staff councils throughout the system with the intent to call a meeting of the chairs of each of the councils to determine if there are issues each are facing or addressing that are similar and could be worked on collaboratively.

IV. USC Update to President Loftin

Jeannie Laird reported USC executive officers have scheduled a meeting on April 29th to update President Loftin of USC activities and accomplishments. The intent is to focus on outcomes of issues raised during the January open forum. There was discussion about providing information back to all council members about the planned content of the meeting for feedback and input.

V. Senior Vice President for Administration Search

Jeannie Laird reported that of the USC members nominated for the search committee, Ron Carter's and Debbie Hoffmann's names were submitted to President Loftin for consideration. Ron Carter was selected to serve on the committee. Ron reported on the accelerated search process that has occurred. The committee considered 25-30 candidates, conducted phone interviews Saturday, March 13, and submitted finalists to Dr. Loftin. Dr. Loftin is conducting interviews this week and plans to present his choice to the Board of Regents Friday, March 26.

VI. Issues Process

Jeannie Laird thanked the members who attended and participated during the March 4 USC Retreat. She reported it was a productive time and progress was made toward the final draft for the Issues Process, FAQ and Issues Form. She received limited feedback about recommended edits to these drafts and asked again for the feedback from the small group exercises be submitted to her by March 26. There was discussion about issues that have already been received before we implemented the prescribed process and staff's ability to see the status of an issue while it is still within the process. USC wants to be transparent about issues that have been

raised and any USC activity associated with the issue, but need to determine the best way to communicate back to staff.

VII. General Updates

a. Standing Committee Updates

i. Work Life and Benefits

Jackie Caruso reported the group has met once since the last USC meeting. Thomas Mather has moved off this committee so he can spend time sharing his expertise with the Communications Committee. They developed a committee list serve so the group can more quickly move issues along. The group has been working on the list of issues related to Work Life and Benefits, determining how and when to work with existing staff groups in other departments. They plan to continue to partner wherever they can to build leverage on issues and not compete with other groups. During the last committee meeting, progress was made on issues related to the University Holiday Schedule and Staff Emeritus Rule, but there was not a quorum so no vote was conducted. The committee plans to be very aggressive to get resolution on these two issues before USC executive officer meeting with President Loftin, then time will be spent reviewing the remaining list of issues.

ii. Parking, Transportation, Facilities and Infrastructure

Debbie Hoffmann presented the draft of the PTFI Committee’s work and their proposed USC responses. She distributed printed copies of the committee’s work and briefly talked about each issue and invited discussion. She stated the document would be distributed electronically for discussion and USC vote for adoption. There was discussion that some of the draft USC responses indicated PTFI would work with Work Life and Benefits committee, but no PTFI members have reached Jackie Caruso about those items yet. There was a comment that based on experience with the “Faculty/Staff” tab on the Dining Services web site, searching for information about meal plans and discounts is very cumbersome and puts the user in a continuous loop without getting to the appropriate information. It was suggested we look into this before citing it as a source for “more information” to ensure staff can truly get to the information from that site. Two PTFI members indicated they thought there was agreement to eliminate issue #11 because it really isn’t related to staff.

iii. Shared Governance

No Update.

iv. Communications

Jeannie Laird reported that the Role of the USC Member Exercise and the Issues Process discussion during the retreat was the contribution of the Communications Committee. The members plan to continue developing other processes in the future.

b. Bylaws Committee

Jeannie Laird reported the bylaws committee has been formed and will soon begin reviewing the USC bylaws for necessary changes. If you are aware of a council or committee on our campus or others that have bylaws that may benefit the bylaws committee, please notify Jeannie Laird at j-laird@tamu.edu or Dean Endler at d-endler@tamu.edu.

c. Adoption of Standing Committee Charges

Jeannie Laird reported all draft committee charges will be collected and put on one document for distribution to the council with the intent of discussing and voting during the next USC meeting.

d. Search and Other Committee Updates

i. Associate VP for Grad Studies

Jeannie Laird reported the top four candidates have been interviewed by committee.

ii. Faculty Senate Welfare Committee

Jeannie Laird reported Patti has asked USC be included in the process. Patti has experienced committee members being watchful for issues important to staff. Dr. Bob Strawser is the Chair.

iii. Stakeholders

Jeannie Laird reported the group met last Thursday but no specific issues were discussed. The Association of Former Students (AFS) board chair was interested in knowing how AFS would be able to assist USC in any initiatives; Dean relayed that we haven’t talked as a body yet on this topic, but we would be interested in developing a staff scholarship program.

iv. Council on Climate and Diversity (CCD)

Jeannie Laird reported the group met for the second time but there were no specific agenda items related to USC.

v. Diversity Operations Committee (DOC)

Debbie Hoffmann reported the committee met for the second time and established three subcommittees: Accountability; Climate; Equity.

vi. Transportation Services Advisory Committee (TSAC)

Robert Pottberg reported TSAC approved the addition of paid visitor parking areas to several parking lots on west campus in lieu of paid visitor parking in West Campus Garage (WCG). Debbie Hoffmann added that WCG is scheduled for conversion to new gate access equipment for all 16 drive lanes but the visitor revenue generated from the garage is very low and doesn't warrant the expense to add revenue control equipment during the upgrade. TSAC has met with several constituent groups to discuss moving paid visitor parking out of WCG and to surrounding surface lots, like Lots 61, 74 and 100h.

vii. Budget

Lisa Blum reported there are no changes to the budget since our last meeting. There a couple of items pending payment from the USC retreat. The current balance is \$10,286.89.

Meeting Adjourned: 9:41 am

Next Meeting: Tuesday, April 20, 2010, 1:30 pm – 701 Rudder Tower

University Staff Council
April 20, 2010
701 Rudder Tower
Meeting Minutes

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Jackie Caruso, Debra Dandridge, Debz DeFreitas, Dean Endler, Debbie Hoffmann, Jeannie Laird, Thomas Mather, Robert Pottberg, Debra Robertson, Rebekah See-Hruska, Mary Fran Troy, Patti Urbina, Lawrence Vega, Jeff Wilson, Carla Wiseniske

Not Present: Ronald Carter, Dennis Corrington, Lisa Foster, Tanya Gunnels, Kevin Gustavus, Andy Hartman, Olga Martinez, Lori O'Bannon, Jennifer Slovacek, Gail Snook, Christine Tisone, Matthew Upton

Call to Order: 1:36 pm

AGENDA ITEMS:

- I. Introduction of Guest(s):**
Dean Endler introduced Kelli Hutka, Director of Campus Programs, Association of Former Students
- II. Minutes Review/Approval**
March minutes were reviewed. Rose Berryhill moved to approve the minutes and Debra Dandridge seconded the motion. Discussion included Patti Urbina correcting the name of the Personnel and Welfare Committee chair; it should have been Dr. Ramona Paetzold. Minutes were unanimously approved.
- III. Provost Search Advisory Committee Update**
Dean Endler reported the Provost Search Advisory Committee recommends including USC members representing colleges on the search committee. Interested members please reach Dean at d-endler@tamu.edu by April 23.
- IV. USC Update to President Loftin**
Dean Endler reported the executive team intends to inform Dr. Loftin of updates about USC structure; to request staff spotlights on TAMU web site; provide issues updates; discuss scholarship opportunities for staff; inquire about agency representation on USC. Dean will prepare an executive memo of the topics planned for discussion and will share with the USC.
- V. University Worklife Committee Involvement**
Agenda listed SEBAC, but Dean Endler indicated it should be University Worklife Committee and not System Employee Benefits Advisory Committee (SEBAC). This has nothing to do with SEBAC. Jane Schneider asked if a USC representative from the Shared Governance Committee could participate on the University's Worklife Committee. Jackie Caruso reported UWLC formed a couple of years ago. Suggest that we assign representation and then have the rep report on a regular basis to the USC. Currently there is representation from faculty, staff, graduate students, and HR. The committee is in the state of forming their charge and is looking to be an advocate for all employees on campus. It was suggested we should work together to move issues forward in a collective manner and avoid duplicating our efforts. They are currently focusing on the child care issue.
- VI. USC Executive Officer Elections**
Debbie Hoffmann reported the nomination process for USC executive officers is now underway. Please email Debbie at dhoffmann@tamu.edu by May 7 with the name of your nominee. If not self-nominating, please confirm acceptance of nomination before submitting your candidate's name.
- VII. USC Member Elections Ad Hoc Committee**
Debbie Hoffmann reported she would like help from a couple of members to review the USC election guidelines,

forms and process. She anticipates one or two, one-hour meetings. Please email Debbie at dhoffmann@tamu.edu this week if you are interested.

VIII. Adoption of Standing Committee Charges

Dean Endler reported he has not received all draft committee charges. We will hold off voting on them until our May meeting. There was a request for members to have the opportunity to preview them ahead of the meeting.

IX. General Updates

a. Standing Committee Updates

I. Work Life and Benefits

Jackie Caruso reported the group has been working on two issues: staff emeritus rule and university holiday schedule. Much research has been done of other universities with staff emeritus rule and collaboration with HR to obtain clarification. They hope to distribute their findings electronically before the next meeting. Same thing with university holiday schedule. University of North Texas has a concept of floating or optional holiday; also discussed getting some input from staff to see how they would like to see the holidays distributed. We suggest EO's visit with the president about this issue before we poll employees. There is a published response from the president to inquiries about why we didn't get off on Good Friday. The committee identified priorities to determine the next issues to address: staff tuition reduction/scholarships and staff educational opportunities; childcare; one plus expanded health care coverage; sharing leave balances with spouses. They are working to compile a comprehensive list of staff councils throughout the campus; a request for information was submitted via HR Liaison network and received 15 responses. HR conducted a Request for Information to see if there is interest in the local community to provide exclusive or priority status childcare to university employees. Received two replies and are compiling a comparison chart. Due to the low response, a decision was made to not go out with a Request for Proposal.

II. Parking, Transportation, Facilities and Infrastructure

Jeff Wilson reported the group has compiled proposed USC Responses to Concerns Collected to Date. They last met in early April. Often issues submitted to the committee, they have nine proposed responses. They will submit the draft to the EO's for distribution to USC and vote in May. Suggested to EO's that USC should try to get representation a part of the CBE and Dining Services Advisory Committee. Next OTFI committee meeting is the first Thursday of May.

III. Shared Governance

Dean Endler reported the Graduate Student Council issued two resolutions.

IV. Communications

Patti Urbina reported the group has been unable to meet since the retreat. She shared the committee charge with the group. Next communications committee meeting is scheduled for Wednesday, April 28, 1:30 – 3:00 in 2701 GSC and they will finalize the processes defined during the retreat. They have also been meeting with CIS to discuss a content management system so the USC website can be updated.

b. Bylaws Committee

Dean Endler reported the bylaws committee had met and had agreed to assign portions of the bylaws to each of the committee members for review. He also stated they were reviewing bylaws from various institutions to help with the process of identifying areas that our bylaws may need to cover.

c. Search and Other Committee Updates

I. System Staff Councils Meeting

Dean Endler reported the Chancellor hosted TTVN discussion in late March with all system staff councils. On June 8th the executive officers of the system staff councils will come together for a light meal at the Chancellor's home and then meet on the morning of the 9th at the General Services Complex.

II. Stakeholders

Dean Endler reported the group met and Kelli Hutka from Association of Former Students (AFS) participated. AFS is interested in helping with staff scholarships. Kelli reported AFS is an independent, non-profit organization that manages an annual fund from which scholarships can be awarded. The Texas A&M Foundation also manages scholarships on campus. Kelli recommends we have a

discussion if the scholarship should be a yearly cash gift (collected each year) or an endowment. Endowment requires collecting larger sums of money and only the earnings of the fund are used for scholarships but it is perpetuated from year to year, where the cash fund starts from scratch each year. Kelli suggests defining parameters for awarding scholarships. AFS would be very receptive to hearing staffs' desire to have portions of the annual fund directed toward staff scholarships, but the use of the funds is directed by the president. Staff may contribute to the annual fund for half price, so staff can be a century member for only \$50. The majority of the scholarships from AFS are based on academic excellence and are in the amount of \$1000 per year.

III. Associate VP for Grad Studies

Patti Urbina reported the AVP for Grad Studies was in the final negotiations to close this position. A formal, public announcement is anticipated before the end of the week.

IV. Faculty Senate Personnel & Welfare Committee

Patti Urbina reported that the committee concluded its academic year with the following accomplishments: submission of a resolution to the Faculty Senate to extend health care benefits (formerly plus 1); support for the university to explore means to encourage local businesses to offer infant care; submitting to the May Faculty Senate for discussion a policy promoting civility in the workplace and prohibiting bullying; approval of the holiday schedule.

V. Council on Climate and Diversity (CCD)

Dean Endler reported the group was asked to meet to discuss the next steps since the approval of the university's statement on diversity.

VI. Diversity Operations Committee (DOC)

Debbie Hoffmann reported the group met once since the last USC meeting, but she was unable to attend.

i. Transportation Services Advisory Committee (TSAC)

Jeff Wilson reported the April TSAC meeting was cancelled and noted that Rose Weis moved to lead the facilities group and Peter Lange is now interim executive director. TSAC is working on a draft policy for managing vehicles on sidewalks. The Next TSAC meeting is scheduled for May 20.

ii. Budget

Lisa Blum reported the available balance in our budget is \$12,249.93. The bill for the web site contract has not yet been received or deducted from the balance.

Meeting Adjourned: 2:35 pm

Next Meeting: Tuesday, May 18, 2010, 8:30 pm – 101A General Services Complex

University Staff Council
May 18, 2010
701 Rudder Tower
Meeting Minutes

AGENDA ITEMS:

I. **Minutes Review/Approval**

Clarifications were sent to Debbie Hoffmann via e-mail and also noted was the need to provide explanation of acronyms. Minutes were unanimously approved.

II. **USC Update to President Loftin**

Dean Endler reported the executive officers met with Dr. Loftin and Jason Cook. Childcare continues to be of concern and presents many challenges; Dean suggested a task force or group representative of faculty, students and staff be convened to continue this discussion. Dr. Loftin will obtain more information from Dr. Karan Watson who has been involved in several discussions regarding childcare in the recent past.

-Also discussed was the interest of the council to pursue scholarship opportunities for staff wishing to take classes at the university. Dr. Loftin supports this idea, recommended we look for funding opportunities and provided contact information for Galveston staff that can help provide information with regard to how their staff scholarship program works.

-Dr. Loftin was updated on the USC's involvement with the proposed staff emeritus rule. Dr. Loftin indicated the existing faculty emeritus program was a very stringent process, requiring board of regent approval. Of concern are the limited eligibility of staff for such a program, and the benefits that would be available to such recipients given budget and space constraints.

-Insurance premiums are expected to increase, however, it is uncertain what the state contribution is going to be and thus the out-of-pocket expenses to employees is unknown. Dr. Loftin indicated administration is watching this issue closely and remains to be concerned, especially with no merit opportunities this year to offset such costs. He stated there was a slight possibility a plan may be implemented to help offset costs for lower paid staff should out-of-pocket costs increase significantly; such program of course will depend upon availability of funds and by no means has such a plan been finalized or approved.

-The USC indicated its interest in having a Staff Spotlight on the main TAMU website, similar to the existing Faculty and Staff Spotlights. Dr. Loftin encouraged such action, and requested the USC provide a source for the data. It was also mentioned the president's weekly updates and the USC website could also be avenues to recognize extraordinary efforts and/or achievements. Discussion at the USC meeting included the need for a functional process/approach would be important to identify staff members and related stories, as well as the assignment of such activities to the communications committee.

-Dr. Loftin supports the USC's representation of agency staff and believes such representation can provide value to all staff.

-The executive officers welcomed Dr. Loftin to attend a future meeting to meet the staff council members. Dr. Loftin indicated he would like to host a small reception sometime over the summer. Dean suggested also including the members who rolled off the council in December.

-The expectation is that the USC will meet with Dr. Loftin each semester to update him on the council's progress and activities.

III. **Aggie Ring Day**

Dean Endler reported the University Staff Council members have been invited by AFS to participate in Aggie Ring Day activities, currently scheduled for September 17 and November 13. Members interested in volunteering to help with this event should contact AFS representative Kelly Malone at 845-7514.

IV. **Executive Officer Elections**

Dean Endler reported that executive officer elections are currently underway. He thanked Debra Dandridge and Thomas Mather for both agreeing to run for the chair of the communications committee, noting their

willingness to work together on the committee as a team to handle the many objectives the group is working on.

V. **Adoption of Standing Committee Charges**

Charges for the standing committees, (Shared Governance, Communications, Work-life and Benefits, and Parking, Transportation, Facilities and Infrastructure) were reviewed for approval. Dennis Corrington moved to approve the charges and Matthew Upton seconded the motion. Charges were unanimously approved.

VI. **New Business**

- a. Jackie Caruso reported that SEBAC (System Employee Benefits Advisory Committee) had their last meeting for the fiscal year. The plus one benefits option has been tabled until the committee reconvenes in the fall. Insurance premiums are expected to increase however, the legislature has not finalized what the state contribution is going to be. Out-of-pocket costs to employees has yet to be determined. Human Resources will release that information as soon as those decisions have been made.
- b. Jeff Wilson suggested the USC consider recognizing USC member's service by giving a plaque to outgoing members. Discussion also included a recommendation to give members a nameplate or some other designation for posting outside USC members' offices, similar to those used for Aggie Mentors. The communications committee will assume responsibility for this activity.

VII. **General Updates**

Standing Committee Updates

i. **Worklife and Benefits**

- 1. Jackie Caruso reported on the committee's work relating to the proposed staff emeritus rule and presented to the USC the committee's recommendations. Recommendations that the USC should not support the rule as it is written, the USC should not be the designated entity to recommend approval of a request for staff emeritus or similar title, and the USC should comprise an ad hoc committee to consider the development of alternative recognition program(s) that would recognize extraordinary contributions of all staff on campus were proposed. Dennis Corrington moved to approve these recommendations and Robert Pottberg seconded the motion. These recommendations were unanimously approved. Dean Endler will draft a response from the USC to Human Resources with the assistance of Jackie Caruso and Christine Tisone.
- 2. Jackie Caruso stated the WL&B committee would continue to work on the holiday schedule issue and that research had also been done on educational opportunities for staff. Kevin Gustavus reported existing benefits included approximately \$300 of fees were waived for staff and the Educational Release program, which allows up to three hours of work hours be used to attend classes. The committee is also looking at the Galveston campus' scholarship program and how it is structured. Christine Tisone mentioned the English Language Institute on campus indicated their desire to expand their services to staff to include GED and ESL classes but pointed out that it would require funding.

ii. **Parking, Transportation, Facilities and Infrastructure**

Jeff Wilson presented the PTFI committee's recommendations on issues received to date. Discussion followed regarding the need for further clarification/explanation on the issue relating to ability-to-pay permit pricing. Jeff Wilson indicated PTFI would remove this item from the recommendations so additional information could be obtained. Thomas Mather moved to approve the remaining USC responses as presented, Kevin Gustavus seconded the motion. All but one approved the remainder of the responses.

iii. **Shared Governance**

No update; Ron Carter was unable to attend.

iv. **Communications**

Patti Urbina reported that the new website functionality was almost complete; Thomas Mather is working with CIS to obtain the password to review the progress. The committee is looking at other council websites for ideas and also is working on obtaining ownership of the various USC listservs so maintenance can be facilitated in a timely and consistent manner.

Dean Endler indicated the meeting had gone beyond schedule and noted several members had already left due to other commitments. He asked that the remainder of the agenda be tabled until the June meeting, barring any pressing business or comments. Patti Urbina reported the Faculty Senate Personnel & Welfare committee has changed the terminology of the Plus One resolution and has expanded its definition to a “category where the additional beneficiary designation could be based on proof of financial dependence” to allow for more broad application of this benefit.

NEXT MEETING: Tuesday, June 15, 2010, 1:30 pm, 701 Rudder

University Staff Council
June 15, 2010
701 Rudder Tower
Meeting Minutes

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Ronald Carter, Jackie Caruso, Debra Dandridge, Dean Endler, Tanya Gunnels, Kevin Gustavus, Andy Hartman, Debbie Hoffmann, Jeannie Laird, Thomas Mather, Robert Pottberg, Debra Robertson, Jennifer Slovacek, Gail Snook, Mary Fran Troy, Matthew Upton, Patti Urbina, Lawrence Vega, Jeff Wilson, Carla Wiseniske

Not Present: Dennis Corrington, Debz DeFreitas, Lisa Foster, Olga Martinez, Lori O'Bannon, Rebekah See-Hruska, Christine Tisone

Call to Order: 1:30 pm

AGENDA ITEMS:

I. Minutes Review/Approval:

Matt Upton moved to accept the minutes as written; Thomas Mather seconded the motion. The minutes were unanimously approved.

II. Introduction of Guest: Peter Lange, Interim Executive Director, Transportation Services

Peter Lange was asked to provide information about two Parking, Transportation, Facilities, and Infrastructure committee issues not resolved during the last USC meeting – why must university customers pay for parking and if there can be a salary-based permit pricing scheme? Mr. Lange shared a presentation that was emailed to all USC members on June 15, 2010. Other items of note: There will be no permit price increases in fall 2010 or fall 2011; Transportation Services has been given the authority by university rule to manage a bike program; plan to implement a car sharing program this fall.

III. Introduction of Guest: Alissa Schroeder, Director, Human Resources

Alissa Schroeder shared information about how insurance premiums are set and discussed links on the Human Resource web site that provide insurance coverage comparisons. The TAMU System previously subsidized insurance premiums; it was not a sustainable program and has been discontinued. Seven annual enrollment meetings will be held in July.

IV. Officer Election Update:

Dean Endler presented the slate of officers for next year based on the results of the officer election: Jeannie Laird – chair; Kevin Gustavus – vice chair; Jeff Wilson – secretary; Debra Dandridge – communications chair; Lisa Blum – treasurer.

V. Budget Update:

Dean Endler reported he and Jeannie Laird had a seat at the budget discussion that occurred Friday, June 11 and categorized it as a “massive inroad” to have staff representation in such a high level discussion. There were very high level, preliminary discussions about trimming an additional 5% from the 2012 and 2013 budgets. The University is charged with looking at ways to trim from the appropriated funds in order for TAMU to arrive at a new base budget. Since appropriations primarily fund salaries, it will affect people. There are some very straightforward directives but still much uncertainty. TAMU is to provide its recommendations to the System who will then provide final recommendations to the State of Texas at the end of July. Short term solutions, such as furloughs or early retirements, don't fix long term permanent budget cuts and are not being given great focus. With the directive to arrive at a new base budget, revenue generation to offset the reduction is not part of the budget exercise. Auxiliary assessments could

be part of the solution. Once colleges and divisions complete their budget plans, the strategy will become more transparent. The committee that met on June 11 agrees that budget reduction and cost saving conversations should be had once per year as a measure to be better stewards of university resources. Suggestion to communicate that USC won't be able to recommend something across the board regarding budget cuts because we each represent different organizations that will manage the cuts in different ways, so it is impossible for us to take a position on a single, global solution.

Dean Endler indicated the meeting had gone beyond schedule and noted several members had already left due to other commitments. He asked that the remainder of the agenda be tabled until the July meeting, barring any pressing business or comments. Patti Urbina distributed a printed update from the Communications Committee. Debbie Hoffmann reported election process documents will be distributed to the executive officers by the end of the week and by June 25 to units who will be conducting elections this summer.

Next Meeting: *NOTE TIME CHANGE*

July 20, 2010, 1:30 – 3:00 p.m., 101A General Services Complex

University Staff Council
June 15, 2010
701 Rudder Tower
Addendum to Meeting Minutes

General Updates

a. Standing Committee Updates

I. Parking, Transportation, Facilities and Infrastructure (PTFI)

Jeff Wilson reported PTFI committee did not meet this month since Mr. Peter Lange, Interim Executive Director of Transportation Services, was going to be speaking to the USC on June 15th. The Next PTFI committee meeting is scheduled to meet on July 1st, 3:30-4:45, at Koldus 217

II. Shared Governance

Ron Carter reported the Faculty Senate passed a consent agenda item regarding a 'workplace bullying policy' for TAMU. The Faculty Senate Personnel and Welfare committee will convene at a later date with the USC Shared Governance committee, Graduate Student Council and Student Senate to begin establishing the parameters for a new Standard Administrative Procedure. Time line is Spring 2011. The search committee for the Provost has met with the President and he has given us his charge what he expects the committee to do. It will be a nationwide search for the University's top academic position. It is very important this search is done at the highest level in getting premiere academic scholarly candidates applications and the process is done right in lieu of the turmoil from last year.

III. Work Life and Benefits

Jackie Caruso reported the Work Life & Benefits committee met June 11 and the following outlines the meeting:

- Reviewed the research gathered on how the University Holiday Schedule. Discussed whether to use a survey (which may require IRB approval) or a poll of staff to get their input for the University administrators to consider when designating future holiday schedules. A draft a poll/survey was distributed for the committee members to review and provide comments at the July committee meeting. The committee discussed determining what the process is for placing items on the legislative agenda. Patti Urbina agreed to contact Michael O'Quinn to gather more information.
- Reviewed and discussed education opportunities research information on scholarship programs presented by Kevin Gustavus. The committee discussed possible ways to proceed, using the Texas A&M University at Galveston model. Additional information was gathered from TAMU Corpus and TAMU San Antonio Issues discussed included should it be a needs-based program, undergraduate vs graduate eligibility, could it be used for professional development and not just towards a degree program. Discussed finding out more about UT's scholarship program. How is it funded. Will contact Scholarships and Financial Aid to determine if data can be gathered on how many staff are currently enrolled in a degree program.
- New issue raised: what are the policies or guidelines when a staff member has a dual reporting role within an organization. Committee will discuss further at the July meeting to determine next steps on this issue.
- Call for a co-chair for the WL&B Committee was made again.
- The next meeting of the WL&B committee will be July 9 in GSC, Suite 1201, Conference Room, 1214, 11:00 a.m. -12:00 p.m.

b. Search and Other Committee Updates

i. Diversity Operations Committee (DOC)

Debbie Hoffmann reported Interim Provost Karan Watson began the June meeting by leading a discussion about minimum data for accountability. Dr. Alice Reinarz discussed new federal reporting guidelines for race and ethnicity. The group is refining a draft diversity plan template that will serve as a guide for units to use when collecting and reporting diversity data.

ii. Transportation Services Advisory Committee (TSAC)

Jeff Wilson reported TSAC did not meet in June.

University Staff Council
July 20, 2010
101A General Services Complex
Meeting Minutes

Members Present: Rose Berryhill, Lisa Blum, Ronald Carter, Jackie Caruso, Dennis Corrington, Debz DeFreitas, Tanya Gunnels, Kevin Gustavus, Andy Hartman, Debbie Hoffmann, Olga Martinez, Thomas Mather, Robert Pottberg, Debra Robertson, Rebekah See-Hruska, Jennifer Slovacek, Gail Snook, Mary Fran Troy, Matthew Upton, Patti Urbina, Lawrence Vega, Jeff Wilson, Carla Wiseniske

Not Present: Nora Cargo, Debra Dandridge, Dean Endler, Lisa Foster, Jeannie Laird, Christine Tisone

Guests: Kristin Baggett, Joe Dillard, Jared K. Gibson, Lallah Howard, Margo Marek, Anne Mayer, Michelle Steedly

Call to Order: 1:30 pm

AGENDA ITEMS:

- I. **Guest Speaker: Lallah Howard, Associate Vice President of Operations**
Lallah Howard spoke to the group about recent organizational changes made within Facilities Services. She reported after surveying customers, they learned customers felt their services were too expensive, their completion of projects was too slow, their customers felt they were not heard, and their business practices were not transparent. She and Rod Weis, interim Executive Director of Facilities Services determined to move the focus from new construction to maintenance of existing facilities. They have established a Deferred Maintenance Task Force chaired by Dr. Russell Cross and charged with defining deferred maintenance vs. routine maintenance vs. capital improvements and determining who is responsible for paying for the work done. This group is also prioritizing the many projects on the list waiting to be completed.
- II. **Minutes Review/Approval:**
Jeff Wilson moved to accept the minutes as written; Matt Upton seconded the motion. The minutes were unanimously approved. Lisa Blum moved to accept the addendum to minutes as written; Dennis Corrington seconded the motion. The addendum to the minutes was unanimously approved. Minutes from the July 13 Executive Office Meeting were distributed.
- III. **USC Survey:**
Debbie Hoffmann reported action regarding the USC Staff Survey regarding budget reductions is on hold pending the conclusion of the meeting between Interim Provost Karan Watson and the University Staff Council Executive Officers so the most accurate information can be conveyed.
- IV. **VP for Administration Search:**
Debbie Hoffmann reported the names of eight volunteer council member names were submitted to President Loftin for consideration as members of the VP for Administration Search Committee.
- V. **New Business:**
Debbie Hoffmann reported the election of members to fill the seats vacated at the end of August is underway. Each unit is working through the nomination and election processes and have committed to concluding the work by the August 31 deadline.
- VI. **General Updates:**

- a. **Bylaws Committee:**

Ron Carter reported the Bylaws Committee met in late April and May to prepare the draft of new bylaws presented to the group today. Ron announced the intent to discuss and vote on the draft during the August 17, 2010 USC meeting. He reminded the group votes must be cast in person and cannot be accepted by proxy.
- b. **Standing Committee Updates:**
 - i. **Worklife and Benefits**

Jackie Caruso reported she is leading the committee while co-chair Christine Tisone is out of the country. The group met on July 9 and worked to complete proposals for two issues: University holiday schedule; staff scholarships. Jackie reported the committee is in need of a co-chair.
 - ii. **Parking, Transportation, Facilities and Infrastructure**

Jeff Wilson reported the group met on July 1 and finalized the draft resolution of the one outstanding issue related to parking permit fees based on salary. He plans to send the final draft to council members this week. No meeting is planned for August since there are no outstanding issues to discuss.
 - iii. **Shared Governance**

Ron Carter reported the Faculty Senate Personnel and Welfare Committee is on hold for the summer. They were working on an antibullying policy. Patti Urbina mentioned a draft of the policy was distributed.
 - iv. **Communications**

Patti Urbina reported the committee completed a final draft of a flow chart for handling issues brought to the council.

Debbie Hoffmann indicated only five minutes left in the designated meeting time and asked if there were any pressing issues remaining on the agenda that should be resolved immediately. Rose Berryhill asked for the Transportation Services Advisory Committee seat vacated by Olga Martinez be filled. Jennifer Slovacek agreed to serve in this capacity.

Meeting Adjourned: 3:00 pm

Next Meeting:

August 17, 2010, 1:30 – 3:00 p.m., 701 Rudder Tower



University Staff Council
August 17, 2010
401 Rudder Tower
Meeting Minutes

Members Present: Lisa Blum, Nora Cargo, Ronald Carter, Jackie Caruso, Dennis Corrington, Debra Dandridge, Debz DeFreitas, Dean Endler, Tanya Gunnels, Kevin Gustavus, Debbie Hoffmann, Jeannie Laird, Thomas Mather, Robert Pottberg, Debra Robertson, Rebekah See-Hruska, Gail Snook, Mary Fran Troy, Patti Urbina, Lawrence Vega, Jeff Wilson, Carla Wiseniske

Not Present: Rose Berryhill, Lisa Foster, Andy Hartman, Olga Martinez, Jennifer Slovacek, Christine Tisone, Matthew Upton,

Guests: Kristin Baggett, Kyle Boatsman, Nicole Cavender, Fidel Fernandez, Darlene Flores, Andre Josiah, Anne Mayer, Joe Pettibon, Nancy Sawtelle, Tom Swanner, Karan Watson, Lona Warren, Cynthia Williams, Deborah Wright

Call to Order: 1:31 pm

AGENDA ITEMS:

- I. **Guest Speaker: Dr. Karan Watson. Interim Provost**
Dr. Watson spoke to the group about recent budget cut discussions and answered questions from the members.

- II. **New Business:**
Dean Endler reminded the group of the extra meeting scheduled for August 26 from 10:00-11:30 am in 401 Rudder to discuss topics from the Work Life and Benefits and Bylaws committees. Also plan to discuss the USC Budget Survey results. Dean reminded the group of the reception with President Loftin scheduled for 5:00 pm Thursday, August 19 to honor our outgoing members.

Meeting Adjourned: 3:00 pm

Next Meeting:
August 26, 2010, 10:00 – 11:30 p.m., 401 Rudder Tower

University Staff Council
August 26, 2010
401 Rudder Tower
Meeting Minutes

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Ronald Carter, Jackie Caruso, Dennis Corrington, Debz DeFreitas, Dean Endler, Tanya Gunnels, Kevin Gustavus, Andy Hartman, Debbie Hoffmann, Jeannie Laird, Thomas Mather, Robert Pottberg, Debra Robertson, Jennifer Slovacek, Gail Snook, Christine Tisone, Mary Fran Troy, Patti Urbina, Jeff Wilson, Carla Wiseniske

Not Present: Debra Dandridge, Lisa Foster, Olga Martinez, Rebekah See-Hruska, Matthew Upton, Lawrence Vega

Call to Order: 10:00 am

AGENDA ITEM(S)

1. Minutes

Rose Berryhill made a motion to approve the July 20, 2010, minutes. Jeff Wilson seconded the motion. The council voted unanimously to approve the minutes.

2. Worklife and Benefits Committee Proposals

a. University Holidays

Jackie welcomed Christine Tisone back from summer sabbatical. Jackie began by discussing the committee's recommendation related to the University Holiday schedule issue. They researched what other universities in the state are doing, guidelines used by the registrar's office, what the state allows, and requirements driven by the academic calendar. The committee made three recommendations: 1) survey staff; 2) support the University in soliciting change in legislation changing holiday structure for state institutions from a varying number of holidays to a set number (14) each year; 3) Add link to Human Resources site on this topic from the USC web page. Debbie Hoffmann made a motion to approve all three recommendations as presented by the WLB. Debz DeFreitas seconded the motion.

Discussion occurred. Suggestions:

- i. Partner with the system and other state institutions on this issue.
- ii. Survey should state that it is related to an on-campus holiday schedule and may not impact agencies' holiday schedules.
- iii. Ask with which entity the respondent of the survey is affiliated.

The council voted unanimously to approve the motion.

b. Staff Scholarships

Jackie Caruso asked Kevin Gustavus to discuss the staff scholarship proposal developed in WLB. Other state institution scholarship parameters were researched. Kevin made motion to establish an ad hoc committee to develop the scholarship proposal; Jennifer Slovacek seconded the motion. The council voted unanimously to approve the motion.

3. USC Logo

Patti Urbina discussed the proposed USC logos and parameters that influenced the committee's thoughts related to the design process. The logo follows the university's branding guidelines, is drawn from the secondary color palette approved by the university, and was designed so it could be used in conjunction with the TAMU logo to identify our group as part of the university. Discussion occurred. It was suggested that the university's primary color palette be used if not incorporating Texas A&M University in the logo. We were reminded that not all members are part of the university, but rather agencies also. Dennis Corrington made motion to approve the first of two options presented; Kevin Gustavus seconded the motion. The council voted 13:5 in favor of the motion.

4. Bylaws

Dean Endler thanked his committee members then shared an overview of the history of the development of the bylaws. Dean discussed the changes recommended by the Bylaws Committee. Ron Carter made a motion to approve the changes to the bylaws as presented; Thomas Mather seconded the motion. Questions and discussion were entertained. It was recommended to:

- a. Nora Cargo made a motion to strike the last sentence from Article III b from draft: “~~The Executive Committee may adjust vacant council seats preceding each annual election cycle to reflect a council representative of the University.~~” Robert Pottberg seconded the motion. The council voted unanimously to approve the motion.
- b. Patti Urbina made a motion to modify Article III a as follows: “~~Council members will be full-time classified or non-classified employees~~”. Thomas Mather seconded the motion. Discussion occurred. The council voted unanimously to approve the motion.
- c. Nora Cargo made a motion to insert “voting” in Article III a in front of “council members”: “~~All voting council members shall be selected through an election process of their peers.~~” Dennis Corrington seconded the motion. Discussion occurred. The council voted unanimously to approve the motion.
- d. Thomas Mather made a motion to modify Article V a 2 by adding to this section “~~The Elections Committee will review eligibility and ensure representation across classification levels and executive reporting levels. They shall announce the call for officer nominations and conduct the election of officers. The committee will create and recommend election procedures to the representative units as well as assist in election processes if needed.~~” the following “~~The elections committee shall present proposed representation changes to the USC body as a whole preceding each election cycle in order to reflect a council that is representative of the university.~~” Christine Tisone seconded the motion. The council voted unanimously to approve the motion.
- e. Thomas Mather made a motion to strike the second sentence in Article III: “~~The number of members will be evaluated preceding each annual member election by the Executive Committee.~~” Ron Carter seconded the motion. Discussion occurred. The council voted unanimously to approve the motion.
- f. Dennis Corrington made a motion to strike this sentence in Article III: “. ~~The outgoing chairperson, if not re-elected as a council member, may occupy one of the ex-officio positions for a term of one year.~~” and to modify this sentence from, “~~Other ex-officio positions will be appointed by the Executive Committee as needed.~~” to “~~Ex-officio representation will be nominated by the Executive Committee and voted on by the council.~~” Thomas Mather seconded the motion. The council voted unanimously to approve the motion.
- g. Ron Carter and Thomas Mather adopted the revisions as stated as documented above. The council voted 15:5 in favor of the motion.

5. FY11 Meeting Times and Locations

Jeannie Laird announced FY11 meeting times and locations were attached to the printed agenda distributed during the meeting.

Meeting Adjourned: 11:30 a.m.

Next Meeting: Tuesday, September 21, 8:30 am – 401 Rudder Tower