

**University Staff Council (USC)
Meeting Minutes
January 18, 2011
8:30 – 10:00 a.m.
Rudder, Room 401**

Members Present: Rose Berryhill, Nora Cargo, Ron Carter, Dennis Corrington, Debz DeFreitas, Mary DuBuisson, Dean Endler, Andy Hartman, Cynthia Gay, Kevin Gustavus, Debbie Hoffmann, Ronnie Huddleston, Robert Jensen, Brandy Kosh, Jeannie Laird, Nora Miles, Thomas Mather, Janelle Ramirez, Jennifer Slovacek, Gail Snook, Thomas Swanner, Mary Fran Troy, Matthew Upton, Janice Walpert, Jeff Wilson, and Carla Wiseniske.

Members Absent/Excused: Lisa Blum, Kimberly Crawford, Debra Dandridge, Lisa Foster, Tanya Gunnels, Christine Tisone, Emily Weers, and Kim Zemanek.

Visitors Present: Anna Butterfield, Anne Mayer, Kathy Symank, and Kyle Boatsman.

Agenda Items:

I. Call to Order. 8:32 a.m.

II. **Welcome and Introduction of Guest Speaker:** Jeannie Laird welcomed everyone to the January meeting and introduced Mr. Matt Fry, President Loftin's Chief of Staff. President Loftin had initially planned to attend this meeting but was unable to do so because he received an invitation to Governor Perry's inauguration. Matt expressed President Loftin's appreciation for all the work the USC has done and continues to do. Matt talked about his background and previous roles at TAMU and explained his role as the Chief of Staff. Matt will serve as the USC liaison to President Loftin. USC members asked Matt for information on the following topics:

- a. USC Agency Representation (asked by Brandy Kosh). President Loftin has not heard back from the Vice Chancellors on this issue.
- b. Budget Cuts (asked by Nora Cargo). Since future budget cuts were on the front page of The Eagle newspaper, how will the President continue to communicate updates? Matt stated that since TAMU has taken a very proactive stance during current budget cut, that TAMU is in a much better position financially to handle any future cuts (if required). President Loftin will continue to update faculty and staff on his weekly e-mails and other forums. Brandy asked if TAMU and UT have been working together as there was some concern that both schools would be cut disproportionately due to our large size. Matt explained that the Presidents of both TAMU and UT (the two Tier I research institutions in Texas) have been talking to state representatives on this issue. Matt explained that both Presidents will host a "Maroon & Orange" Legislative day on February 15th.
- c. Future of Blinn College (asked by Jeannie Laird). The Eagle newspaper ran an article on the possibility of adding Blinn College to the TAMU System. Matt stated that TAMU has not had official discussions regarding making Blinn part of the System.

III. Update on Performance Evaluation Redesign Team (PERT) (guest speaker – Anne Mayer). The USC has been involved in the PERT focus groups (USC participants are Janelle Ramirez and Jeannie Laird) that have been meeting to discuss the current employee performance evaluation processes and have been researching opportunities for improvement and greater consistency. Anne and the HR team will be meeting with key stakeholders over the next few months as they rollout the new PERT process. Anne spent the next 30 minutes going over the PERT Recommendations (attached) and the Mock-up Non-Faculty Performance Evaluation Form (draft 1/11/11) (attached). Issues discussed were:

- a. The new staff performance evaluation will be based on the individual's Position Description so it is important that the Position Description is somewhat detailed and accurate. The evaluation period will remain the same. Kevin Gustavus pointed out that having access to "Manager's Notes" throughout the evaluation period would be helpful.
- b. The new staff performance evaluation process could also be improved if it allows managers to update Performance Goals should they change after the evaluation. (Nora Cargo).
- c. Requirement by outside agencies to use the new staff performance evaluation process (Thomas Mather). Anne explained that outside agencies that are Adloc to A&M will be using this process, but it is her understanding at this time that the agencies could still use their own processes as well.
- d. The on-line forms are expandable so supervisors can add additional comments and the completed forms can be printed (Debz DeFreitas).

IV. **Minutes Review / Approval:** Meeting minutes for the December 21, 2010 USC meeting were approved. Nora Cargo made the motion to approve the meeting minutes and Matthew Upton seconded the motion. The council voted unanimously to approve the minutes.

V. **Treasurer's Report.** (Jeannie Laird). The USC's request for funds has been approved and the funds have been transferred.

VI. **February's Forum with Dr. Loftin** (Jeannie Laird). The USC will be hosting an open forum on February, 16th from 9:00 – 10:30 a.m. in Rudder 601. It is expected that each committee chair will report on their issue/areas. Mary DuBuisson asked if the USC will have pre-submitted questions for Dr. Loftin to address prior to the forum. Debbie Hoffmann asked if the presentation was going to live-broadcasted (TTVN) like previous open forums. Jeannie stated that the forum will be streamed live over the web and requested that USC members submit suggestions for topics. Executive Officers (EOs) and Committee Chairs (CCs) will have a half-day meeting on February 3rd to finalize the agenda items and provide recommendations to the USC and to Dr. Loftin. The forum agenda and presentation will be a major topic at the next USC meeting.

VII. **Report from Standing Committees:**

1. Work-Life & Benefits (Kevin Gustavus). Kevin gave a brief update of the procedures and criteria for the staff scholarship proposal which has been submitted. Kevin also stated the USC Holiday Staff Survey is "ready to go" and has been shared with the Faculty Senate. The goal is to send out the survey campus-wide soon. Jeannie will contact the faculty next Monday (January 24th) if she does not hear from them regarding the survey.

2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jeff Wilson and Robert Jensen). PTFI did not meet in January. The next meeting is for Thursday, February 3rd.
3. Shared Governance (Ron Carter). Nothing to report.
4. Communications Committee (Thomas Mather). The Issues Submittal Form has been sent to all USC members via the USC listserv for comments and recommendations. Inputs are due to either Jeff Wilson or Debra Dandridge by Friday, January 28th. Once all inputs have been received, the USC will send this out for an electronic vote. Results will be announced at the February USC meeting.
5. Bylaws Committee (Jeannie Laird). Nothing to report.
6. Elections Committee (Jeff Wilson). Election committee met on January 14th to discuss: 1) external elections for the seven members whose terms expire this summer; and 2) internal elections for next year's EOs. The next committee meeting is schedule for January 27th. The Elections Committee will present their findings and recommendations at the February 8th EO/CC meeting.

VII. Reports from Special Committees, Working Groups, or Appointments:

1. VP & Provost Search Committees (Ron Carter). We have two finalists for campus wide interviews: Dr. James Coleman (currently Vice Provost for Research at Rice University) scheduled for January 18th and 19th and Dr. Karan Watson (Interim Provost and Executive Vice President for Academic Affairs at Texas A&M) for January 27th and 28th. For additional information about the two candidates go to <http://provostsearch.tamu.edu>.
2. VP for Administration (Rose Berryhill). Nothing new to report.
3. Dean of the University Libraries (Andy Hartman). The position description is being expanded.
4. Faculty Senate Personnel & Welfare (Debra Dandridge was absent). Nothing to report.
5. University Worklife Task Force (Janelle Ramirez). Has not met. Nothing to report.
6. Council on Climate & Diversity (Lisa Blum). Has not met. Nothing to Report.
7. Diversity Operations Committee (DOC) (Debbie Hoffmann). Will meet January 20th. Nothing to Report.
8. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). Meeting is today. Nothing to Report.
9. Dining Services Advisory Committee (DSAC) (Mary Fran Troy): Has not met. Nothing to Report. The next meeting is next week.
10. Council for the Built Environment (CBE) (Jeannie Laird). Met on January 11th. The Council is continuing its discussions on the criteria for consideration of space requests. Current space requests are being held until the criteria is established. Informational items included the need for a new band facility, potential changes to the Commons, and possible relocation of the President's Office to the J. K. Williams Building.
11. Vision 2020 Mid-Term Executive Committee Meeting (Laird). Has not met. Nothing new to report.

VIII. Unfinished Business. Nothing to report.

IX. New Business. Nothing to report.

2010-2011 Executive Officers
Chairperson: Jeannie Laird
Vice Chairperson: Kevin Gustavus
Secretary: Jeff Wilson
Treasurer: Lisa Blum
Communications Coordinator: Debra Dandridge
At-Large: Nora Cargo
At-Large: Debz DeFreitas



Meeting Adjourned: 9:45 a.m. The USC meeting was shortened to accommodate the 10:00 a.m. EOs/CCs Provost interview with Dr. James Coleman (currently Vice Provost for Research at Rice University). Next USC meeting is February 15, 2011, 1:30-3:30 p.m., General Service Complex, Room 101.

Attachments:

1. Staff Performance Evaluation Redesign Recommendations (January 2011)
2. Mock-Up Non-Faculty Performance Evaluation Form (1/11/11)

USC Approved on 2/15/11

**University Staff Council (USC)
Meeting Minutes
February 15, 2011
1:30 – 3:30 p.m.
General Services Complex (GSC), Room 101**

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Ron Carter, Kimberly Crawford, Dennis Corrington, Debz DeFreitas, Mary DuBuisson, Dean Endler, Andy Hartman, Tanya Gunnels, Kevin Gustavus, Debbie Hoffmann, Robert Jensen, Brandy Kosh, Jeannie Laird, Nora Miles, Thomas Mather, Janelle Ramirez, Jennifer Slovacek, Gail Snook, Thomas Swanner, Mary Fran Troy, Matthew Upton, Janice Walpert, Emily Weers, Jeff Wilson, Carla Wiseniske, and Kim Zemanek.

Members Absent/Excused: Debra Dandridge, Lisa Foster, Cynthia Gay, Ronnie Huddleston, and Christine Tisone.

Visitors Present: Anne Mayer and Kathy Symank.

Agenda Items:

I. **Call to Order.** 1:30 p.m. Jeannie Laird welcomed everyone to the February meeting. Since the USC had several speakers giving presentations, she wanted to allow for as much time as possible on topics. These minutes reflect when the topic was discussed (as we had to modify the posted agenda based on our guest speakers' availability).

II. **Update on MSC Construction** (guest speaker – Ms. Sherry Wine, Director of the University Center Complex). Sherry gave about a 30 minute update on the Memorial Student Center Complex. This presentation has been posted to the USC website. The new MSC is being funded from student fees (\$82 million), a TAMU bond (\$18 million), and by Dining Services (\$5 million). This cost does not include the MSC west wing (the Board of Regents and former hotel areas) as this portion of the MSC will be funded through various donations. The cost of the west wing of the MSC has not been determined. The new MSC will not have hotel accommodations, but it will have six suites with access to an executive board room. These rooms will be available for reservations through the MSC's Event Management System. The newly remodeled MSC will not have post office boxes. The newly remodeled MSC will be much larger than the former MSC (about 125,000 sq/ft larger). Mary DuBussion asked if the new MSC will be more energy efficient. Sherry stated that it would be much more energy efficient, even due to its larger size, because of how the building is lighted, the efficiency of the glass being used, and how the meeting rooms' HVACs are programmed to turn on/off power when the rooms are not being used. Thomas Mather asked about when meeting room reservations will be available. Sherry stated early reservations will start in June 2012. Mary Fran Troy asked about the 2nd floor walkway to the Rudder Theater Complex. There will still be a walkway that connects these complexes. Ron Carter asked about the Hall of Honor and stated that there is a World War II plaque in the Jack K. Williams Building that would be a good fit for the newly remodeled Hall of Honor. Sherry stated that she would look into this.

III. Minutes Review / Approval. Meeting minutes for the January 18, 2011 USC meeting were approved. Matthew Upton made the motion to approve the meeting minutes and Rose Berryhill seconded the motion. The council voted unanimously to approve the minutes. Ron Carter made a motion that the December 2010 USC meeting minutes be revised, specifically paragraph VI(3), Shared Governance on the update to the Texas Bill on Concealed Weapons. Ron read the revised wording. Thomas Mather made the motion to approve the revised December meeting minutes and Jennifer Slovacek seconded the motion. The council voted unanimously to approve the revised December minutes. The revised December minutes will be posted to the USC website.

IV. Treasurer's Report (Lisa Blum). There is currently \$8,408.12 in the USC account.

V. Update on the Open Forum with Dr. Loftin (Jeannie Laird). Due to a scheduling conflict with the President's office, the USC opted to postpone the open forum so Dr. Loftin could participate. The new date for the forum is now April 7th, from 10:00 -11:30 a.m. The location for the forum is tentatively scheduled for the GSC, Rooms 101-102. Debz DeFreitas asked if the new location could accommodate "live broadcasting" of the Forum. Jeannie stated she had sent the room number(s) to Jason Cook's assistant, but that she would follow-up with him on this issue.

VI. Update on the Position Description (PD) for Staff Support Position (Jeannie Laird). The EOs and CCs had a half day meeting, with one of the topics being the USC Staff PD position. The consensus of the group was to make this new USC position a budgeted, part-time, Administrative Assistant position. After some discussion, Thomas Mather made the motion to approve the draft PD (as amended) and Ron Carter seconded the motion. The council voted unanimously to approve the Staff Support PD, as amended. Attached is the approved PD (as amended). Jeff Wilson will now work to draft a formal proposal for President Loftin, to request approval and funding of this position.

VII. Update on Women's Leadership Forum (Mary Fran Troy). The Women's Leadership Forum is March 29th at Rudder Tower from 8:30 a.m. to 1:30 p.m. The registration fee is \$30 for faculty/staff and \$10 for students. Fee includes all Forum sessions and lunch. Dr. Eleanor Green, Dean of the College of Veterinary Medicine & Biomedical Sciences, is the opening speaker, and Elizabeth McGee-Gore, TAMU Class of '96 and currently the United Nations Foundation's Executive Director of Global Partnerships, is the luncheon speaker. The Women's Progress Awards nomination deadline is March 7th. Nominations from the following categories are requested: Student, Staff, Faculty, and Administrator. For more information on this, please go to <http://wrc.tamu.edu/> or contact Mary Fran Troy at mfroy@tamu.edu.

VIII. Discussion on USC Elections (Jeff Wilson). The USC Elections Committee has met twice to discuss external and internal USC elections. This August, the last seven originally appointed USC members will roll off the council. Starting in August 2011, all USC voting members will be an elected body. Currently the USC supports 5,911 staff members in six major executive-level reporting divisions/colleges (in addition to agency staff located in College Station). In an effort to keep a 200:1 staff-to-representative ratio, Jeff presented three options for consideration for the external elections. Jeff also discussed the timelines for the internal EO elections. Attached is the "informational only" presentation on this. The Elections Committee will report back to the EOs in March with the next update.

IX. Update on Ross Street Construction (guest speaker – Mr. Peter Lange, Executive Director of Transportation Services). Peter spent about 30 minutes updating the USC on several major road construction projects. This presentation was just recently given to the Faculty Senate and the Transportation Services Advisory Council. Peter will be meeting with major university stakeholders on the Ross Street Construction project, the Northgate Pedestrian Improvement project, and the Wellborn Road Grade Separation project. This presentation can also be found at:

<http://transport.tamu.edu/parking/forums/2011/RossStUpdate.ppt>. Several USC members had comments about the various projects and timelines, but the USC was generally supportive of the three projects that were presented.

XI. Report from Standing Committees:

1. Work-Life & Benefits (Kevin Gustavus). Kevin met with Mr. Joe Pettibon who made “minor” edits (almost exclusively formatting changes) to standardize the staff scholarship proposal. The USC Holiday Staff Survey has been shared with the Faculty Senate and we are waiting for their input. Jeannie commented she would contact Dr. Bob Strawser (Speaker of the Faculty Senate) again to request an update. The goal is to send out the survey campus-wide in the next couple of weeks.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jeff Wilson and Robert Jensen). PTFI did not meet in February. The next meeting is scheduled for Thursday, March 3rd.
3. Shared Governance (Ron Carter). Nothing to report.
4. Communications Committee (Thomas Mather). The Issues and Presentation Proposal Form had been previously sent to all USC members via the USC listserv for comments and recommendations. Janice Walpert asked about e-mailing options for this form and how this form will be submitted. Thomas explained that the actual form will have a “transmit button” built into the on-line submission process. Debbie Hoffmann made the motion to approve the Issues and Presentation Proposal Form and Matthew Upton seconded the motion. The council voted unanimously to approve the Issues and Presentation Proposal Form. The Draft Communications Processes document (as of 2/3/11) was also briefly discussed. This document was sent to all USC members via the USC listserv on February 10 for comments and recommendations. The goal is to vote on the communications processes at the March USC meeting.
5. Bylaws Committee (Jeannie Laird). Nothing to report.
6. Elections Committee (Jeff Wilson). Nothing additional to report.

VII. Reports from Special Committees, Working Groups, or Appointments:

1. VP & Provost Search Committees (Ron Carter). The two finalists had campus wide interviews in January and the committee has forwarded its recommendation to the President. Dr. Loftin will send his recommendation to the Board of Regents next month. For additional information about the two candidates go to <http://provostsearch.tamu.edu>.
2. Dean of University Libraries (Andy Hartman). The new Position Description has been approved. Nothing additional to report.
3. Faculty Senate Personnel & Welfare (Debra Dandridge was absent). Nothing to report.

4. University Worklife Task Force (Janelle Ramirez). The committee is focusing on wellness and finding low-cost wellness solution programs. Dr. Richard Crider, Head of the Kinesiology Department, is working with the committee to find separate workout facilities using donated workout equipment. Dennis Corrington, as the Executive Director of REC Sports, asked if he could be part of this working group.
5. Council on Climate & Diversity (Lisa Blum). Will be meeting with the Assistant Vice President for Diversity at a seminar on February 17th. Nothing additional to report.
6. Diversity Operations Committee (DOC) (Debbie Hoffmann). The DOC met on January 20th. Sherry Yennello reported TAMU was successful at securing a 5-year ADVANCE grant from the National Science Foundation. This will be put toward advancing women faculty in STEM (science, technology, engineering, mathematics) fields. That is the focus of the grant, but TAMU has adopted it further to improve the workplace for everyone at A&M, not just women. Janelle Ramirez from Human Resources gave a presentation and handout regarding the Affirmative Action Program. TAMU is subject to Equal Employment Opportunity (EEO) under Executive Order 11246. This prohibits discrimination for a number of reasons. EEO covers everything in the entire hiring process (e.g. recruitment, interview, hiring process, etc.). The next DOC meeting is scheduled for February 18th.
7. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). Met today. Mr. Peter Lange's presentation was presented. Nothing additional to report.
8. Dining Services Advisory Committee (DSAC) (Mary Fran Troy): Has not met. Nothing to Report. The next meeting is tonight.
9. Performance Evaluation Redesign Team (Janelle Ramirez). Changes were made to the previous draft and it has been sent out for comment. HR will work with PeopleAdmin (our current vendor) to see if these changes can be made. The new tool is planned to be implemented in March 2012. No changes this year to current process.
10. Council for the Built Environment (CBE) (Jeannie Laird). The CBE discussed what information would be needed from vacating departments regarding new and vacated space. A revision to the CBE charge was approved whereby a simple majority of voting members must be present before a vote can take place, it was agreed electronic voting via e-mail would be allowed when necessary. The ability to vote by proxy was not approved. The pending moves with regard to the Jack K. Williams Building was discussed. The building is being assessed at this time to determine what repair work and/or renovations will be required and how much such repairs will cost. It was noted that many repairs are necessary regardless of the president's move into the space (elevator, sprinklers, pipes, etc). It is Dr. Loftin's intent to make the College of Architecture "whole" again due to their displacement from the ground floor. Scoates Hall is being evaluated as a possibility for the college upon their departure from the administration building. CBE approved a request from the Division of Operations Sustainability Office to install two solar-powered tables, one at Blocker and one on West Campus that would allow students to plug in laptops, etc. CBE also approved a request from Transportation Services to connect lots 12 and 38 at the Vet School, resulting in a net gain of 7 spaces
11. Vision 2020 Mid-Term Executive Committee Meeting (Jeannie Laird). Has not met. Next meeting is February 22nd.

12. Audio Visual Surveillance Team (AVST) (Debbie Hoffmann). This group will be focusing on creating standards for surveillance data storage and equipment installation, plus training and managing of operators for (non-UPD) surveillance systems across campus. The group has decided to meet every two weeks so they can more quickly make progress toward developing the mission and game plan for the group. The chair, Mr. Willis Marti from CIS, stated that the members of the committee were not pulled together for any particular expertise with cameras or surveillance, but rather to represent varying interests across the campus as the group works to develop its mission, charter, membership, procedures and considers establishing/utilizing training centers. Robert Jensen has agreed to be the USC representative for future AVST meetings. The next meeting is February 24th.

XII. Unfinished Business. Nothing to report.

XIII. New Business. Since the USC Forum has been postponed from February to April, the EOs used that scheduled time to hold a collaboration meeting with the USC Executive Committee (ExComm) at the University of Texas-Austin. Jeannie Laird, Kevin Gustavus, Jeff Wilson, Lisa Blum, and Debz DeFreitas will be going to Austin on February 16th for a half-day discussion. Nora Cargo and Debra Dandridge will be unable to attend this collaboration meeting. Additional information from this meeting will be sent out via the USC listserv.

Jeannie Laird explained that the EOs had discussed the system-wide staff council listserv that was developed late last fall. In an effort to reduce unnecessary messages in everyone's in-boxes, the EOs propose to remove all USC members from the listserv, with the exception of the Chair and Vice Chair. The Chair and/or the Vice Chair will disseminate messages and/or delegate requests for information from the listserv to other USC members as appropriate. All members present agreed.

XIV. Meeting Adjourned at 3:30 p.m. The next USC meeting is March 15, 2011, 8:30-10:30 a.m., Rudder Tower, Room 401.

Attachments:

1. Approved USC Administrative Assistant Position Description (will be sent out separately)
2. USC Elections Update with attached staff numbers

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Members Present: Rose Berryhill, Lisa Blum, Ron Carter, Kimberly Crawford, Debra Dandridge, Debz DeFreitas, Andy Hartman, Tanya Gunnels, Kevin Gustavus, Debbie Hoffmann, Robert Jensen, Brandy Kosh, Jeannie Laird, Janelle Ramirez, Jennifer Slovacek, Thomas Swanner, Christine Tisone, Matthew Upton, Janice Walpert, Emily Weers, Jeff Wilson, Carla Wiseniske, and Kim Zemanek.

Members Absent/Excused: Nora Cargo, Dennis Corrington, Mary DuBuisson, Dean Endler, Lisa Foster, Cynthia Gay, Ronnie Huddleston, Thomas Mather, Nora Miles, Gail Snook, and Mary Fran Troy.

Visitors Present: Anne Mayer and Kathy Symank.

Agenda Items:

I. **Call to Order.** 8:30 a.m. Jeannie Laird welcomed everyone to the March meeting.

II. **Special Guest.** (Ms. Nancy Allaham, TAMU Qatar Support Office). Nancy spent about 20 minutes talking about the various educational and benefits programs at Qatar and the relationship her office has with those students. Due to some technical difficulties, Nancy was unable to give her PowerPoint presentation, but she is going to send Jeannie the PowerPoint for distribution to the USC listserv. Specific areas discussed: Texas A&M at Qatar was established in 2003; the current student body is approximately 400. TAMU-Q offers degrees in four fields of engineering: petroleum, electrical, mechanical, and chemical. All classes are co-educational and taught in English. Texas A&M at Qatar is part of Education City, a multi-institutional campus of six Western universities, each focused on a single discipline (e.g. Cornell is Medicine; Carnegie Mellon is computer science and business; TAMU is engineering, etc.). Questions addressed by USC members and common questions:

- Qatar is a tolerant country and that Religion City has facilities for a nondenominational church and a Catholic church has also been dedicated in Doha.
- Qatar is a very safe country and one of the safest countries in the region. There is no reason for unrest in Qatar, but obviously what is going on in the region is always closely monitored.
- 80% of Qatar's population is expats (not Qatari).

III. **Minutes Review / Approval.** Meeting minutes for the February 15, 2011 USC meeting were approved. Debra Dandridge made the motion to approve the meeting minutes and Ron Carter seconded the motion. The council voted unanimously to approve the minutes.

IV. **Treasurer's Report** (Lisa Blum). There is currently \$8,291.04 in the USC account. Items still pending disbursement totaled \$195.93 (most of which was for the Executive Officer trip to UT-Austin on February 16th).

V. Update on Meeting with University of Texas-Austin Staff Council (EO's who attended: Jeannie Laird, Kevin Gustavus, Jeff Wilson, Lisa Blum, and Debz DeFreitas). Meeting minutes from this visit were previously sent out to all USC members via the listserv. Highlighted issues were:

- UT-Austin Executive Committee (ExComm) does not allow their executive officers to be committee chairs. TAMU EOs believe that this policy should be adopted by our USC. The discussion that took place at the March 15th USC meeting was also in support of this proposal. Jeannie is going to submit a Bylaws Amendment Proposal Form requesting this change.
- UT-Austin has an annual retreat that is held at the beginning of the academic year to set priorities for the council for the coming year. At this retreat, Ad Hoc committees are formed to work on those issues. TAMU EOs thought this was a great idea and recommended that the USC consider doing a similar type of retreat in the future.
- UT-Austin developed an "Alumni Coordinator" position to keep past USC members involved. TAMU EOs thought that maintaining communication with past USC members was a great idea and recommended that we create a listserv for this purpose. If the USC support staff position is approved, this will be a project we will pursue further.
- Jeannie gave a summary of the charitable initiatives that UT-Austin is involved in (e.g. Staff Emergency Fund, Student Emergency Fund, and Friends of Orange Santa). TAMU's Work-Life & Benefits (WL&B) Committee will look into this and report back to the full USC at a future meeting.
- Although UT-Austin does not have a spring break for their faculty and staff members, they would like to work with TAMU on future holiday collaboration efforts. Kevin stated that TAMU's WL&B Committee will continue to work with UT-Austin's ExComm on this issue.

VI. Update on the Open Forum with Dr. Loftin (Jeannie Laird). The date for the forum with President Loftin has been confirmed as April 7th, from 10:00 - 11:30 a.m., General Services Complex (GSC), Rooms 101-102. The forum will be available over the internet via web streamed video. Jeannie and Kevin will be meeting with Matt Fry, President Loftin's Chief of Staff, on March 28th to confirm the details of the forum and attendees (e.g. all the Vice Presidents were invited to the last USC forum). USC EOs and CCs will be meeting on March 23rd, 10:00 - 11:30 a.m. to work on our presentation.

VII. Update on the Position Description (PD) for Staff Support Position (Jeannie Laird). The formal request for the USC Staff Support Position has been delivered to Dr. Loftin for his consideration.

VIII. Update on Holiday Survey (Kevin Gustavus). The USC Holiday Survey has been approved and is ready to go out on Monday, March 21st using Survey Monkey. Paper copies of the survey, in English and Spanish, are ready to go out as well. The survey will be sent to every TAMU-College Station staff e-mail account on Monday March 21st and will be available until Monday, April 4th.

IX. Report from Standing Committees:

1. Work-Life & Benefits (Kevin Gustavus). Updates were given on:
 - Holiday Survey is ready to go (see above).
 - Staff Scholarship proposal was sent to President Loftin's office for approval. Kevin and Jeannie will discuss the status of this proposal with Matt Fry before the USC Forum.
 - Still waiting to hear back from the Association of Former Student's on our scholarship proposal.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jeff Wilson and Robert Jensen). PTFI did not meet in March. The next meeting is scheduled for Thursday, April 7th.
3. Shared Governance (Ron Carter). The Texas A&M University Task Force on Campus Emergencies is hosting a seminar on dealing with bullies in the university setting, called "*Brutality 101: Bullying in Higher Education*" on Monday, April 4th, 1:30-4:30 in Rudder Theater. The presentation will be given by Daniel Weddle from the University of Missouri-Kansas City.
4. Communications Committee (Debra Dandridge). Debra gave an update on the Communications Committee's two subcommittees: 1) Standard Operating Procedures (SOPs) for each USC committee and ad hoc committee; and 2) Marketing and Communications. Debra also discussed the draft USC Communications Process (as of 2/3/11). This draft had been previously sent out to all USC members for review and comment. Debra asked for a vote on this issue. Matt Upton made the motion to approve the Communications Process and Debbie Hoffmann seconded the motion. The council voted unanimously to approve the Communications Process. Debra thanked everyone for their hard work on this. Debra will mark this as "USC Approved on 3/15/11" and send it to all USC members via the listserv. Thomas Mather will also post this to the USC website. Janelle Ramirez mentioned that USC members will also need guidelines for communicating with their constituents.
5. Bylaws Committee (Jeannie Laird). Nothing to report.
6. Elections Committee (Jeff Wilson). Elections Committee met last Friday, March 11th, to finalize the Executive Officer nomination packages. The nomination packages will be sent to the EOs for approval next week with the goal to start the nominations for the Chair, Vice Chair, Secretary, Treasurer, Communications Coordinator, and the two At-Large positions on April 1st. The Election Committee is meeting again on March 30th to finalize this process. Notional timelines for the EO elections are:
 - April 1st – Nomination packages finalized by the EOs and posted to the USC website.
 - April 4th – April 15th – Nominations process begins.
 - April 22nd – Nominations completed and converted to a Survey Monkey ballot.
 - April 25th – May 6th – 2011-2012 EO Elections.
 - May 9th – May 13th – Candidates are notified of election results.

X. Reports from Special Committees, Working Groups, or Appointments:

1. Dean of University Libraries (Andy Hartman). The position description has been posted and the website to collect applications is up and running. Nothing additional to report.
2. Faculty Senate Personnel & Welfare (Debra Dandridge). The focus of the last meeting was Bullying. The Faculty Senate will be sending their position to President Loftin on this issue. Debra also commented that the Communications Coordinator position has "traditionally" been the USC representative to this Faculty Senate committee, but she feels that this representative should come from WL&B Committee. Kevin Gustavus will bring this up at the next WL&B committee meeting.

3. University Worklife Task Force (Janelle Ramirez and Christine Tisone). This task force is looking to identify ways to “connect the dots” on all the wellness initiatives on campus. Christine commented that they are looking at grant funding for a wellness research project on obesity prevention that could include both corporation (private sector) and federal government sponsors. Kevin Gustavus commented that Blue Cross/Blue Shield has a wellness initiative that provides discounted fitness program memberships at several local establishments (e.g. Golds Gym).
4. Council on Climate & Diversity (Lisa Blum). This committee last met on February 25th. The Diversity Task Force has been formed. Nothing additional to report.
5. Diversity Operations Committee (DOC) (Debbie Hoffmann). The DOC last met on February 18th and the topic was how to write an effective survey, titled Climate Assessment and Survey Presentation. The next DOC meeting is in April (they will not be meeting in March). Nothing additional to report.
6. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). TSAC will not be meeting today. The Ross Street update (given at the last USC meeting) was the topic at the February TSAC. Nothing additional to report.
7. Dining Services Advisory Committee (DSAC) (Jeff Wilson gave the update since Mary Fran Troy was not available). DSAC last met on February 15th. David Riddle, Executive Director for Dining Services gave an update on: 1) University Dining financial situation; 2) an update on their operations even though 3 dorms are going down and the new one will not be finished for 2 years; 3) an update on the mandatory meal plan requirement for freshmen (starting fall 2012); 4) the hiring of a new dietician; 5) an update on their recycling program for almost all their waste/food/oil products (at no cost to the university by a private contractor) and lastly; 6) he shared his presentation to Dr. Rodney McClendon, Vice President for Administration, on the various dining related issues to include new dining venues in the Memorial Student Center (MSC) when it re-opens in Summer 2012. The next DSAC is scheduled for April 5th.
8. Performance Evaluation Redesign Team (Janelle Ramirez). The team is still working on the inputs they have received on the performance evaluation, but they are now looking at a phased-in approach. Starting in 2012, the position descriptions will be uploaded onto the evaluation template, but employees will not be evaluated on this until 2013.
9. Council for the Built Environment (CBE) (Jeannie Laird). Rod Weis will serve as the new chair of the Maintenance Sub-Council and Tom Reber will serve as the new chair of the Technical Sub-Council. Soccer bleacher additions, increased scope of Corps dorm renovations, parking lot connections of Lots 12 and 38, demolition of College Avenue Apartments, and a Centennial Recognition marker of K.K. Legett Hall were all approved. Posting of Vacated Space – the council discussed at length when information regarding vacated space should be advertised to the campus community, as well as what vacated space should be passed through the CBE.
10. Vision 2020 Mid-Term Executive Committee Meeting (Jeannie Laird). The Executive Committee met in February to develop the philosophical framework for the Steering Committee and Imperative Study Teams. The Executive Committee will meet again in May.
11. Audio Visual Surveillance Team (AVST) (Robert Jensen). This group has met twice since the last USC meeting -- February 24th and March 10th. The focus of the last two meetings has been on identifying areas which may need to be addressed such as legitimate use versus inappropriate use, training, inventory, potential legal and HR problems/issues, and possible revisions to the SAP. Some specific items of interest mentioned have been: 1) what is the user/operator allowed to look at; 2) ethical, legal, and technical operations; 3) do's/don'ts regarding sharing info/images; 4) what's out

there currently; and 5) vendors currently being used and what campus organizations have them. When the MSC reopens in Summer 2012, it will nearly double the number of cameras available on campus for surveillance. The committee is also taking field trips to look at some existing surveillance set-ups on campus for informational purposes. Debbie Hoffmann asked if there had been any additional discussion on the IT proposal to consolidate all of the surveillance contracts (as was previously discussed) as a cost-saving measure. If so, then Transportation Services had a concern since they have their own stand-alone system on the approximately 1,000 cameras they operate. Robert will check into this and report back at the next USC meeting.

XI. Unfinished Business. Jeannie and Kevin will be meeting with Matt Fry on March 28th. Issues to be discussed are:

- Update on USC Agency Representation. A decision is needed as this will impact the upcoming USC elections.
- Update on USC Forum hosted by President Loftin on April 7th.
- Update on the scholarship proposal.
- Set up the semester meeting with the USC EOs.
- Establish a date for the USC President's Reception to farewell the out-going USC members and welcome the newly elected USC members.

XII. New Business. Jeannie was asked to have lunch with Dr. McClendon, Vice President for Administration, on Friday, March 11th at the University Club. Dr. McClendon was the original Task Force Chair that established the USC. Dr. McClendon was pleased to hear the progress of the USC over the past 3 years and that the USC was transitioning to an elected body. Jeannie discussed the upcoming USC elections in hopes that we could target a couple of groups we felt were underrepresented by his division on the USC (e.g. Facilities Services and Dining Services). Dr. McClendon was interested in this but wanted to see a breakout by division. Jeannie stated she would get something to him on this soon. Jeannie invited Dr. McClendon to come and talk at the April USC meeting. Jeannie will check with his office on his availability to attend the April meeting or a future meeting if he's not available. Dr. McClendon would like to collaborate with the USC in an effort to support a high school graduate equivalence degree (GED) initiative.

XIII. Meeting Adjourned at 10:00 a.m. The next two USC meetings: April 19th (1:30-3:30 pm) and May 17th (8:30-10:30 a.m.) will be in the GSC Room 101.

University Staff Council (USC)
Meeting Minutes
April 19, 2011
1:30 – 3:30 p.m.
General Services Complex (GSC), Room 101

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Ron Carter, Kimberly Crawford, Debra Dandridge, Debz DeFreitas, Mary DuBuisson, Andy Hartman, Cynthia Gay, Tanya Gunnels, Kevin Gustavus, Debbie Hoffmann, Ronnie Huddleston, Robert Jensen, Brandy Kosh, Jeannie Laird, Thomas Mather, Nora Miles, Janelle Ramirez, Jennifer Slovacek, Gail Snook, Christine Tisone, Mary Fran Troy, Janice Walpert, Emily Weers, Jeff Wilson, and Kim Zemanek.

Members Absent/Excused: Dennis Corrington, Dean Endler, Lisa Foster, Thomas Swanner, Matthew Upton, and Carla Wiseniske.

Visitors Present: Dr. Christine Stanley, Dr. Becky Pettit, Kathy Symank, and Jeannie Yow.

Agenda Items:

I. Call to Order. 1:30 p.m. Jeannie Laird welcomed everyone to the April meeting.

II. Special Guest. (Dr. Christine Stanley and Dr. Becky Pettit). Jeannie introduced and welcomed our guest speakers, Dr. Christine Stanley, Vice President for Diversity, and Dr. Becky Pettit, Associate Vice President for Diversity, to the USC. Drs. Stanley and Pettit spent about 20 minutes speaking to us on about how far the USC has come since 2008 in terms of representing the diverse staff at Texas A&M, but there is still work to be done. Dr. Stanley opened by stating “look who is here and who is not here” in terms of our diversity. The USC needs to be more reflective and intentional on who we represent and to be more creative and think broader on how we represent those diverse staff needs. Dr. Stanley asked us, as we prepare to elect new members to the USC, to look at diversity not only in terms of people but also in terms of positions, service levels, and literacy levels. She suggested that we look at other universities (peer institutions) on how their membership is filled. She also suggested that we invite Dr. Rodney McClendon, Vice President for Administration, to get his thoughts on making the USC a more diversified body and was happy to hear that we had already done so. Dr. Pettit asked us to look at the USC with “fresh eyes” and commented on how USC meetings could be set up to be “more inviting and less intimidating” for guests and visitors. There was lots of discussion on how to diversify the USC since it is an elected body; the possibility of designating a position as the Diversity Advocate, and how to get more people from underrepresented groups to be USC members and to attend USC meetings. Both Dr. Stanley and Dr. Pettit emphasized the need to be more intentional and creative on who we represent, how we represent the staff, and to balance between the two. The USC was given some great advice on inviting members from other committees that we are part of to attend USC meetings, how to make them feel welcome (e.g. name tags and invite them to sit with the USC members), and how we conduct our meetings (e.g. not using too many acronyms). Jeannie thanked our guests for their valuable insight.

III. Minutes Review/Approval. Meeting minutes for the March 15, 2011 USC meeting were approved. Thomas Mather made the motion to approve the meeting minutes and Debz DeFreitas seconded the motion. The council voted unanimously to approve the minutes.

IV. Treasurer's Report (Lisa Blum). There is currently \$6,703.30 in the USC account. Attached is the April Treasurer's Report.

V. Update on the Open Forum with President Loftin (Jeannie Laird). The USC Forum hosted by President Loftin was April 7th, from 10:00 - 11:30 a.m., General Services Complex (GSC), Rooms 101-102. This was the largest turnout to date for any USC function as approximately 250 staff members attended. Jeannie thanked those who assisted with speaking parts, logistics, food, presentation, bringing in additional chairs, and rearrangement of the room to accommodate the much larger crowd than we had expected (previous USC forums had approximately 100 staff members attend). Jeannie thanked Thomas Mather for adding the live broadcast link to the USC website. Jeannie had asked Sherylon Carroll to check to see if it is possible to identify numbers of viewers who did not attend the USC forum but watched the live broadcast. Jeannie asked us if anyone had commented about any problems accessing the forum via the web and if any of us had received any feedback from our constituents. None had been receive to date.

VI. Update on Next Open Forum (July) (Jeannie Laird). In lieu of the regular scheduled July meeting, EO/CC's discussed the possibility of having an open forum and inviting Dr. Karan Watson, Provost and Executive Vice President, to speak to the USC on budget-related issues. Currently, Dr. Watson is not available to participate in a forum on the date of the scheduled July USC meeting, but Jeannie is waiting on response from Dr. Watson's office on alternative dates in July.

VII. Update on the USC Staff Support Position Description (PD) (Jeannie Laird). Dr. Loftin recognizes the need for staff support. B.J. Crain and Deborah Wright are working to identify a funding source. Jeannie is hoping to have an update on the approval of this position at the next USC meeting.

VIII. USC Annual Report (Nora Cargo). Nora will be putting together the 2010-2011 USC Annual Report that will be sent to President Loftin in August. Since this is the first report the USC has done, this report will also cover issues and progress from 2008-2011. Nora has started the initial discussion for this report and will be using the USC Open Forum presentation as the springboard. Nora will be including:

1. Surveys and survey results for the past 3 years.
2. Executive Officer and Committee Chair updates.
3. "Celebrating Staff" – per Dr. Loftin's request, a summary of division-level awards and annual winners.

Action: All USC members are requested to send Nora a list of award winners from their division or college for this fiscal year.

IX. USC Intranet Demonstration (Thomas Mather). Thomas gave a brief overview of the USC website for intra-council members use only. He went through the various options that he and the Communications Committee have been working on and showed some of the functionalities of this intranet. All USC members were very impressed with this new capability. Thomas stated he would get with the EOs and CCs next month to set this up.

X. Report from Standing Committees:

1. Work-Life & Benefits (Kevin Gustavus). The holiday survey officially closed on April 4th. The USC had delivered 8,037 surveys to staff members TAMU e-mail accounts and we received an impressive 3,200 responses (including 257 mailed in paper survey responses). The WL&B committee is finalizing the results so they can be shared with President Loftin and for posting to the USC website.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jeff Wilson and Robert Jensen). PTFI did not meet face-to-face in April but did correspond to finalize the PTFI portion of the USC forum. The next meeting is scheduled for Thursday, May 5th to discuss PTFI's input for the USC Annual Report.
3. Shared Governance (Ron Carter). Nothing to report.
4. Communications Committee (Debra Dandridge). Debra has been working with CIS on two options for support and funding for the FY 12 USC website. To keep our current level of website support, it will cost between \$3,400-\$3,600 a year to maintain. The other proposal was to rent virtual server space for about \$600 a year that would allow USC to continue to use Dot-Net-Nuke (our current website content management system). Debra discussed the benefits and tradeoffs associated with each of these proposals. The EOs voted to approve the virtual space server proposal for next year (Debra abstained from the vote). Jeannie will set up a meeting with Pete Marchbanks (CIS Executive Director) to discuss our proposal. Jeannie asked that Debra and/or Thomas also be available when she has this meeting with Pete.
5. Bylaws Committee (Jeannie Laird). Jeannie has drafted four requests for bylaws amendments, which have been distributed to the bylaws committee. Once the bylaws committee has agreed on the final versions of those amendments, they will be sent to the full USC, via the listserv, for a vote in May or June. Specifically, Jeannie will be submitting requests for the following amendments:
 - Executive Officer not be allowed to also serve as Committee Chairs (with the exceptions of the Executive Committee and the Elections Committee) starting in 2011-2012. This had been previously discussed with the full USC.
 - Communications Coordinator no longer be considered an Executive Officer starting in 2011-2012. This had been previously discussed by the EOs who were all supportive of this change.
 - An EO will remain an EO for the remainder of their EO term even if they move to another A&M department. This had been previously discussed with the full USC.
 - Two ex officio positions be reserved for representatives of the Agriculture and Engineering agencies.Jeannie asked if members have any bylaws change requests, please get those turned in as soon as possible so we can get those voted on in May or June. The Bylaws Amendment Proposal form is on the USC website under Governance & Committees.
6. Elections Committee (Jeff Wilson).
 - Internal EO Elections. The Elections Committee met Friday, March 11th, to finalize the Executive Officer nomination packages. The EOs elections will open on April 25th and will close on May 6th at 5:00 pm.
 - External EO elections. At a previous USC meeting, the Elections Committee recommended changing the USC membership in hopes of getting closer to a 200:1 USC representative to staff member ratio. This motion was approved. Thomas Mather made the motion to approve the change and Kim Crawford seconded the motion. The council voted unanimously to approve these changes:

- The two Agency Representatives (Agriculture and Engineering) will no longer serve as USC members but will be eligible to become Ex-Officio members. Tanya Gunnels, who is currently the Ag representative, will remain a USC member until her term expires on 8/31/12. Lisa Foster's term as Engineering representative will end on 8/31/11.
- The USC will add two additional positions to VP for Administration – four positions will be elected this year and all will be three year terms.
- We will add one additional position to VP for Student Affairs – two positions will be elected this year. One of these positions will a 3 year term and one will be a 2 year term.
- Reclassify the position that Kim Zemanek is currently in from EVP Provost to VP for Research.
- This gives USC thirty (30) voting members for the 2011-2012 USC.
- After some discussion, Ron Carter, as the USC Parliamentarian, noted the USC Bylaws would first need to be amended to change the number of Ex-Officio members. Robert Jensen made the motion to approve the change to Article III of the USC Bylaws and Mary DuBussion seconded the motion. The council voted unanimously to approve this change. Article III, first paragraph will be changed to read: *"The USC will consist of full voting members and non-voting members ex-officio members. There will be no fewer than twenty five (25) council member positions. There will be no more than **ten (10)** ex-officio member positions. Ex-Officio representation will be nominated by the Executive Officer and voted on by the council."*
- The Elections Committee will be meeting soon (date not determine yet) to finalize the external USC ballot information packages.

XI. Reports from Special Committees, Working Groups, or Appointments :

1. Dean of University Libraries (Andy Hartman). Committee is still accepting applicants.
2. Faculty Senate Personnel & Welfare (Debra Dandridge). The focus of the last meeting was developing a Standard Administrative Procedure (SAP) that pertains for Faculty (non-staff) bullying procedures. The emphasis of this SAP would be faculty-to-faculty bullying. USC Worklife & Benefits committee will be addressing this issue from a staff perspective.
3. University Worklife Task Force (Janelle Ramirez and Christine Tisone). This committee is working on a catalog of wellness initiatives and locations for the university. Nothing additional to report.
4. Council on Climate & Diversity (Lisa Blum). The Diversity Task Force has been formed and the first workshop is scheduled for April 15th. Nothing additional to report.
5. Diversity Operations Committee (DOC) (Debbie Hoffmann). Next meeting is scheduled for April 26th. Nothing to report.
6. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). TSAC has been working with the Aggie Association of Blind Students to better improve the transportation services on campus (e.g. enhanced crosswalk markings, bus stop markings, annunciators on buses, enhanced mobile applications (e.g. Google Trans) that can used by seeing-impaired members, reflective tape/braille at bus stops, etc.). TSAC also gave an update on Alternative Transportation issues on campus (e.g. Bike Permits and Car Sharing Program).

7. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). DSAC members will get a tour soon of the Memorial Student Center (MSC) to look at the various meal venues that will be in the MSC when it reopens in Summer 2012. Mary Fran mentioned that David Riddle, Dining Services Executive Director, has started the conversation with students, faculty, and staff about the possibility of closing the Underground at Sbis Dining Center. The primary concern of this closure is Chick-Fil-A as it is one of the more popular eating venues on the north side of campus. Mary Fran also mentioned that Dining Services will be hosting open forums at the Commons starting on May 2nd to discuss potential Commons renovations and new eating venues.
8. Performance Evaluation Redesign Team (Janelle Ramirez). The revised performance evaluation process will have a two year implementation period. The first year will look at the Positions Description (PD) and the second year, starting in 2013, employees will be evaluated (rated) against that PD. Anne Mayer, from Human Resources, has discussed the new employee evaluation with President Loftin, is supportive of changes.
9. Council for the Built Environment (CBE) (Jeannie Laird). A memo was sent to all Deans and Vice Presidents regarding space being vacated over the next couple of years, with an invitation to provide proposals on the future allocation of vacated space. There is a fairly quick turnaround for proposals to be submitted for consideration. Transfer of TAMUS Property to TEEX near Brayton fire facility and the Installation of a bike pad near the Psychology Building was approved. Athletics has requested approval to build a Sports Performance Center – this item will be reviewed by several CBE sub-committees and will be discussed at the next CBE meeting
10. Vision 2020 Mid-Term Executive Committee Meeting (Jeannie Laird). Has not met since last USC meeting. A conference call is tentatively set for March 25th to discuss and provide input into a working draft of institutional metrics and a conceptual framework of organizing strategic priorities/themes of distinction as an outgrowth of the Vision 2020 Mid-Term Review. Next full-day meeting is scheduled for May 12
11. Audio Visual Surveillance Team (AVST) (Robert Jensen). AVST has met twice since the last USC meeting:
 - At the March meeting, the committee toured the Vet School to view their surveillance system.
 - At the last meeting, the committee had a question and answers session with members of the Student Affairs Video Surveillance Committee to gain an understanding of their philosophical, security, and practical considerations when developing their policies and practices related to their cameras and recorded data. During this session, the committee discussed and approved the process to be used in the interim for approving new installations until such time that the focus on creating standards of storage, installation and training are completed. Video surveillance should not be used to monitor the performance of staff or students. The SAP delegates responsibility for making decisions and recommendations to the AVST committee and designates it as a standing committee.
 - Regarding the question Debbie Hoffmann asked at the March USC meeting about any further discussion about consolidating surveillance contracts as a cost-saving measure: No further discussion has taken place at this time; however, all options remain on the table. Robert suggested that we also visit with an entity (such as Transportation Services) that currently purchases, installs and maintains their system on their own (as opposed to the vendor or centrally). This would allow the group to make the best informed decision as possible at the appropriate time.

2010-2011 Executive Officers
Chairperson: Jeannie Laird
Vice Chairperson: Kevin Gustavus
Secretary: Jeff Wilson
Treasurer: Lisa Blum
Communications Coordinator: Debra Dandridge
At-Large: Nora Cargo
At-Large: Debz DeFreitas



XII. Unfinished Business. Vote on changes to USC Representatives. This issue was previously discussed and approved in paragraph X.6. above:

- VP for Research – move current member from EVP & Provost. Approved
- VP for Administration. Adding two additional members for 2011-2012. Approved
- VP for Student Affairs. Adding one additional member for 2011-2012. Approved

XIII. New Business. None.

XIV. Meeting Adjourned at 3:30 p.m. The next USC meeting is scheduled for May 17th (8:30-10:30 am) and in the General Services Complex (GSC), Room 101.

Attachment:

April 2011 USC Treasurer's Report

**University Staff Council (USC)
Meeting Minutes
May 17, 2011
8:30 – 10:30 a.m.
General Services Complex (GSC), Room 101**

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Ron Carter, Kimberly Crawford, Debra Dandridge, Debz DeFreitas, Mary DuBuisson, Dean Endler, Andy Hartman, Cynthia Gay, Tanya Gunnels, Kevin Gustavus, Debbie Hoffmann, Ronnie Huddleston, Robert Jensen, Jeannie Laird, Janelle Ramirez, Jennifer Slovacek, Gail Snook, Thomas Swanner, Mary Fran Troy, Janice Walpert, Emily Weers, and Jeff Wilson.

Members Absent/Excused: Dennis Corrington, Lisa Foster, Brandy Kosh, Thomas Mather, Christine Tisone, Nora Miles, Matthew Upton, Carla Wiseniske, and Kim Zemanek

Visitors Present: Tom Owen, Dave McIntosh, and Chris Allen.

Agenda Items:

I. Call to Order. 8:30 a.m. Jeannie Laird welcomed everyone to the May meeting.

II. Minutes Review/Approval. Meeting minutes for the April 15, 2011 USC meeting were approved. Robert Jensen made the motion to approve the meeting minutes and Jennifer Slovacek seconded the motion. The council voted unanimously to approve the minutes.

III. Treasurer's Report (Lisa Blum). There is currently \$6,265.06 in the USC account.

IV. Update on the USC Staff Support Position Description (PD) (Jeannie Laird). Dr. Loftin has approved the position as a part-time budgeted position. Jeannie will work with Human Resources to get the position posted and advertised.

V. Election Update (Jeff Wilson). On May 10th, the 2011-2012 Executive Officers (EOs) were officially announced. The new EOs are: Kevin Gustavus (Chair), Nora Cargo (Vice Chair); Debz DeFreitas (Secretary); Kim Crawford (Treasurer), Mary DuBuisson (At-Large), Emily Weers (At-Large), and Thomas Mather (Communications Coordinator). Congratulations to our new EOs.

VI. Report from Standing Committees:

1. Work-Life & Benefits (Kevin Gustavus).

- The USC received approximately 3,900 responses (approximately a 44% return rate) to the TAMU holiday survey. The results of this survey will soon be shared with Dr. Loftin and other TAMU senior administrators. Kevin will also be sharing this information with the University of Texas-Austin Staff Council (per a previous discussion we had with them).

- The TAMU Staff Scholarship has been approved by the Association of Former Students. \$25,000 has been granted for this program. The WL&B committee will be meeting soon to finalize how the scholarship(s) will be awarded. Kevin will give a more detailed update at the next USC meeting. Jeannie thanked the entire WL&B committee for their hard work and thanked Dean Ender (past USC chair) for his work last year in positioning the USC to move in this direction.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jeff Wilson and Robert Jensen). PTFI met on Thursday, May 5th. Mary Fran Troy gave a brief update on the tour David Riddle, Executive Director of University Dining, gave to the Dining Services Advisory Committee members on the remodeling of Memorial Student Center (MSC). The focus of the tour was the various food service concepts that will be available in the MSC when it re-opens in Summer 2012.
 3. Shared Governance (Ron Carter). Ron gave an update on the “State of the Senate.” Dr. Michael Benedict is the new Speaker of the Faculty Senate for 2011-2012. The Faculty Senate is in transition this month with the election of new executive officers, senators and the realignment of committees.
 4. Communications Committee (Debra Dandridge). The USC EOs met on May 10th to discuss the Marketing and Communications Plan. Debra presented the draft proposal as a strategy document to enhance our visibility on campus and to help focus the USC’s funding and budgetary needs. Debra emphasized that this communications plan is a dynamic, living document and will be updated periodically throughout the year. Debra also discussed the website support agreement that we have with CIS. Jeannie and Thomas Matther met with Pete Marchbanks (CIS Director) to discuss this and all have agreed that the USC can rent virtual server space for \$600 a year when our current contract expires.
 6. Bylaws Committee (Jeannie Laird). Jeannie has sent four Bylaws Change Requests to all USC members for review and for a vote at the June USC meeting. The requested changes are:
 - Executive Officer would not be allowed to also serve as Committee Chairs.
 - Communications Coordinator would no longer be considered an Executive Officer.
 - An EO would remain an EO for the remainder of their EO term even if they move to another A&M department. This had been previously discussed with the full USC.
 - Changing the Agriculture and Engineering agencies USC members to ex-officio members.
 7. [Added] Creation of an Ad Hoc Committee – USC Outreach Committee (Jeannie Laird). After Dr. Christine Stanley (VP for Diversity) spoke at the USC meeting in April, several USC members discussed ways the USC could better engage and encourage participation in the USC. One idea that surfaced was the creation of an adhoc Outreach Committee. Jeannie has sent an e-mail to all USC members via the listserv requesting volunteers to start the committee. More information on this will be discussed at the June USC meeting.
 8. Elections Committee (Jeff Wilson).
 - Internal EO Elections. Previously discussed, see paragraph V.
 - External EO elections. Per the April USC meeting, the USC will be sending out election nomination requests to EVP Provost office, Vice President for Administration office, and Vice President for Student Affairs office to elect ten (10) new members to the USC. **Update: Election request notifications were sent on May 25th with a requested response by Friday, July 29th.**

VII. Reports from Special Committees, Working Groups, or Appointments:

1. Dean of University Libraries (Andy Hartman). Has not met since the last meeting.
2. Faculty Senate Personnel & Welfare (Debra Dandridge). A Standard Administrative Procedure (SAP) is being formulated that pertains for Faculty (non-staff) bullying procedures. The emphasis of this SAP would be faculty-to-faculty bullying. USC Worklife & Benefits committee will be addressing this issue from a staff perspective.
3. University Worklife Task Force (Janelle Ramirez). Has not met since the last meeting.
4. Council on Climate & Diversity (Lisa Blum). Has not met since the last meeting.
5. Diversity Operations Committee (DOC) (Debbie Hoffmann). The committee last met on April 26th and Dr. Karan Watson, Provost, and Dr. Eleanor Green, Dean of College of Veterinary Medicine, announced awards of reallocated funding from TAMU-Qatar to the top ten divisions/colleges who submitted reports on about their efforts/plans to align unit activities with the diversity plan to enhance diversity and campus climate.
6. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). Has not met since the last meeting. The next meeting is scheduled for today. This will be the last meeting of TSAC this academic year.
7. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). Mary Fran discussed the Common Lobby renovation proposal meeting. Although much of this initial meeting concentrated on what students want from a dining service perspective, the renovation proposal entails more than just the dining options but all of the common living space associated with Aston, Dunn, Krueger, and Mosher Halls. Mary Fran also discussed the impact of closing Crocker, Moore, and McInnis Halls (600 north side residence hall bed spaces) and the impact this will have on University Dining and specifically Sbis Dining Facility. Additionally, Mary Fran reminded everyone that starting in September 2012, all in-coming freshmen who live on campus will be required to have a mandatory dining plan (\$1200/semester). This will be the last meeting of DSAC this academic year.
8. Performance Evaluation Redesign Team (Janelle Ramirez). The revised performance evaluation process will have a two year implementation period and training on it will start soon.
9. Council for the Built Environment (CBE) (Jeannie Laird). Met on April 26th and May 10th. Items discussed at those meetings included the request by Athletics to build a Sports Performance Center for Football. CBE voted to move forward with the recommendation to Dr. Loftin to approve this request, with the caveats that all master plans must be submitted to CBE to integrate with the Campus Master Plan and be approved by CBE before requests can be submitted to CBE, a cost model be provided that confirms all costs are funded by Athletics, including the relocation of the underground utilities and telecommunication equipment, and that all sub-councils of the CBE remain updated and involved in the review of design and construction plans. James Massey (AVP for Administration) gave a presentation on the process for establishing deferred maintenance priorities. The next step in the process includes verifying the recommended priorities ranking system is valid and validating of cost estimates. The Department of Residence Life has requested the removal of Crocker, Moore, McInnis Halls and the North Area Housing Office to construct a new Northside Residence Hall on the site of these three structures. The Facilities Utilization Review Sub-Council and the Technical Review Sub-Council provided the council with their recommendations. CBE approved, and is routing to Dr. Loftin for his consideration the conceptual/schematic design for the northside residence hall. **Added: Thomas Matther will be the USC representative for future CBE issues.**

10. Vision 2020 Mid-Term Executive Committee Meeting (Jeannie Laird). Met on May 12, 2011. Dr. Bryan Cole confirmed the finalization of the Philosophical Framework and also provided an update on the steering committee and imperative study teams' work. The committee discussed at length and agreed upon the criteria for, and the identification of, peer institutions and institutional metrics Texas A&M should use for comparison purposes. Another meeting will be scheduled in June to discuss the themes of distinction/strategic initiatives that represent the priority areas where the university can make their unique, as well as cross-disciplinary/cross-functional, contributions to Vision 2020 and to serving the public good.
11. Audio Visual Surveillance Team (AVST) (Robert Jensen). This committee will now start meeting twice a month for the remainder of the summer. The current focus is trying to develop a "standard request" form as opposes to the current method of e-mail or letterhead request.

XII. Unfinished Business.

- Next USC Forum with Dr. Karan Watson. Jeannie Laird is working with Dr. Watson's office to schedule the Forum in late July. Since the primary focus of this session will be the TAMU budget, the consensus by the USC is to schedule this meeting in mid-to-late July.
- USC Reception with Dr. Loftin. Jeannie Laird is working with Matt Fry, President Loftin's Chief of Staff, to schedule this social in late August. Once a date is finalized, Jeannie will send out an update via the USC listserv.

XIII. New Business.

- Human Resources Dependent Audit (Janelle Ramirez). Human Resources sent out notifications to approximately 50% of the faculty & staff members at TAMU with a May 18th deadline to verify the status of dependents that benefits from TAMU. Members who do not verify their status by May 31st, will be dropped and any appeals to be added back on would not happen until July 1st. To date, 225 employees have not responded to the notification requests.

XIV. Meeting Adjourned at 9:20 a.m. The next USC meeting is scheduled for June 21st (1:30- 3:30 p.m.) in the General Services Complex (GSC), Room 101.

**University Staff Council (USC)
Meeting Minutes
June 21, 2011
1:30 – 3:30 p.m.
General Services Complex (GSC), Room 101**

Members Present: Lisa Blum, Nora Cargo, Ron Carter, Kimberly Crawford, Debra Dandridge, Debz DeFreitas, Mary DuBuisson, Dean Endler, Kevin Gustavus, Debbie Hoffmann, Ronnie Huddleston, Robert Jensen, Jeannie Laird, Thomas Mather, Janelle Ramirez, Jennifer Slovacek, Gail Snook, Thomas Swanner, Janice Walpert, Emily Weers, Jeff Wilson, and Carla Wiseniske.

Members Absent/Excused: Rose Berryhill, Dennis Corrington, Lisa Foster, Cynthia Gay, Tanya Gunnels, Andy Hartman, Brandy Kosh, Nora Miles, Christine Tisone, Mary Fran Troy, Matthew Upton, and Kim Zemanek.

Visitors Present: Jeannie Yow and Anne Mayer.

Agenda Items:

I. Call to Order. 1:30 p.m. Jeannie Laird welcomed everyone to the June meeting.

II. Minutes Review/Approval. Meeting minutes for the May 17, 2011 USC meeting were approved. Nora Cargo made the motion to approve the meeting minutes and Janice Walpert seconded the motion. The council voted unanimously to approve the minutes.

Update: [The May meeting minutes have been posted to the USC website.](#)

III. Treasurer's Report (Lisa Blum). Lisa gave an update on the USC funding and handed out a six page document showing Reconciliation, Uncleared Transactions, Spending by Category, etc., from 9/1/2010 through 6/20/2011. The USC currently has \$5,174.65 in the account.

IV. Update on the Executive Officer Meeting with President Loftin (Jeannie Laird). The EOs met with President Loftin on June 7th from 9:00-10:00 a.m. Issues covered were:

1. USC Support Staff Position. Jeannie thanked President Loftin for his support and funding for the position. Our goal is to start advertising for this position soon.
2. Staff Scholarship. USC received verbal confirmation for \$25,000 from the Association of Former Students on our staff scholarship proposal. We are still waiting on the official letter. When the USC is ready to announce when the application process opens, we will notify Matt Fry, President Loftin's Chief of Staff, so this information can be added to the President's weekly update.
3. Holiday Survey. USC had a great response rate to our holiday survey. President Loftin commented that the results were basically what he expected. Dr. Loftin has shared the results with Michael O'Quinn (TAMU Governmental Relations). Academic calendar must be considered when planning holiday schedule. Dr. Loftin stated he will share results with the standing committee that works with the holiday schedules for the entire TAMU System.

4. Collaboration with UT-Austin Staff Council. Kevin Gustavus is working on scheduling the second meeting (in July) with the UT-Austin Executive Officers. Dr. Loftin encouraged this collaboration and indicated the Faculty Senate also collaborates with UT's faculty council.
5. Open Forums (April and July). The April Forum was very well attended (approximately 250 attendees). The USC is planning a Summer Forum with Dr. Watson as our guest speaker. Dr. Loftin suggested that we invite someone from the holiday schedule committee to discuss the holiday calendar. Jeannie will get with Matt on who to invite to our next forum.
Update: Dr. Watson has subsequently cancelled her attendance at the July Forum.
6. Annual Report. The USC is working to build the first USC annual report. This report will give a brief overview of USC activities/accomplishments and will highlight staff awards conferred by the divisions and colleges that we represent.
7. FY2012 USC Budget. The USC budget for FY2012 was cut by \$7,500, but we feel we have adequate resources to do what we need to do. The EOs are working with CIS to reduce our costs. The USC will be able to carry forward account balances from year to year. We are working with Deborah Wright to set up a permanent budget.
8. USC External Elections. Next year the USC will be a fully-elected Council. In our goal of 200:1 staff member representation ratio, we will be expanding our membership in 2011-2012. Next year, the USC will have 30 voting members. Jeff provided Dr. Loftin with a list of soon to be elected positions.
9. Incoming Executive Officers. Jeff provided Dr. Loftin with a list of the newly elected 2011-2012 executive officers.
10. Objectives for FY2012. Jeannie gave a brief update on the USC priorities for next year: staff scholarships, holiday schedule, creating a GED Program, and creating an outreach committee. Dr. Loftin asked us to help him focus on where quality of work life is diminished due to barriers, facility concerns, access issues, etc.). President Loftin is concerned with the physical, emotional, intellectual, and spiritual well-being of the staff and wants them to feel comfortable in their work environment. He is relying on the USC so that he is able to address issues that affect the greatest number of staff.
11. Merit. President Loftin stated that the hit on the state's appropriation budget was heavy and that unfunded state mandates have grown (i.e. Texas Guaranteed Tuition Plan and Hazelwood Act tuition payments for dependents of eligible veterans are two of the bigger programs). TAMU had planned for a \$40 million budget reduction, which was an on-target estimate. Dr. Loftin plans to send an update in late June (via Distribution A) with an update on this issue. President Loftin was hoping to create efficiencies which would allow for a merit raise in 2013.
12. Cost of Medical Benefits. President Loftin talked about the impact of the increase in medical premiums with the associated decrease in benefits on staff and faculty for 2012.
13. USC Social: The date has been set -- August 16th. Jeannie thanked President Loftin for his continued support of the USC.

V. Update on next Open Forum – July 19th (Jeannie Laird). The USC has asked Dr. Watson, Provost, to host the next USC Open Forum. Topics to be covered are: 1) an update on budget matters, 2) educate the USC on staff holiday program, and 3) an update from the TAMU-System benefits office to discuss health insurance costs and premiums.

Update: Dr. Watson is no longer available to host the July Open Forum. The USC EOs will be meeting to discuss alternative plans, for the July Forum. The Forum is now scheduled for July 20th.

VI. Update on the Staff Support Position (Jeannie Laird). The Dean of Faculties Office is creating this position. Jeannie and Kevin Gustavus will be meeting with the Senate Speaker, Michael Benedik, Dean of Faculties, Dr. Antonio Cepeda-Benito, and Faculty Senate Assistant, Marilyn Willie, on June 28th to discuss the hiring of this position and work expectations.

VII. Update on USC Social (Kevin Gustavus). All USC members are encouraged to attend the USC Social scheduled for August 16th at 5:30 pm, Rudder Tower, 11th Floor, University Club (Mezzanine). President Loftin will host this social to say farewell to the out-going USC members and welcome our new USC members.

VIII. Report from Standing Committees:

1. Work-Life & Benefits (WL&B) Committee (Kevin Gustavus).
 - Staff Holiday Survey and USC Staff Scholarship were previously discussed (above).
 - The committee will meet to restart the discussion on the High School Graduation Equivalent Degree (GED) Program. WL&B will update the full USC at a later date on this issue.
 - WL&B has been forwarded a Keystone request to make A&M a non-smoking campus. The committee will update the full USC at a later date on this issue.
 - Rose Berryhill has agreed to be the co-chair for this committee starting in 2012. Christine Tisone will continue as co-chair for next year.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jeff Wilson and Robert Jensen). PTFI did not meet in June. Nothing to report.
3. Shared Governance (Ron Carter). Nothing to report.
4. Communications Committee (Debra Dandridge and Thomas Mather).
 - Thomas gave a brief update on the Communications Standard Operating Procedures (SOP). The SOP is designed to be a living document on each of the areas and committees in the USC.
 - Thomas also passed out user name and passwords to each USC member (who were present) on the newly created USC intranet.
5. Bylaws Committee (Jeannie Laird). Due to availability of several USC members, this portion of the meeting was actually done later in USC meeting. The USC had at least 19 members available (enough for a quorum) to vote on the following four (4) amendments to the Bylaws (attached):
 - Amendment Request – Agency Representatives changed to ex-officio members (for vote). Emily Weers made the motion to approve the Bylaws change request as submitted and Ron Carter seconded the motion. The council voted unanimously to approve this Bylaws Change Request as submitted.
 - Amendment Request – EOs not serving as Committee Chairs (for vote). Kim Crawford made the motion to approve the Bylaws change request as submitted and Debz DeFreitas seconded the motion. The council voted unanimously to approve this Bylaws Change Request as submitted.
 - Amendment Request – Communications Committee Chair no longer serves on the EO Committee (for vote). Robert Jensen made the motion to approve the Bylaws change request as submitted and Ron Carter seconded the motion. The council voted unanimously to approve this Bylaws Change Request as submitted.

- Amendment Request – Executive Officer Term, when transferred (for vote). After some discussion, the council amended Article IV of the USC Bylaws to read as follows: “Should an executive officer transfer employment to another unit or division within Texas A&M University that is eligible for voting membership on the council, he or she may continue their role on the council and the Executive Committee throughout the remainder of the fiscal year. The original unit or division the Executive Officer represented will fill the vacancy created by the transfer of employment of their representative per Section III D in the bylaws. If the executive officer transfers employment to an agency not eligible for representation as a voting member on the council, his or her membership on the council and the Executive Committee will cease upon the transfer of their employment.” Kevin Gustavus made the motion to approve the Bylaws change request as amended and Kim Crawford seconded the motion. The council voted unanimously to approve this Bylaws Change Request as submitted.

IX. Reports from Special Committees, Working Groups, or Appointments:

1. Dean of University Libraries (Andy Hartman was not available). No update was available.
2. Faculty Senate Personnel & Welfare (Debra Dandridge). A Standard Administrative Procedure (SAP) is being formulated that pertains to Faculty (non-staff) bullying. Further discussion on this topic is described under X. Unfinished Business.
3. University Worklife Task Force (Janelle Ramirez). Has not met since the last meeting.
4. Council on Climate & Diversity (Lisa Blum). Has not met since the last meeting.
5. Diversity Operations Committee (DOC) (Debbie Hoffmann). The committee last met May 31st and requested the annual update from each of the colleges on their diversity plan. Each college will present this update at the December 20th meeting.
6. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). This committee is on Summer break. The next meeting will not be until September.
7. Dining Services Advisory Committee (DSAC) (Mary Fran Troy was not available. Jeff Wilson presented the update). This committee is on Summer break. The next meeting will not be until September.
8. Council for the Built Environment (CBE) (Thomas Mather has replaced Jeannie Laird as the USC representative on this committee). Two issues were discussed:
 - The College of Engineering requested to change some classroom space to office space. The plan was approved as an exception, as all future plans must be on the Master Classroom Plan (which has not been developed or approved yet).
 - Deferred maintenance prioritization plan. TAMU currently has approximately \$60 million of deferred maintenance that needs to be done, but only \$15 million budgeted. CBE did not vote on this plan but returned it back to the committee for additional input on risk associated with not doing the maintenance.
9. Vision 2020 Mid-Term Executive Committee Meeting (Jeannie Laird). Has not met since the last meeting. The next meeting is scheduled for July 18th.
10. Audio Visual Surveillance Team (AVST) (Robert Jensen). This committee is still meeting twice a month for the remainder of the Summer. They continue to act on new requests but recognize that the “standard routine request” form needs to be modified.

X. Unfinished Business.

- Vote on Amendments to the Bylaws. Previously discussed. See paragraph VIII (5) above. All four amendments were approved.
- Discussion on the Staff Emeritus proposal (draft SAP 31.08.01.MX attached) (Kevin Gustavus). This topic was previously discussed with the USC who unanimously did not support the proposal due to eligibility requirements listed in paragraph 1.1.1. The Worklife & Benefits committee will review the SAP and propose new eligibility criteria. The new proposal will be voted on at the July USC meeting.
- SAP on Workplace Bullying - Staff (supplement to System Policy 08.01 and University Rule 34.01.99.M1) (Kevin Gustavus). The majority of the discussion was why Faculty and Staff needed separate SAPs that address the same issue. Jeannie and Kevin were going to discuss this issue with Matt Fry, President Loftin's Chief of Staff, at their next scheduled meeting to try and garner consensus from the President's office on making this one SAP. In preparation for that meeting, Kevin asked that you send him inputs as soon as possible. This SAP will be sent out to all USC members via the USC listserv to vote on this at the July USC meeting
- Scholarship Committee (Kevin Gustavus). Once the USC has been officially notified that the \$25,000 has been awarded, the Scholarship Committee will meet with A&M's Scholarship & Financial Aid office to determine the criteria for the 33 scholarships per year (awarded at \$750 each). The concern will be getting enough submissions as there are currently only 120 staff members at TAMU currently taking advantage of the current exemptions. The goal is to have the USC Scholarship process and submission package in place to be awarded for Fall 2011.
- USC Annual Report (Nora Cargo). For Executive Officers and Committee Chairs, please submit your annual report inputs to Nora by Friday, July 1st.

XII. New Business. None.

XII. Meeting Adjourned at 3:20 p.m. The next USC meeting is July 19th (8:30-10:30 a.m.) in Rudder Tower, Room 401. The July USC Forum is scheduled for Wednesday, July 20th (3:00 – 5:00 p.m.) in Rudder Tower, Room 601.

Attachments:

Approved USC s Changes (incorporating all the of the Bylaws Change Request approved above)

**University Staff Council (USC)
Meeting Minutes
July 19, 2011
8:30 – 10:30 a.m.
Rudder Tower, Rm 601**

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Ron Carter, Dennis Corrington, Kimberly Crawford, Debz DeFreitas, Mary DuBuisson, Dean Endler, Kevin Gustavus, Tanya Gunnels, Andy Hartman, Debbie Hoffmann, Robert Jensen, Brandy Kosh, Jeannie Laird, Thomas Mather, Janelle Ramirez, Jennifer Slovacek, Gail Snook, Mary Fran Troy, Matthew Upton, Janice Walpert, Emily Weers, Jeff Wilson, Carla Wiseniske, and Kim Zemanek.

Members Absent/Excused: Debra Dandridge, Lisa Foster, Ronnie Huddleston, Cynthia Gay, Nora Miles, Thomas Swanner, and Christine Tisone.

Visitors Present: Kristin Baggett.

Agenda Items:

I. Call to Order. 8:30 a.m. Jeannie Laird welcomed everyone to the July meeting.

II. Special Guest Speaker – Dr. Rodney McClendon, Vice President for Administration. Dr. McClendon was the co-chair of the University Staff Council Task Force and was a driving force in the establishment of the USC. Dr. McClendon stated that the USC was “near and dear to his heart” as there was no formal body to represent staff concerns at Texas A&M prior to 2008. Dr. McClendon spoke for about 20 minutes on the issues impacting his area of responsibility. The Division of Administration is a very diverse operation in the services “we” provide and that he was looking for stability and direction since this division has had many changes over the past few years. Dr. McClendon stated that his division provides exemplary services and products and addresses much of the infrastructure support with Transportation Services, University Dining, and Facilities Services at Texas A&M. He wanted to emphasize accountability in all of his departments and to address all the safe and secure environment issues on this campus. He stated that if he can take care of these needs, everything else will also be handled. Dr. McClendon commented that the \$3.3 million budget reallocation to cover safety, security issues, and custodial needs in newly constructed building will go a long way to address many of these issues. Texas A&M currently has a \$700 million deferred maintenance problem on this campus. The budget reallocation process added \$7 million this year and \$15 million next year to help address the most pressing needs. Dr. McClendon also stated that he would like the USC’s continued support for the high school General Equivalency Degree (GED) initiative for A&M employees as “education is the great equalizer” for all of our employees. Lastly, Dr. McClendon briefly discussed the University Dining Task Force and improving the quality of dining operations on campus. Following Dr. McClendon’s comments, he was then asked several questions from USC members on 1) implementing the GED program at A&M to include those employees where English is the second language, 2) the Apprenticeship Program and how we can train supervisors, and 3) Preventative Maintenance Program on what we are doing to keep the deferred maintenance concerns from happening again and how A&M is going to address maintenance needs for new buildings in the future.

III. Minutes Review/Approval. Meeting minutes for the June 21, 2011 USC meeting were approved. Nora Cargo made the motion to approve the meeting minutes and Kimberly Crawford seconded the motion. The council voted unanimously to approve the minutes.

Update: The June meeting minutes have been posted to the USC website.

IV. Treasurer's Report (Lisa Blum). Lisa gave an update on the USC funding and handed out a six page document showing the summary of the USC account. To date, the USC has \$2,789.90 in the account.

V. Update Open Forum on July 20th (Jeannie Laird). The USC will be holding the last open forum for the 2010-2011 academic year on July 20th.

Update: The Forum was live-broadcast and the video stream has been posted to the USC website.

VI. Update the Staff Support Position (Jeannie Laird). The Staff Support position has been approved. The Notice of Vacancy (NOV) has been done and we are waiting on the final approval to get this posted. Jeannie was optimistic that we will have this position filled shortly after the start of the 2011-2012 academic year.

VII. Update the USC Social hosted by President Loftin (Jeannie Laird). The USC social is scheduled for Tuesday, August 16th from 5:30 – 7:00 pm, Rudder Tower, 11th Floor Mezzanine. Invitations will be sent out soon to all USC members.

Update: Invitations have been sent out from the President's office, and all USC members are reminded to RSVP for this event.

VIII. Report from Standing Committees.

1. Work-Life & Benefits (WL&B) Committee (Kevin Gustavus).

- **Scholarship Eligibility Changes** – After some discussion between Robert Jensen and Kevin and in consult with the USC Executive Officers, a decision was made to remove the portion of eligibility for agency and extension employees. This scholarship program will only be offered to TAMU staff employees who meet the criteria outlined by the Scholarship Criteria & Eligibility document.
Update: The Scholarship committee has received 38 eligible scholarship applications for next year.
- **Summer day care options for staff** – This is a following up to Keystone slip # 56, the WL&B committee found that there was little that could be done about the complexities of finding day care for infant and school age children. The USC responded to the slip, stating that Human Resources would push the mention of programs in the area prior to the summer, but that there was no viable option for the University to offer or establish a low-cost or no-cost day care program.
- **Sick leave options for spouses, employed at TAMU** – This is a following up on Keystone slip # 62, the WL&B committee found that there were more problems than solutions to this issue, including the following:
 1. Difficulty of tracking this leave for HR Liaisons and administrators.
 2. Potential to interfere with business needs of the department receiving the sick leave hours.
 3. Pay equity concerns regarding the rate at which it is earned, and the rate at which it is used.
 4. What to do in the event of a status change (divorce)?
 5. Who is responsible for funding (granting or receiving department)?

Furthermore, after conducting research on how many staff this would impact, WL&B found that there are only 516 (TAMU System) employees who have spouses who are employed within the System, and that only 344 TAMU employees have spouses who are employed at TAMU. This equates to 688 actual people at TAMU, a very small percentage of employees at TAMU. WL&B committee does not think this is something the USC should pursue.

2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jeff Wilson and Robert Jensen). PTFI met electronically this month to work on the committee's input for the USC annual report. This has been accomplished and submitted. PTFI will not meet in August. Nothing additional to report.
3. Shared Governance (Ron Carter). A lot of discussion on ORP vs. TRS retirement plan options. Under TRS, the member's annuity should not be impacted by the reduction in the employer's contribution. This issue was requested to be discussed at the USC Forum (on July 20th).
4. Communications Committee (Thomas Mather). Nothing to report.
5. Bylaws Committee (Jeannie Laird). Nothing to report.
6. Elections Committee (Jeff Wilson). USC external elections results for the ten (10) new USC members are due on July 29th. Nothing additional to report.

IX. Reports from Special Committees, Working Groups, or Appointments.

1. Dean of University Libraries (Andy Hartman). Still accepting and reviewing applications. Deadline for submission is July 31st. Nothing additional to report.
2. Faculty Senate Personnel & Welfare (Debra Dandridge was not available). No update was given.
3. University Worklife Task Force (Janelle Ramirez). Has not met since the last meeting. Next meeting is in August. Nothing additional to report.
4. Council on Climate & Diversity (Lisa Blum). Has not met since the last meeting. Nothing additional to report.
5. Diversity Operations Committee (DOC) (Debbie Hoffmann). Has not met since the last meeting. Nothing additional to report.
Update: Kim Zemanek will be our new representative on this committee next year.
6. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). This committee is on summer break. The next meeting will not be until September.
7. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). This committee is on summer break. The next meeting will not be until September.
8. Council for the Built Environment (CBE) (Thomas Mather). This committee has met twice since the last USC meeting. The focus of these meetings has been prioritizing the \$15 million deferred maintenance list and triaging the \$60 million in maintenance projects.
9. Vision 2020 Mid-Term Executive Committee Meeting (Jeannie Laird). Jeanie was unable to attend this meeting. Topics presented were: 1) update on committee charge; 2) reactions to re-drafted Premises, Imperatives, Precepts and Pathway to Excellence; 3) update on Institutional Metrics; 4) update on Assessment of Vision 2020 Accomplishments; 5) discussion on Proposed Foundations of Excellence, Synergies of Excellence and Strategies of Excellence; and 6) review of the Final Report Outcomes.
10. Audio Visual Surveillance Team (AVST) (Robert Jensen). This committee continues to meet twice a month for the remainder of the summer. They continue to act on new requests and a training program for current on-campus camera systems.

11. University Dining Review Team (Kevin Gustavus). This team was just chartered to address several dining-related issues.
Update: Gail Snook, from the PTFI Committee, will be our new representative on this team.
12. [Added] Outreach Committee (Jeannie Laird). This committee just had its first meeting. Mary Fran Troy will chair this committee and Jennifer Slovacek will serve as co-chair. The Outreach committee is still looking for additional members. The focus of the next meeting will be to work on the committee charge.

X. Unfinished Business. None.

XII. New Business. None.

XIII. Meeting Adjourned at 9:55 a.m. The July USC Forum is scheduled for Wednesday, July 20th (3:00 – 5:00 p.m.) in Rudder Tower, Room 601. The next USC meeting is August 16th (1:30-3:30 p.m.) in the General Services Complex (GSC), Room 101.

USC Approved 8/16/11

**University Staff Council (USC)
Meeting Minutes
August 16, 2011
1:30 – 3:30 p.m.
General Services Complex, Room 101**

Members Present: Rose Berryhill, Lisa Blum, Nora Cargo, Ron Carter, Kimberly Crawford, Debra Dandridge, Debz DeFreitas, Mary DuBuisson, Dean Endler, Tanya Gunnels, Ronnie Huddleston, Robert Jensen, Brandy Kosh, Jeannie Laird, Janelle Ramirez, Jennifer Slovacek, Gail Snook, Faith Stringer, Thomas Swanner, Mary Fran Troy, Emily Weers, Jeff Wilson, and Kim Zemanek.

Members Absent/Excused: Dennis Corrington, Lisa Foster, Andy Hartman, Debbie Hoffmann, Cynthia Gay, Thomas Mather, Nora Miles, Matthew Upton, Christine Tisone, Janice Walpert, and Carla Wiseniske

Visitors Present: Kristin Baggett, Catherine Gibson, Anne Mayer, and Kathy Symank.

Agenda Items:

I. Call to Order. 1:30 p.m. Jeannie Laird welcomed everyone to the August meeting and introduced Faith Stringer (from the College of Architecture) who is the replacement for Kevin Gustavus.

II. Minutes Review/Approval. Meeting minutes for the July 19, 2011 USC meeting were approved. Robert Jensen made the motion to approve the meeting minutes and Kimberly Zemanek seconded the motion. The council voted unanimously to approve the minutes.

Update: [The July meeting minutes have been posted to the USC website.](#)

III. Treasurer's Report (Lisa Blum). Lisa gave an update on the USC funding and handed out a nine page document showing the summary of the USC account. To date, the USC has \$2,122.77 in the account. Kim Crawford will be taking over this responsibility in September.

IV. Update on the Staff Support Position (Nora Cargo). The Staff Support position has been approved and the Notice of Vacancy (NOV) has been posted. The USC has received 49 applications for this position. This position is currently on hold while the USC goes through hiring process.

V. Update on the USC Social hosted by President Loftin (Jeannie Laird). The USC social is today, Tuesday, August 16th from 5:30 – 7:00 pm, Rudder Tower, 11th Floor Mezzanine.

VI. Report from Standing Committees.

1. **Work-Life & Benefits (WL&B) Committee.** Update on the Staff Scholarship (Nora Cargo). The Staff Scholarship Committee is pleased to report that it has awarded the \$25,000 in scholarship funds the USC has received from The Association of Former Students for Texas A&M staff. The scholarship application became available July 7th, with an August 1st deadline. The USC received 50 applications in total: 9 from undergraduates, 39 from graduate students, and 2 from non-enrolled staff members. Of these, 36 met deadline and the minimum criteria to be eligible. The USC Staff Scholarship Committee

met on August 2nd and 3rd, and the committee selected 19 recipients to receive the \$25,000. Four of the 19 recipients are pursuing undergraduate degrees while the remaining are pursuing graduate coursework. Funds have been posted to Compass and all applicants have received decision notifications (recipients and non-recipients). Enrollment will be verified once classes begin. We have asked recipients to each send a thank you letter to The Association and to copy the USC on it. The Association has also been notified that the funds have been awarded. Many thanks to the Association for their generosity and commitment to the staff of Texas A&M University.

2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Jeff Wilson and Robert Jensen). PTFI will not meet in August. Nothing additional to report.
3. Elections Committee (Jeff Wilson).
 - The 2011-2012 USC external election process is complete. Nine of the ten new members to the USC have been elected and notified. The new members are: 4 from Executive VP & Provost Office, 3 from VP for Administration, and 2 from VP for Student Affairs. VP for Administration has requested that their one remaining position go vacant for the 2011-2012 academic year due to office reorganizations. This remaining position would be added to the 2012-2013 USC election process (but this position would only be a two year term).
 - Election of the 2011-2012 USC Chairperson. Jeff made the motion to hold the election now (vs. waiting to New Business portion of the USC agenda) and Ron Carter, as Parliamentarian, seconded that motion. The motion was approved. A paper ballot was given to each of the USC voting members who were in attendance. Per the USC Bylaws, Nora Cargo was elected unanimously as the 2011-2012 USC Chairperson. Congratulations Nora on being the 2011-2012 USC Chairperson! The USC will hold elections in September for the now vacated Vice Chairperson position.
 - Debz DeFreitas will be taking over this responsibility in September.
4. Shared Governance (Ron Carter). Nothing to report. Dennis Corrington will be taking over this responsibility in September.
5. Communications Committee (Debra Dandridge). The USC Standard Operating Procedures (SOPs) are “~95% complete” – missing one committee’s input. The SOPs are designed to be a dynamic document to capture how each committee operates so that new chairs and members do not have to reinvent procedures. Hard copies of the SOP document were distributed to those present at the August USC meeting. Jeannie thanked Debra and the entire Communications Committee for their year-long monumental effort on creating the SOPs. Thomas Mather will be taking over this responsibility in September.
6. Annual Report (Nora Cargo). The first USC Annual report is almost complete (currently 16 pages long). Nora is missing one section but is hoping to send this out to the USC Executive Officers next week for review and comment. The goal is send this report to President Loftin in September.
7. Bylaws Committee (Jeannie Laird). Nothing to report.

VII. Reports from Special Committees, Working Groups, or Appointments.

1. Dean of University Libraries (Andy Hartman). Andy was not able to attend the meeting but provided his update through Jeannie Laird. The search committee is still reviewing applications.
2. Faculty Senate Personnel & Welfare (Debra Dandridge). At the last meeting of the Faculty P&W Committee, there was a motion to change both the name and charter of this committee. The Faculty Senate has requested removing “staff” from the wording of this committee’s charter. They are, however, interested in USC participation at the meetings to foster open communications and work

towards common goals. The next meeting is has not been scheduled but traditionally meets approximately once per month during the academic year.

3. University Worklife Committee (Janelle Ramirez). Has not met since the last meeting. Next meeting is August 23rd. Nothing additional to report.
4. Council on Climate & Diversity (Lisa Blum). Has not met since the last meeting. Nothing additional to report.
5. Diversity Operations Committee (DOC) (Debbie Hoffmann). Debbie was not available for an update. Kim Zemanek will be taking over this responsibility in September.
6. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). This committee is on summer break. The next meeting will not be until September.
7. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). This committee is on summer break. The next meeting will not be until September.
8. Council for the Built Environment (CBE) (Thomas Mather). Thomas was not available for an update.
9. Vision 2020 Mid-Term Executive Committee Meeting (Jeannie Laird). Has not met since the last meeting. Nothing additional to report.
10. Audio Visual Surveillance Team (AVST) (Robert Jensen). This committee continues to meet twice a month. The committee is looking at all the new requests for on-campus camera systems and a developing an on-line training program that can be tracked using "TrainTraq."
11. University Dining Review Team (Gail Snook). This team last met on August 5th and will be meeting again on August 19th. The team will be meeting to select the consultants to address several dining-related issues.
12. [Added] Outreach Committee (Jeannie Laird). Has not met since the last meeting. The focus of the next meeting will be the Outreach Committee Charge. Mary Fran Troy and Jennifer Slovacek will be taking over this responsibility in September.

VIII. Unfinished Business. None.

IX. New Business.

1. Election of the 2011-2012 USC Chairperson. See paragraph VI.3 above. Nora Cargo will be the Chairperson for next year.
2. USC New Member Orientation is Tuesday, September 13th, noon-3:30 p.m. at University Club in Rudder Tower. This orientation is for all new USC members, Executive Officers, and Committee Chairs.

X. Meeting Adjourned at 2:10 p.m. This was the last USC meeting for the 2010-2011 academic year. The next USC meeting is September 20th, (8:30-10:30 a.m.) in Rudder Tower, Room 401.