University Staff Council (USC)
Meeting Minutes
September 20, 2011
8:30 to 10:30 a.m.
Rudder Tower, Room 401


Members Excused: Dennis Corrington, Debra Dandridge, Tanya Gunnels, Faith Stringer, Mary Fran Troy, and Janice Walpert.

Members Absent: Kendra Beasley, Ronnie Huddleston, Brandy Kosh, Thomas Swanner, and Matthew Upton.

Visitors Present: Debbie Hoffmann, Kathy Symank, and Jeff Wilson.

Agenda Items:

I. Call to Order. 8:30 a.m. Nora Cargo welcomed everyone to the September meeting.

II. Minutes Review/Approval. Meeting minutes for the August 16, 2011 USC meeting were approved. Mary DuBuisson made the motion to approve the meeting minutes and Rose Berryhill seconded the motion. The council voted unanimously to approve the minutes.

III. Special Recognition of Outgoing USC Members.

IV. Special Guest. (Tom Reber) Nora introduced and welcomed our guest speaker, Tom Reber, Associate Vice President for Student Affairs. Tom presented the five options currently being considered for the Joe Routt Boulevard design. One part of the decision will be based on survey results; 10,000 students and 1,000 staff had already responded to the survey. Tom welcomed input from the USC as well as all staff. Following Tom’s presentation, the USC members discussed the options and agreed that they preferred option 2, which includes limited vehicular access to Joe Routt Boulevard between Gene Stallings Boulevard and Houston Street. From 6:00 am – 6:00 pm, this stretch of road would be one-way (eastbound), with traffic restricted to buses. From 6:00 pm – 6:00 am, the street would be one-way (eastbound, open to all traffic). The least preferred of the options was option 1, which would close Joe Routt between Gene Stallings Boulevard to Houston Street to all car and bus traffic, creating a pedestrian-friendly extension of the MSC Plaza. As long as the plaza is not built, other options will be available for years to come.

Update: Nora Cargo submitted a memo dated September 21, 2011 to Tom Reber on behalf of the USC informing him that the USC has agreed to support Option 2 and least prefers Option 1. USC members sent an e-mail message to their constituents, which provided a link for the presentation, general information about the five options, and a link for the survey.
V. Treasurer’s Report (Kim Crawford). Current balance is $2,966. We should be receiving $10,000 from the President's Office for FY12, but the new money has not arrived. Kim will check with the President’s Office regarding the new funds.

VI. Commitment to Excellence Dialogues. (Nora Cargo) The dialogue to discuss the responsibility of staff and administrators in TAMU’s pursuit of Vision 2020 is scheduled for September 27, 2011. This dialogue will feature a panel offering various perspectives on how staff contributes to the institution’s primary missions. Nora will represent the USC on the panel.

VII. Update on USC Administrative Assistant Position. (Nora Cargo) Candidates for the position have been narrowed down to two. The committee is now checking references.

VIII. USC Listserv. (Thomas Mather) The USC listserv is private. Only USC members can post to the listserv. When a member replies to a message sent through the listserv, the response will be sent to everyone on the listserv. Tom recommended that members always look at the “To:” field when sending a message.

IX. Reports from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Rose Berryhill). The committee met on September 9th. Issues currently being discussed are the suggestion to make TAMU a smoke-free campus and the Esteemed Staff title. With respect to the Esteemed Staff title, a SAP has been drafted and HR has commented. The committee will review the SAP and present it to the USC. No Board of Regents approval is required.
   a) Scholarship Committee. Nineteen scholarships have been awarded. The recipients will be recognized (name and department) in Distribution A.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Robert Jensen). Committee will meet on the first Thursday in October. Jennifer Slovacek and Robert Jensen will serve on TSAC. Mary Fran Troy will serve on DSAC.
3. Elections Committee (Debz DeFreitas). Lisa Blum was elected as Vice Chairperson for 2011-2012.
4. Shared Governance Committee (Dennis Corrington). No report.
5. Communications Committee (Thomas Mather). Committee has not met.
6. Annual Report (Nora Cargo). The announcement regarding the report has been distributed via Distribution A and has been sent directly to Dr. Loftin and Dr. Watson to share with their leadership teams.
7. Bylaws Committee (Nora Cargo). Committee has not met.
8. Outreach Committee (Mary Fran Troy and Jennifer Slovacek).

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

1. Dean of University Libraries (Andy Hartman). The committee met last week. Candidates have been chosen and they are being notified. Interviews will be scheduled for October and November.
2. Faculty Workplace Climate & Diversity Committee (Nora Cargo). This committee is in the process of changing their name. They would like a member of the USC Work-Life & Benefits Committee on the committee.
3. **University Worklife Committee (Janelle Ramirez).** The committee has not met but they continue to work on the wellness proposal. Upcoming events: Flu shots on October 27 and 28 in GSC 101; Financial conference on November 3rd, and staff conference on November 10th. The staff conference is being held by the Employee & Organizational Development (EOD) department and the cost will be $49.99 per person.

4. **Council on Climate & Diversity (Lisa Blum).** Committee has not met.

5. **Diversity Operations Committee (DOC) (Kim Zemanek).** Committee met August 30, 2011 and is working on the Annual Assessment Report. Benchmarks will take place every other year. Peer data analysis will take place next year.

6. **Transportation Services Advisory Council (TSAC) (Jennifer Slovacek).** Committee met September 7, 2011 and received the same presentation of the five options currently being considered for the Joe Routt Boulevard design as the USC just received. Clint McGill is the new chair of the committee. Google maps have been activated for campus transportation.

7. **Dining Services Advisory Committee (DSAC) (Mary Fran Troy).** No report.

8. **Council for the Built Environment (CBE) (Thomas Mather).** Janice Walpert will serve as the second USC representative on the CBE committee. The committee discussed the process to be followed when CBE approves temporary buildings.

9. **Vision 2020 Mid-Term Executive Committee Meeting (Jeannie Laird).** This committee has completed its work, including the refining of benchmarks.

10. **Audio Visual Surveillance Team (AVST) (Robert Jensen).** Committee communicated via e-mail to discuss the on-line training program that is being developed.

11. **University Dining Review Team (Gail Snook).** Committee met August 18, 2011. The meeting was to have the second consultant make a presentation to the committee members for the bidding process. The plan is to have a company identified during the Fall semester. All committee members were asked to make a ranking of the 2 consulting firms to Dr. McClendon by August 23rd.

**XI. Unfinished Business.**

**XII. New Business.** Thomas Mather requested that the USC members receive a tour of the MSC.

**XIII. Meeting Adjourned at 9:55 a.m.** The next USC meeting will take place on Tuesday, October 18, 2011 from 1:30 to 3:30 p.m. in room 101 of the General Services Complex (GSC).
University Staff Council (USC)
Meeting Minutes
October 18, 2011
1:30 to 3:30 p.m.
General Services Complex, Room 101


Members Excused: Roger Martinez and Emily Weers.


Visitors Present: Kristin Baggett and Emmy Williams.

Agenda Items:

I. Call to Order. At 1:35 p.m., Nora Cargo welcomed everyone to the October meeting.

II. Introduction of USC Administrative Assistant. Nora Cargo introduced Tammy Landry, who was recently hired as the USC Administrative Assistant. Tammy, a longtime employee of TAMU, provided an overview of her employment at the University. Tammy’s work schedule has not yet been determined other than she will work for the USC all day on Tuesdays. Her contact information is: phone= 862-3648 and e-mail= t-landry1@exchange.tamu.edu. She is currently working in the Faculty Senate office in the Academic Building but the Faculty Senate office is scheduled to move to the YMCA building during the first week of November.

III. Minutes Review/Approval. Meeting minutes for the September 20, 2011 USC meeting were approved.

Robert Jensen made the motion to approve the meeting minutes and Kim Zemanek seconded the motion. The council voted unanimously to approve the minutes.

Update: The September 20, 2011 meeting minutes were posted on the USC website on October 24, 2011.

IV. Treasurer’s Report (Kim Crawford). The current balance is $11,508.27. $10,000 of the balance has been set up in a new account.

V. Report from The Texas A&M University System Staff Councils Meeting (Nora Cargo and Lisa Blum). Staff Council representatives from the following participated in the System-wide Staff Councils Meeting: the A&M System Office, A&M-Corpus Christi, West Texas A&M University, Prairie View A&M University, A&M-Texarkana, A&M-San Antonio, A&M-Kingsville, A&M-Central Texas, Texas Veterinary Medical Diagnostic Laboratory, and Texas A&M College Station. The meeting took place on the Corpus Christi campus. The issue submitted by the USC for discussion was University holidays. The overall consensus of the other councils was that they attempt to educate their staff regarding the procedure that is followed to determine the number of University holidays and are not concerned about the variable number of days.
While other staff councils in the A&M System offer staff scholarships, they mainly provide funds to purchase books. The possibility of offering system-wide scholarships was discussed and the A&M System representatives will investigate the feasibility of that suggestion.

The only campus in the A&M System that is currently smoke-free is A&M-San Antonio. That campus consists of only one building. Most campuses restrict smoking in a perimeter around the buildings.

Some institutions in the A&M System grant one day of emergency leave during the month of the employee’s birthday. Currently, the A&M System Office, Texas A&M-Kingsville, A&M Texarkana, and West Texas A&M University all award birthday leave to their employees. The A&M-Corpus Christi council would like to have birthday leave granted to its staff. The information about birthday leave was presented only to keep USC members informed. Nora does not believe this is something that the USC should pursue nor does she believe that President Loftin would grant such a request.

Representation on some councils is determined by job classification/category rather than representation of specific units. When representation is based on titles, complications arise when an employee’s title is changed. The participants in this year’s System-wide Staff Councils Meeting would like this to be an annual event.

VI. Report from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Rose Berryhill). The committee did not meet in October and is scheduled to meet on November 11. Issues currently being discussed are the suggestion to make TAMU a smoke-free campus and the Esteemed Staff title. An issue concerning Summer day care was submitted via Keystone in 2010. The committee will provide a summary of their investigation into this subject and the slip will be closed.
   A. Staff Scholarship Committee (Matt Upton). Eighteen of the nineteen thank you letters have been received. If the last note is not received, the money will be given to the next applicant.
      Update: The last thank you note was received on October 19, 2011.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Robert Jensen). The committee met and discussed new developments regarding the para transit issue. This issue was discussed, in detail, during the new business portion of this meeting.
3. Elections Committee (Debz DeFreitas). The committee has not met and there was no report.
4. Shared Governance Committee (Dennis Corrington). Dennis was not able to attend the USC meeting; therefore, there was no report.
5. Communications Committee (Thomas Mather). The committee has met and is planning the goals for the year. The committee has provided a USC e-mail signature block and a PowerPoint template file that can be downloaded from the USC members page of the web site.
7. Bylaws Committee (Nora Cargo). The committee has not met and there was no report.
8. Outreach Committee (Mary Fran Troy). Human Resources invited the USC to participate in the Staff Services Showcase during the EOD Staff Conference on November 10, 2011. The conference will include workshops in four categories: 1) Understanding Texas A&M (such as Understanding Tenure), 2) Professional Skills (such as Communications Skills), 3) Supervisory Skills for Today, and 4) Office
Technology for Everyone (such as Microsoft Office). All USC members are invited to help. Nora added that the USC will create an informational hand-out to be distributed at the USC booth.

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

1. Dean of University Libraries (Andy Hartman). Andy was not able to attend the USC meeting; therefore, there was no report.
2. Faculty Workplace Climate & Diversity Committee (Rose Berryhill). The first meeting will take place next week.
3. University Worklife Committee (Janelle Ramirez). Janelle was not able to attend the USC meeting; therefore, there was no report.
4. Council on Climate & Diversity (Lisa Blum). The committee has not met and there was no report.
5. Diversity Operations Committee (DOC) (Kim Zemanek). The committee will meet tomorrow.
6. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). Jennifer was unable to attend the USC meeting so Robert Jensen provided the report. The committee met during the first week of October to discuss the results of the Joe Routt Boulevard survey. There was no consensus between the three groups (students, faculty, and staff) as each group preferred a different option. The students preferred the plaza option with no vehicular traffic. This option, if chosen, would mean there could be no changes in the future (all other options allow for changes as needed in the future). In an effort to persuade the students to consider another option, TSAC agreed, if another option was chosen, they would review in one year (at a minimum) to determine what changes may be needed after evaluating available data at that time. Nora added that a meeting with Dr. Loftin and other campus leaders will take place on October 31, 2011 regarding Joe Routt Boulevard.
7. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). The committee meeting will take place this evening. The committee would like a second USC representative (in first or second year of term). If you are willing to serve, please contact Robert Jensen.
8. Council for the Built Environment (CBE) (Thomas Mather). Although this is a quiet period for the committee, some transfer of property issues were discussed at the last meeting.
9. Audio Visual Surveillance Team (AVST) (Robert Jensen). The committee met earlier this month to review the many requests for cameras in the MSC.
10. University Dining Review Team (Gail Snook). Envision Strategies was chosen to assess the University dining program. The kickoff meeting with Envision Strategies will take place later this month.

VIII. Unfinished Business.

IX. New Business.

1. Para Transit Issue (Robert Jensen). Dr. Strganac submitted the Para Transit issue to the USC last year. After extensive investigation and careful consideration, the USC concurred with the decision to terminate the service for the three faculty and six staff members. When Robert recently contacted the Transportation Services office to follow-up on the issue, he was informed that service to and from work is currently offered only to one individual. The USC members discussed this current development at length and agreed that this situation is unfair and, as the voice of the staff, decided to send a memo to Transportation Services. The motion to send the memo was made by Debz DeFreitas and seconded by Tom Swanner. Of the twenty four members present, nineteen voted in favor of sending the memo, one
was opposed, and three abstained. The draft of the memo will be sent to the entire USC for their review before it is sent to Transportation Services.

2. In response to a question raised by Mary Fran Troy, USC members who attended the Commitment to Excellence Dialogue on September 27, 2011 entitled “The Responsibility of Staff and Administrators” provided an overview of the discussions that took place. Nora Cargo mentioned that the next discussion in the dialog series, "Accountability for Service Impact to the university, the Academy, and the Community," is scheduled for November 16, 2011.

X. Meeting Adjourned at 2:40 p.m. The next USC meeting is scheduled to take place on November 15, 2011 in room 401 of Rudder Tower from 8:30 to 10:30 a.m.
University Staff Council (USC)  
Meeting Minutes  
November 15, 2011  
8:30 to 10:30 a.m.  
Rudder Tower, Room 401


Members Excused: Mary DuBuisson, Ronnie Huddleston

Members Unexcused: Dennis Corrington, Janelle Ramirez, Jennifer Slovacek.

Visitors Present: Kristin Baggett, Alicia Hutchins

Agenda Items:

I. Call to Order. At 8:34 a.m. Nora Cargo welcomed everyone to the November meeting.

II. Minutes Review/Approval. Meeting minutes for the October 18, 2011 USC meeting were approved. Robert Jensen made the motion to approve the meeting minutes and Rose Berryhill seconded the motion. The council voted unanimously to approve the minutes.

Update: The final October 18, 2011 meeting minutes were posted on the USC website on December 12, 2011.

III. Treasurer’s Report (Kim Crawford). The current balance is $10,522.83. The only expenditures since the last meeting were for paper and pens.

IV. Report from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Rose Berryhill). Gary Booth will serve as co-chair of the WL&B committee. Discussion of the proposed Wellness Program and the Esteemed Staff SAP took place during new business.
   A. Staff Scholarship Committee (Matt Upton). The committee will discuss how to secure endowed funds for the sustainability of the staff scholarship program.

2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Robert Jensen). The committee has not met and there was no report.

3. Elections Committee (Debz DeFreitas). The committee has not met and there was no report.

4. Shared Governance Committee (Dennis Corrington). Dennis was not able to attend the USC meeting. Debra Dandridge reported that the committee has not met.

5. Communications Committee (Thomas Mather). A brief meeting summary will be produced by Tammy Landry, USC Administrative Assistant, and distributed following each meeting of the entire USC for sharing with our constituents.
7. Bylaws Committee (Nora Cargo). The committee has not met and there was no report.
8. Outreach Committee (Mary Fran Troy). USC representatives Mary Fran Troy and Debz DeFreitas manned a booth at the Staff Conference, which took place on November 10, 2011. During the lunch hour, the USC members interacted with conference participants and handed out USC brochures and pens.

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

1. Dean of University Libraries (Andy Hartman). Two candidates will be presented to the provost between November 21 and 30. The Board of Regents will make the final decision.
2. Faculty Workplace Climate & Diversity Committee (Rose Berryhill). The committee has not met and there was no report.
3. University Worklife Committee (Janelle Ramirez). Janelle was not able to attend the USC meeting; therefore, there was no report.
4. Council on Climate & Diversity (Lisa Blum). The committee met on November 8, 2011 to re-affirm their charge and plan for the year.
5. Diversity Operations Committee (DOC) (Kim Zemanek). The committee met at the end of October. The annual assessment report has been sent. Kim is waiting for additional information. All information is due by December 20, 2011 and then the final report will be distributed.
6. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). Robert Jensen reported regarding a proposal to discontinue sales of permits for lot 71 due to problem with availability of spaces for permit holders. A new ride sharing system has been created that allows users to register online. Electric cars are available to be rented and one will be brought to the next USC meeting. Update: Zimride (social network for Aggies for ride sharing) mentioned in the November 16th Campus News and Updates.
7. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). Mary DuBuisson will serve as the second USC representative on DSAC. The committee met last month and toured Duncan and Sbisa. A separate focus group met with the consultants of the University Dining Review Team. Both staff and students suggested adding a food truck.
8. Council for the Built Environment (CBE) (Thomas Mather and Janice Walpert). The committee discussed the transitional building plan. Transitional buildings may be on the list of buildings to be torn down for years but continue to be used as temporary space. A decision needs to be made as to when the buildings will be torn down. A women’s National Champions basketball sign will be put on Reed Arena. In the future, the committee will vote on a band rehearsal facility.
9. Audio Visual Surveillance Team (AVST) (Robert Jensen). The committee is looking at each of the cameras in the MSC. A section of the request form has been deleted and a section requesting building information has been added. Each entity will be responsible for the data generated by the camera. The committee is contacting entities within Student Life to make them aware of their responsibilities.
10. University Dining Review Team (Gail Snook). The contracted consultants have met with various student groups. The committee will meet on Friday, November 18. The consultants will meet with other groups from dining services on Wednesday and Thursday.
VI. Unfinished Business.

1. **Update on October 31 Joe Routt Boulevard Meeting with Dr. Loftin** (Nora Cargo). Nora spoke for the USC at the meeting. Dr. Loftin’s main concern is safety. He did not indicate a preference regarding the proposed options but will announce his decision soon.

2. **Spring Forum Planning** (Nora Cargo). Tammy Landry is working on scheduling a date for the forum when the chancellor will be available to participate.

VII. New Business.

1. **Wellness Program Proposal** (Rose Berryhill). Questions were raised regarding the cost of the proposed program and salary of the director. The USC will request that someone from the Wellness Committee come to a USC meeting (perhaps in December) to provide information and answer questions. Jane Schneider is the head of the committee.

2. **Esteemed Staff Status SAP Draft** (Rose Berryhill). The USC discussed changes that the council would like to see made to the current draft of the SAP. Nora will make the proposed changes to the SAP and e-mail the document to the USC members.

   **Update:** A draft for review and comment was sent to the USC November 15. A revised version of the SAP taking into consideration both discussion and comments submitted was sent to Janelle Ramirez on November 22, 2011.

VIII. Announcements

1. Debra Dandridge has volunteered to serve on the University Architect Search Committee.

X. Meeting Adjourned at 9:50 and USC members moved outdoors for a photo. The next USC meeting is scheduled to take place on Tuesday, December 20, 2011, in room 101 of the General Services Complex from 1:30 to 3:30 p.m.
University Staff Council (USC)  
Meeting Minutes  
December 20, 2011  
1:30 to 3:30 p.m.  
General Services Complex, Room 101


Members Excused: Kendra Beasley, Dennis Corrington, Kimberly Crawford, Chantale Deuel, Ronnie Huddleston, Jeannie Laird, Roger Martinez, and Jennifer Slovacek.

Members Unexcused: Judy Marrs, Thomas Mather, Debbie Sherman, and Kim Zemanek.

Visitors Present: Sarah Tobola, Jan Pfannstiel, and Kathy Symank.

Agenda Items:

I. Call to Order at 1:32 p.m

II. Minutes Review/Approval. Meeting minutes for the November 15, 2011 USC meeting were approved as recorded. Debra Dandridge made the motion to approve the meeting minutes and Matt Upton seconded the motion. The council voted unanimously to approve the minutes. Update: The November meeting minutes were sent to Thomas Mather on January 7, 2012 to be posted on the USC website.

III. Wellness Program Proposal (Janelle Ramirez). Other universities and institutions have wellness programs in place and TAMU is behind the curve in this regard. The wellness program proposal submitted to the USC is only meant to be a first step. While the current budget lists one director, the final program may have two directors or it may be housed in a department. The source of the funds for the program is not known at this time. One possible source would be through grants. Jane Schneider, who also serves on SEBAC, has had discussions with Kevin McGinnis, a representative of the Systems Office, regarding the proposed program. Blue Cross and Scott & White both have elements of wellness programs in their plans. Discounts to gyms, walking trails, etc. may be included in the final plan. The wellness program is meant to be more than seminars and is designed to change behaviors and encourage a culture of wellness. The program may include incentives for employees. The USC supports the concept of a wellness program and looks forward to additional details on the specifics for funding, staffing, etc.

IV. Treasurer’s Report (Nora Cargo reported for Kim Crawford). The current balance is $10,340.17 ($798.10 in account 271760 and $9,542.07 in account 218930). Tammy Landry will keep the USC Procard. The USC Chair will serve as the Department Head for the approval of purchases. Kim Crawford is drafting the procedure to be added to the USC SOPs.
V. Update on Monthly Meeting with Matt Fry, Chief of Staff to the President (Nora Cargo). The USC Chairperson (Nora Cargo) and Vice Chairperson (Lisa Blum) meet with Matt Fry on a monthly basis. The following items were discussed:

1. **USC Funding:** The President’s Office confirmed that the USC should include general budget information in the annual report. For upcoming and future years, it was recommended that the USC budget include travel. For example, the USC Chairperson and Vice Chairperson require travel funds to participate in the System-wide Staff Council meeting.

2. **Staff Scholarship:** The President’s Office requested testimonials from the scholarship recipients. The USC will provide information from thank you notes written by the recipients. The Association of Former Students highlighted one of the recipients in its monthly magazine. The USC will continue to pursue University funding and funding for an endowment.

3. **Joe Routt Boulevard:** Decision was made to provide a one-way bus lane from 6:00 a.m. to 6:00 p.m. and allow one-way traffic in the evenings.

4. **Thanksgiving Holiday Message from President Loftin:** In response to the message from the President informing TAMU employees that university offices would remain open and classes would not be cancelled on Wednesday afternoon, some negative and disrespectful responses were sent to the President. While staff are encouraged to share thoughts and ideas with the Office of the President, we must remain respectful and professional.

5. **Holiday Coffee:** The USC recommended that the campus-wide Holiday Coffee take place earlier in the day next year, as it had in the past. The 1:30 p.m. to 3:30 p.m. time frame was too late for some employees to attend during their scheduled work day.

6. **Merit Raises:** The President and Provost continue to look for funding for merit raises.

7. **Sick Leave for Volunteer Activities:** The meeting participants discussed the suggestion to allow employees to use up to 8 hours of sick leave per year for volunteer activities. This program would be similar to the current program that allows employees to use 8 hours of sick leave for parent/teacher conferences. Matt Fry was supportive of the USC researching and pursuing this opportunity for staff.

VI. Update on Our Collective Responsibility for Maintaining a Welcoming Climate Dialogue (Lisa Blum). The dialogue was organized by Dr. Stanley, Robert Jensen, Mary Fran Troy, Nora Cargo, and Lisa Blum participated. Presenters included Janelle Ramirez (representing staff), Dr. Antonio Cepeda-Benito (Dean of Faculties), Dr. Jennifer Reyes (Student Life), and Lowell Kane (GLBT). Participants were broken up into groups to brainstorm ways to create a better climate. Issues discussed included: more flexibility in sick leave usage and increased training of supervisors. Students reported discrimination from other students. Most people reported that they were aware of discrimination even if they did not experience it themselves. Dr. Stanley’s group will produce an action plan.

VII. Report from USC Committees.

1. **Work-Life & Benefits (WL&B) Committee** (Rose Berryhill and Gary Booth). Committee is working on smoke-free campus and maternity leave issues submitted by staff.
   A. **Staff Scholarship Committee** (Matt Upton). Program has $25,000 for two more years. Committee has been brainstorming ways to procure additional funding and to create an endowment. Possibilities being investigated include adding staff scholarships to the SECC list and creating named scholarships. For example, scholarships could be set up for staff to contribute to or for departments to honor employees. The USC does not have a development person to speak on our behalf.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Robert Jensen). The committee has not met and there was no report.

3. Elections Committee (Debz DeFreitas). Committee will be contacted in January to begin work on election process.

4. Shared Governance Committee (Dennis Corrington). The committee has been assigned an issue regarding rewarding employees who develop cost saving measures.

5. Communications Committee (Tom Swanner). No report.
   (a) Outreach Committee (Mary Fran Troy). No report


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

1. Dean of University Libraries (Andy Hartman). David H. Carlson was hired as the new dean. Many thanks to Andy Hartman for representing staff and the USC in this search.

2. Faculty Workplace Climate & Diversity Committee (Rose Berryhill). Committee discussed workplace bullying SAP for faculty and staff and the proposal to provide Healthcare + 1. Healthcare + 1 would allow an employee to claim one person that they are caring for (a parent that is living with them, for example)

3. University Worklife Committee (Rose Berryhill/Gary Booth). See Wellness Program Proposal; item III.

4. Council on Climate & Diversity (Lisa Blum). No report

5. Diversity Operations Committee (DOC) (Kim Zemanek). No report

6. Transportation Services Advisory Council (TSAC) (Robert Jensen). Committee did not meet.

7. Dining Services Advisory Committee (DSAC) (Mary Fran Troy and Mary DuBuisson). Committee received presentation on marketing scheme for new food venues in MSC.

8. Council for the Built Environment (CBE) (Janice Walpert). Committee discussed transition building plans (how to handle requests to occupy the buildings). The Kyle Field district plan phase II is to be put on the capital plan. Two buildings (Horticulture Gardens Bldgs #3171 and #3172) are being transferred to Landscape Services (sent to President for approval). Liberal Arts has requested space in Bolton. The move of Women and Gender Studies from Legget Hall to Bolton would help in restoring Leggett Hall to a residence hall.

9. Audio Visual Surveillance Team (AVST) (Robert Jensen). Committee continues to meet twice per month. On-line training is available and the committee has received requests for changes to be made to the training. Cameras should not be used to monitor student or faculty performance. A long discussion took place as to whether or not cameras should be used to catch students cheating on tests.

10. University Dining Review Team (Gail Snook). The image consultants were going to send a survey but the current plan is to send the survey in January.


12. University Architect Search Committee (Debra Dandridge). The committee is drafting the position description.

IX. Old Business. None
X. New Business
   Bylaws amendment proposal submitted by Thomas Mather to allow USC to address issues of nonparticipation after USC member misses three meetings in a twelve month period was sent to the USC via email. Vote will take place in January- a quorum will be necessary for this amendment to be voted upon.

XI. Announcements
   Systems Office has moved back to the Connally Building.

XII. Meeting Adjourned at 2:50 p.m.
   The next USC meeting is scheduled to take place on Tuesday, January 17, 2012, in room 401 of Rudder Tower from 8:30 to 10:30 a.m.
University Staff Council (USC)
Meeting Minutes
January 17, 2012
8:30 – 10:30
Rudder, Room 401


Members Excused: Debz DeFreitas, Chantale Deuel, and Kim Zemanek

Members Unexcused: Ronnie Huddleston and Judy Marrs

Visitors Present: None

Agenda Items:

I. Call to Order at 8:33 a.m.

II. Approval of Minutes from Previous Meeting
USC meeting minutes for December 20, 2011 were approved with the following changes: ‘Leggett Hall’ revised to have only one ‘g’ in the name and dormitory reclassified as ‘residence hall’. Rose Berryhill made the motion to approve the minutes and Robert Jensen seconded the motion. The council voted unanimously to approve the minutes.

III. Treasurer’s Report (Kim Crawford)
Kim Crawford reported that total balances for USC accounts were $10,328.08. She also discussed sending the drafted “USC Purchase Approval Process” to Jeannie Laird since her office will process all the USC purchases.

IV. Update on Monthly Meeting with Matt Fry, Chief of Staff to the President- Cargo
Nora Cargo and Lisa Blum met with Matt Fry on January 12, 2012. Topics of discussion were:

1. AgriLife employees were requesting the TAMU tuition and Fee exemption that is only available to A&M employees. Nora suggested AgriLife might want to setup a scholarship program.
2. Keystone tickets for maternity leave assistance and retiree training were discussed.
3. Tammy Landry is working to schedule the USC spring forum on March 21st or 22nd.
4. The University of Texas staff council executive officers will be visiting on February 21, 2012, to attend our 1:30 USC meeting at the GSC.
5. Matt Fry reiterated that he and Dr. Loftin want the USC to continue to be represented on University-wide committees.
6. Discussion on receiving feedback on the Provost Dialogues sessions that were held during the fall semester.

V. Reports from USC Committees
1. **Work-Life & Benefits** (Rose Berryhill and Gary Booth)
   Committee met on Friday and discussed two keystone slips:
   - **Smoke-free campus** – Informed requestor that implementing a smoke-free campus would be difficult to enforce at this time. There is an existing University rule that requires all buildings to be smoke-free. Additionally, each building proctor determines how many feet a smoker must be from all exit doors. This is something that may be pursued at a later date, possibly as a part of the proposed wellness program.
   - **Maternity Leave** – Human Resources contacted the System Benefits office regarding the feasibility of offering a short-term disability policy. The System office will see if a short-term disability policy can be offered through the voluntary benefits platform which currently includes things like relocation assistance, pet insurance, and legal assistance. Janelle Ramirez also mentioned HR is looking into the possibility of change the Sick Leave Pool rules to remove the exclusion for ‘normal pregnancy’.
   a. **Staff Scholarship Committee** (Matt Upton)
      Meeting this month. Goal for Fall 2012 scholarships is to receive scholarship applications in May and inform recipients of decisions by June/July. Matt mentioned they are looking for ways to endow the scholarship funds.

2. **Parking, Transportation, Facilities & Infrastructure** (Robert Jensen)
   Did not meet.

3. **Elections** (Debz DeFreitas)
   Did not meet.

4. **Shared Governance** (Dennis Corrington)
   The committee has been assigned an issue regarding rewarding employees who develop cost savings measures. Dennis did research on this subject and found references dated in the mid-nineties. He is going to schedule a committee meeting to discuss topic further.

5. **Communications** (Thomas Mather)
   Did not meet since last USC meeting.
   a. **Outreach** (Mary Fran Troy)
      Did not meet since last USC meeting.

6. **Annual Report** (Mary DuBuisson/Emily Weers)
   Did not meet since last USC meeting.

7. **By Laws**
   See below VII.

VI. Reports from Special Committees, Working Groups or Appointments
1. **Faculty Workplace Climate & Diversity Committee** (Rose Berryhill)
   Did not meet since last USC meeting.

2. **University Work-Life Committee** (Janelle Ramirez)
   Did not meet since last USC meeting.

3. **Council on Climate & Diversity-CCD** (Lisa Blum)
   Did not meet since last USC meeting. Next meeting on February 28, 2012.
4. **Diversity Operations Committee-DOC** (Kim Zemanek)  
   No report.

5. **Transportation Services Advisory Committee-TSAC** (Jennifer Slovacek)  
   Met on January 11, 2012. Discussed Joe Routt from Houston to Throckmorton (across from Rudder). Decision will be to leave it two-way traffic as it is currently, or restrict it to one way eastbound. Construction will start after the MSC is completed. Also discussed accessibility parking study done by an outside engineering firm.

6. **Dining Services Advisory Committee-DSAC** (Mary Fran Troy/Mary DuBuisson)  
   Did not meet. Next meeting on February 7, 2012.

7. **Council on the Built Environment-CBE** (Thomas Mather/Janice Walpert)  
   a) Ground floor of Legett will be returned to Residence Life  
   b) Cain Hall will be vacated by 45 members of Student Affairs. Discussion on whether to allow Student Affairs to keep the vacated space or offer to others.  
   c) Temporary trailers next to Cain Hall have been transferred from Student Affairs to ‘University’ ownership.  
   d) Vacant building on Riverside campus was requested by the College of Veterinary Medicine emergency response team; it will be used to store their trailers.  
   e) Approved Robert Gates bust for MSC.  
   f) Tentatively approved a new Veterinary Medicine building for Biosciences.  
   g) Council did not approve construction of a new band rehearsal facility. More information was needed.

8. **Audio Visual Surveillance Technology Committee-AVST** (Robert Jensen)  
   Meeting last week. Approved all the cameras in the MSC. Committee was asked to reconsider their stance on monitoring student behavior (i.e. test monitoring). Robert mentioned that of the 300 cases of academic dishonesty last year, only a small percent were the result of cheating on a test.

9. **University Dining Review Team** (Gail Snook)  
   Did not meet.

10. **Energy Action Plan 2015 Advisory Committee** (Kim Zemanek)  
    No report.

11. **University Architect Search Committee** (Debra Dandridge)  
    No meeting, but a job description for the position has been approved.

### VII. Old Business

1. **Bylaws Revision Proposal** (Thomas Mather)  
   Article III, Section C, Sentence 5 to read:  
   “The executive Committee shall address issues of non-participation of lack of attendance by a council member after three absences in a twelve month period.” Previously it read “three unexcused absences”. This change was made to allow the chair to address issues of non-participation after 3 months so a resolution can be worked out in a timely fashion.  
   Thomas Mather moved to amend the bylaws. Faith Stringer seconded the motion. Motion passed.

### VIII. New Business

None
IX.  Announcements  None

X.  Adjourn
Motion to adjourn by Jennifer Slovacek. Alma Villarreal seconded the motion. Motion passed.
University Staff Council (USC)  
Meeting Minutes  
February 21, 2012  
1:30 to 3:30 p.m.  
General Services Complex, Room 101


Members Excused: Gary Booth, Debra Dandridge, Brandy Kosh, and Jeannie Laird.

Members Unexcused: Judy Marrs and Kim Zemanek.

Visitors Present: Angela Vasquez, Kathy Symank, Hala Gibson, Anne Mayer, and Rachal Thomassie from TAMU. Erika Frahm, Phillip Hebert, Debbie Dillingham, Joe Gregory, Gary Thomas, and David Kruse from the University of Texas Staff Council.

Agenda Items:

I. Call to Order. At 1:35 Nora Cargo welcomed everyone to the February meeting and introduced the executive officers of the University of Texas Staff Council.

II. Minutes Review/Approval. Meeting minutes for the January 2012 USC meeting were approved. Rose Berryhill made the motion to approve the meeting minutes and Kim Crawford seconded the motion. The council voted unanimously to approve the minutes.

Update: The January meeting minutes were posted on the USC web site on 06Mar12.

III. Treasurer’s Report (Kim Crawford). The current balance is $10,263.81.

IV. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum). The USC Chairperson (Nora Cargo) and Vice Chairperson (Lisa Blum) meet with Matt Fry on a monthly basis. The following items were discussed:

1. Merit Raises: Higher administration is working to secure funds to provide merit increases for faculty and staff. Most likely, the funding would come from tuition and fees.

2. USC Open Forum: Chancellor John Sharp will speak at the forum, which will take place on Wednesday, 21Mar12, from 3:00 to 4:30 p.m.

   Update: The forum will take place in Rudder Theatre. The Chancellor will address the RFPs that have been issued for Dining, Building, Custodial, and Landscape Services and will share his vision for The Texas A&M University System and the role that staff plays at present and in the future.
3. **Collaboration with Staff Councils from Other Universities:** The USC Executive Officers met with the Executive Officers of the University of Texas Staff Council on 21Feb12 and will meet with Executive Officers of the Galveston Staff Council on 20Mar12.

4. **Keystone Issues:** Nora and Lisa informed Matt Fry of the issues that were submitted via Keystone and are currently being worked on by USC committees.

V. Reports from USC Committees.

   A. **Staff Scholarship Committee** (Matt Upton). The scholarship application period will open in April and close on 31May12. Applicants will be notified at the end of June or beginning of July.

2. **Parking, Transportation, Facilities & Infrastructure (PTFI) Committee** (Robert Jensen). We received a response from Peter Lange at Transportation Services (memo read to Council) on our October memo regarding new developments with off-campus para-transit services. PTFI met and recommended a plan of action to continue the inquiry. This plan was shared at the EO/CC meeting. After extensive discussion evaluating all available options, it was decided that the USC would “wait and see” if/how it is resolved. This decision does not preclude the council from re-evaluating this matter at a later date.

3. **Elections Committee** (Debz DeFreitas). Committee did not meet.

4. **Shared Governance Committee** (Dennis Corrington). Committee is working on the employee cost savings issue submitted via Keystone. The suggestion was to create a program to reward any employee who suggests a cost saving measure with a percentage of the cost actually saved. Research indicates that, in ~1992, a state employee incentive program was terminated because it was not effective. The Committee will meet to discuss the issue next week.

5. **Communications Committee** (Thomas Mather). Committee did not meet.
   A. **Outreach Committee** (Mary Fran Troy). Employee and Organizational Development (EOD) offers workshops on the second Wednesday of each month to welcome new employees. Mary Fran spoke for about 5 minutes about the USC at the last workshop and is looking for volunteers to speak in the future.


7. **Bylaws Committee** (Nora Cargo). No report.

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

1. **Faculty Workplace Climate & Diversity Committee** (Rose Berryhill). No report.

2. **University Worklife Committee** (Janelle Ramirez). The System offices are interested in the Wellness Proposal and are looking for grant funds to give to each member. Jane Schneider, the Texas A&M University representative for the System Employee Benefits Advisory Committee (SEBAC) is working on this. SEBAC is working to implement a health clinic for wellness checkups and minor health issues. It would be located close to campus and is planned to be cost-neutral for the University. The System office announced that a tobacco premium will be charge beginning 01Sep12.

   The UT Executive Officers provided information regarding the smoke-free program that had to be set up for the UT campus in 3 weeks. UT receives $33 million in funding from a cancer prevention research group that requires the UT campus to be smoke-free.

3. **Council on Climate & Diversity** (Lisa Blum). Committee will meet on 28Feb12.
5. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). The committee discussed the redesign of lots 30 and 77. This is the dorm parking off University Drive and Wellborn Road. They heard an update and saw a demo on Transit services. There are 8 cameras per bus on the inside and outside. There are GPS trackers which are able to monitor the buses speed. There was also an update on Non Aggie riders; there were two areas of concern one located at Bryan High School and one at College Station Middle School; these problems have been resolved.
6. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). Jeff Wilson gave a presentation on Residence Life. There are now 36 residences, which includes Corps Housing. Room rates will be increasing and a food plan will be required for on-campus freshmen. There is a long waiting list for on-campus dorms. Legett Hall is 100 years old. 2000 responses were received from the dining services questionnaire.
7. Council for the Built Environment (CBE) (Thomas Mather and Janice Walpert). Dining offices currently located in Duncan Dining Center would like to be closer to the MSC. They will be provided space in trailers. A digital light sculpture for the MSC 12th Man Hall was brought to the committee for approval. The concept was approved for the Rec Center expansion. Ellis soccer stadium signage was approved. Two floors in Blocker will be used by the College of Science. Off-campus land was donated by an old Ag with the requirement that it be a nature preserve; the concept plan was approved.
8. Audio Visual Surveillance Team (AVST) (Robert Jensen). The committee continues to meet twice a month. Robert was unable to attend the first meeting and the second meeting was cancelled.
9. University Dining Review Team (Gail Snook). Committee did not meet.
11. University Architect Search Committee (Nora Cargo for Debra Dandridge). First meeting of committee will take place in March.
12. Task Force on Campus Emergencies (Nora Cargo). Emergency information will be updated on this site: http://emergency.tamu.edu. The average time for Code Maroon alerts is less than 6 minutes and is less than 2 minutes for offices with speakers for voice alerts. At the May meeting, the USC will receive a presentation regarding the emergency systems.

VII. Unfinished Business.

VIII. New Business.

IX. Announcements / Special Presentations
1. Coffee Conversations: Hot Topics in Higher Education- Anne Mayer, Employee and Organizational Development
2. TAMU Galveston Staff Advisory Council Visit- March 20, 2012 (Nora Cargo)
3. Alternative Transportation Presentation - Ron Steedly, Transportation Services Alternative Transportation Manager. Ron is the first person to hold this position. There are 15,000 bike parking places on campus and more are being installed. Bikes that are not properly parked are being booted with orange U locks and are returned, by appointment, at no charge. Last May, there were 2,200 abandoned bikes of which ~189 were returned to owners. UT had 89 bikes. Now bikes are impounded year round. Two rideshare (previously known as carpooling) programs are available: AlterNet Rides has posted ~1,100 rides since its inception and Zimride (only available to TAMU) includes out-of-town rides. A care share program, Hertz on Demand, provides vehicles for both business and personal use. USC
members were provided with the opportunity to test drive the all-electric Nissan Leaf upon the conclusion of the meeting.

X. The next USC meeting is scheduled to take place on Tuesday, March 20, 2012, in room 701 of Rudder Tower from 8:30 to 10:30 a.m.

Members Excused: Brandy Kosh, Debbie Sherman, and Faith Stringer.

Members Unexcused: Kendra Beasley and Dennis Corrington.

Visitors Present: Doug Williams, Justin Tippy, Randy Davidson, Lana Wolken, Karissa Johnmeyer, and Derek Merritt from Transportation Services. Kathy Symank from Human Resources.

Agenda Items:

I. Call to Order. Nora Cargo welcomed everyone to the March meeting and introduced Lana Wolken of Transit Services.

II. Transit Services Presentation- Noteworthy Items Shared: Transit services runs 80 buses along 16 fixed routes (7 on-campus; 9 off-campus). There are approximately 275 student drivers and 20 budgeted drivers (8 of them full time). “Mentor” software/equipment tells the drivers if they are running early or late (they are not allowed to leave a bus stop early). There are 8 cameras located on each bus (6 internal and 2 outside the bus). The cameras record to DVR and the footage is reviewed in cases of complaints. Each bus is also equipped with annunciators that make announcements (both verbal and via an electronic sign) and automatic passenger counters that give a report of the number of passengers each bus is transporting. Monitors in the office show where all buses are located (every 15 seconds) and their speed. No electronic devices may be used by the drivers when they are in the driver’s seat. Drivers will be terminated if this rule is not followed. Customers on the web site as well as the mobile site can see the location of the buses. The data collected by the computer system allows transit services to make decisions such as changes in routes.

III. Minutes Review/Approval. The minutes for the 21Feb12 USC meeting were approved. Kim Crawford made the motion to approve the meeting minutes and Robert Jensen seconded the motion. The council voted unanimously to approve the minutes.

Update. The February meeting minutes were posted to the USC website on 21Mar12.

IV. Treasurer’s Report (Kim Crawford). The current balance is $10,091.26.
V. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum). With respect to the Requests for Proposals (RFPs) for the outsourcing of staff positions, the President’s office is working for transparency. The System cannot negotiate contracts on behalf of the University.

Update: The System may negotiate for the three contracts that are joint System and University (Building, Custodial, and Landscaping).

The issue of a tobacco-free campus is being discussed but no ruling has been made. Buildings where CPRIT funded research is conducted are currently tobacco-free. Future contracts will determine where the tobacco-free rule is enforced.

VI. USC Open Forum. Extensive discussion took place at the EO/CC meeting regarding whether the forum should take place in Rudder Theatre or be moved to Rudder Auditorium. The final decision was that the forum will be in Rudder Theatre. USC members will hand out a list of USC activities that took place during the past year to participants as they arrive. The agenda will consist of an introduction by Nora Cargo, a presentation by Chancellor Sharp, and questions (limited to 60 seconds each) from approximately 15 people. Alma Villarreal mentioned that the work day for some workers ends at 12:30 or 2:30 p.m. and requested that we try to schedule future forums earlier in the day.

VII. Report from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Rose Berryhill and Gary Booth). The committee is investigating two leave issues. The first issue is the possibility of allowing staff to use 8 hours of sick leave as volunteer leave each year. The second issue is whether or not sick leave may be transferred to compensatory time or annual leave.

A. Staff Scholarship Committee (Matt Upton). The committee is working on the application, which will become available at http://staff.tamu.edu on April 2, with a submission deadline of 31M ay12.


3. Elections Committee (Debz DeFreitas). Nominations for 2012-2013 Executive Officers will be accepted from 09Apr12 through 20Apr12. The nominations will be converted to a Survey Monkey ballot and voting will take place from 25Apr12 through 04May12. On 15May12, the officers-elect will begin shadowing the outgoing officers.

   The terms for 14 USC members will expire on 31Aug12. In addition, 1 position under the VP for Administration was left vacant last year and will be filled this year. The Elections Committee will contact each Division Head or Dean in April regarding the upcoming election in their area. The Division Head or Dean will assign the Nomination Coordinator who will be responsible for the election. With respect to ex-officio members, the bylaws say that the representatives for these positions will be nominated by the Executive Committee and voted on by the Council.

4. Shared Governance Committee (Dennis Corrington). The committee met to discuss the employee cost savings issue. They are currently investigating old policies and funding possibilities.

5. Communications Committee (Thomas Mather). The committee did not meet but Thomas shared an incident that occurred regarding the USC server and web site. Someone at CIS moved the USC server and turned it off because they thought it was not being used. As a result, the USC web site was down for a few hours. Thomas has spoken with CIS and this should not be a problem in the future.
2011-2012 Executive Officers
Chairperson: Nora Cargo
Vice Chairperson: Lisa Blum
Secretary: Debz DeFreitas
Treasurer: Kimberly Crawford
At-Large: Mary DuBuisson
At-Large: Emily Weers

A. Outreach Committee (Mary Fran Troy). Mary Fran reported that Outreach will again take part in the New Employee Orientation this month to welcome and share information on the USC with new TAMU staff.

6. Annual Report (Mary DuBuisson and Emily Weers). Mary and Emily are reviewing the report submitted last year.


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

1. Faculty Workplace Climate & Diversity Committee (Rose Berryhill). The faculty is very concerned about the RFPs for the outsourcing of staff positions.

2. University Worklife Committee (Janelle Ramirez). The committee has not met.

3. Council on Climate & Diversity (Lisa Blum). The council received reports from units on campus, which they have graded, and the council will provide assessments of the reports.

4. Diversity Operations Committee (DOC) (Kim Zemanek). The committee has not met.

5. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). Robert Jensen reported that the council is investigating how SEC game day parking will be handled. TAMU currently handles game day parking very well and Robert believes that visitors will be impressed.

6. Dining Services Advisory Committee (DSAC) (Mary Fran Troy and Mary DuBuisson). David Riddle, Executive Director of Dining Services, spoke regarding the RFP for the outsourcing of Dining Services. According to David, the new vendor will receive benefits that Dining Services does not currently receive. For example, student groups may currently bring in food from outside if the cost is less than $500.00. Based upon the information listed in the RFP, this will no longer be allowed if Dining Services is outsourced.

7. Council for the Built Environment (CBE) (Thomas Mather and Janice Walpert). The council recommended the following for approval: 1) Proposed Concept of the Physical Education Activity Program Building (PEAP), which will be the new Health and Kinesiology facility when the Read Building is removed. 2) Proposed Improvements to Joe Routt Blvd (from Houston St. to Throckmorton St), West Lamar St (on the north side of the MSC) and to the Koldus Plaza. Purpose: improving safety and accessibility for all who visit the MSC, Rudder Tower and Rudder Theatre Complex. The proposal calls for Joe Routt Blvd to be reduced to one lane with traffic flowing one way - west to east all the way to Throckmorton. The northern lane would be turned into a plaza to match the MSC section of Joe Routt. Trees are currently not in good health and would need to be removed. The proposal calls for trees to be replaced by Cathedral Oaks to match the plantings in front of the MSC. 3) Two TTI building projects on the Riverside campus: a) Profiler Certification Facility b) Prestressed Beam Bridge Deck. The CBE had no recommendation regarding a proposal that four plaques be added to MSC Exterior Flag Project (the approved flag project consists of nine flags on the south side of the MSC facing Joe Routt).

8. Audio Visual Surveillance Team (AVST) (Robert Jensen). The committee met twice in the last month. They approved three requests and are reviewing a fourth.

9. University Dining Review Team (Gail Snook). The committee has not met and there has been no communication since the completion of the survey.

10. Energy Action Plan 2015 Advisory Committee (Kim Zemanek). At the April USC meeting, Les Williams will give a 30 minute presentation on the Energy Action Plan 2015. The goal is to convince the campus community to take action (i.e. turn off lights, etc) in order to save energy.
11. University Architect Search Committee (Debra Dandridge). The committee has received approximately 66 applications. They expect to make the first cut by the end of this month and the goal is for the process to be completed in May.

12. Task Force on Campus Emergencies (Nora Cargo). The next meeting is scheduled to take place next Fall.

IX. Unfinished Business. No unfinished business was presented.

X. New Business. No new business was presented.

XI. Meeting Adjourned. Matt Upton made the motion to adjourn the meeting and Kim Zemanek seconded the motion. The USC Open Forum is scheduled for Wednesday, 21Mar12, from 3:00 to 4:30 p.m. in Rudder Theatre. USC members are asked to arrive at 2:45 p.m. The next USC meeting is scheduled to take place on Tuesday, 17Apr12, in room 101 of the General Services Complex from 1:30 to 3:30 p.m.
University Staff Council (USC)
Meeting Minutes
April 17, 2012
1:30 to 3:30 p.m.
General Services Complex, Room 101


Members Excused: Gary Booth, Kimberly Crawford, Chantale Deuel, Ronnie Huddleston, Jeannie Laird, Thomas Mather, Jennifer Slovacek, Faith Stringer, Thomas Swanner, Matthew Upton, and Emily Weers.

Members Unexcused: Kendra Beasley and Roger Martinez.

Visitors Present: The following visitors from Utilities and Energy Management (UEM) were present: Jim Riley (Director), Les Williams (Associate Director), Homer Bruner, Dom Fazzino, Dr. Jorge Lara, and Charlie Shear.

Agenda Items:

I. Call to Order. At 1:35 p.m., Nora Cargo welcomed everyone to the April meeting and introduced our guests from Utilities and Energy Management.

II. Energy Action Plan 2015 Presentation (Les Williams, Utilities and Energy Management (UEM)). The UEM budget for FY2012 is approximately $68 million. The University infrastructure has not kept up with growth. The Energy Use Index (EUI) decreased from 364 in 2002 to 238 in 2010 and 215 in 2012. As the campus has grown, energy consumption has decreased saving $139 million over a 10 year period. This data has been independently verified by Sightlines (an organization that helps colleges better manage their facilities investments and specializes in high-level data analysis). There are approximately 900 buildings on campus (including sheds, etc.) and 50 buildings, which comprise 36% of the total space, consume over half of the energy. While the Evans Library is the building with the highest energy cost, it is energy efficient with an EUI of 172. Utilities and Energy Management has created the Energy Stewardship Program (ESP). Issues related to energy usage may be reported to the Energy Stewards. The presentation given at the USC meeting may be viewed at: http://staff.tamu.edu/Portals/USC/Documents/Presentation-2012-04-17EAP2015.pdf.

III. Minutes Review/Approval. The meeting minutes for the 20Mar12 USC meeting were approved. Rose Berryhill made the motion to approve the meeting minutes and Mary DuBuisson seconded the motion. The council voted unanimously to approve the minutes.

Update: The 20Mar12 meeting minutes were posted to the USC website on 19Apr12.

IV. Treasurer’s Report (Nora Cargo for Kim Crawford). The current balance is $8,855.52. Recent expenditures related to the USC Open Forum were: $708.75 for Rudder Theatre and $311.52 for two police officers.

Email: staff@tamu.edu
Website: http://staff.tamu.edu
V. Executive Officer Meeting with Dr. Loftin (Nora Cargo). President Loftin thanked the USC for hosting the open forum. The USC EOs thanked Pres. Loftin for providing us with an Administrative Assistant (Tammy Landry). The USC was asked to provide a written justification for our budget request for next year 01Jun12. Staff scholarship applications will be submitted to Tammy Landry and she will give them to Matt Upton. With respect to the suggestion to allow each employee to use 8 hours of sick leave per year for volunteer activities, Pres. Loftin told us to make sure that it is statutorily allowable and mentioned that the statutes are very conservative regarding leave. He suggested that we speak to Brooks Moore (Office of General Counsel) to discuss the issue. The EOs provided information regarding the recent collaborations with other staff councils. Pres. Loftin informed us that J. Martin Scholtz (Associate VP for Research) is heading the committee that is investigating the tobacco-free issue and is working with CPRIT. The President will make the decision as to how tobacco-free rules are applied. Pres. Loftin asked Nora Cargo to either serve on the Dining Services RFP Committee or to assign a staff member to serve. He requested a staff member to represent the viewpoint of staff as customers. Thomas Mather has agreed to serve in that capacity.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum). Nora Cargo has received an invitation from the Texas State Employees Union (TSEU) to meet. Lisa and Nora informed Matt that they would accept the invitation. The meeting is scheduled to take place on 26Apr12. Matt informed Lisa and Nora that the Board of Regents will be provided a briefing of the work done by the Dining RFP Committee. Lisa asked about Kyle Field upgrades and was told that the funds will likely come from fees and 12th Man Foundation fundraising.

VII. Report from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Rose Berryhill and Gary Booth). The committee has not met and no report was given.
   A. Staff Scholarship Committee (Nora Cargo for Matt Upton). One staff scholarship application has been received. The deadline is 31May12.
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Robert Jensen). The committee has not met and no report was given.
3. Elections Committee (Debz DeFreitas). Nominations are currently being accepted for USC members to serve as Executive Officers for 2012-2013. One official nomination has been received for Kim Crawford to serve as Treasurer. Lisa Blum has been asked to run for the office of Chairperson and Janice Walpert has been asked to run for the Secretary position. Both have agreed to run and we expect to receive the official nominations in the near future. At this time we need at least one candidate for Vice Chairperson and two for the At-large positions. Additional candidates are encouraged to run for all offices.
4. Shared Governance Committee (Dennis Corrington). A message has been sent to B.J. Crain (VP for Finance and Chief Financial Officer) regarding the employee cost savings issue. A response has not yet been received.
5. Communications Committee (Thomas Mather). Thomas was not able to attend the USC meeting and no report was given.
   A. Outreach Committee (Mary Fran Troy and Jennifer Slovacek). A USC member attended the student rally on 12Apr12, where students spoke out against the potential outsourcing of staff positions.
6. Annual Report (Mary DuBuisson). Mary will write the annual report. She will attempt to contact Emily to obtain her notes.
7. **Bylaws Committee** (Nora Cargo). No report.

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

1. **Faculty Workplace Climate & Diversity Committee** (Rose Berryhill). The main concern of the faculty is the RFPs that were issued for the outsourcing of staff positions and the effect that issue is having upon staff.

2. **University Worklife Committee** (Janelle Ramirez). The wellness initiatives that have been discussed at previous USC meetings have been put on hold due to the possible outsourcing of Dining and Facilities Services staff. One aspect of the wellness proposal is a health clinic for wellness checkups and minor health issues. It is believed that service workers would be customers of the clinic.

3. **Council on Climate & Diversity** (Lisa Blum). The council has not met.

4. **Diversity Operations Committee (DOC)** (Kim Zemanek). The April meeting was cancelled and the next meeting will take place in May. The DOC has taken members and their representative departments and gathered data to demonstrate the diversity in each department. At this time, units will begin collecting peer data to compare against FY2012 data received on November 1, 2011. At the May meeting, each unit will discuss climate assessment results as well as the recent campus-wide climate session with the intent to generate strategic action items.

    The DOC's charge and membership are provided at the following site: http://diversity.tamu.edu/DiversityOperations.aspx.

5. **Transportation Services Advisory Council** (TSAC) (Jennifer Slovacek). The council has not met.

6. **Dining Services Advisory Committee** (DSAC) (Mary Fran Troy). The committee will meet this evening.

7. **Council for the Built Environment** (CBE) (Thomas Mather and Janice Walpert).

    **Proposed Land Use: Siting of Proposed Band Rehearsal Facility & Practice Field**

    CBE recommended approval of the proposed use of land located south of Duncan Dining Hall bounded by Lewis Street, Coke Street, Parking Area 40d & George Bush Drive. This allows the proposal to be put on the Capital Plan as well as for fundraising to begin. This recommendation was for land use; other factors have yet to be decided.

    **Recommended Approval of the “Guidelines for Art Collections”**

    The guidelines would ensure minimum standards for the display, care and collection of permanent artwork maintained and/or owned by Texas A&M University.

    **Recommended Approval of a Texas A&M Campus Plaque Policy**

    This policy is meant to guide the consideration and recommendation on the wording proposed for use on plaques displayed on the Texas A&M University campus – commemorative or interpretive.

    **Veterinary Medicine – CBE recommended approval of two items** – 1) Request for the use of approximately 75 acres of pasture located at the Riverside Campus. 2) The relocation of the Schubot Exotic Bird Center to a site currently in use by the Wildlife & Exotic Animal Center near the intersection of Agronomy and F&B Rd. The aviary is currently located on the proposed site of the new Veterinary Medicine Education Building and will need to be moved before construction on the larger building begins.

8. **Audio Visual Surveillance Team** (AVST) (Robert Jensen). The committee met twice in the last month. A case in Houston is pending regarding the use of hidden cameras in an area containing lockers. This reinforces the importance of creating and following rules regarding the use of cameras.
9. University Dining Review Team (Gail Snook). The review team has been put on hold pending the results of the evaluations of proposals for the outsourcing of Dining Services.


11. University Architect Search Committee (Debra Dandridge). Telephone interviews have taken place. On-campus interviews will take place in the near future with the final selection planned for May.

IX. Unfinished Business. Approximately 800 people were in attendance at the USC Open Forum, featuring Chancellor Sharp, on 21Mar12. Approximately 389 unique IP addresses tuned in on-line.

X. New Business.

1. In light of the upcoming Board of Regents tuition forum, members were asked whether or not the USC should make a statement in support of increasing tuition. The decision was made that the USC would make a statement, possibly in conjunction with the Faculty Senate, indicating a desire for sources of funds to support merit compensation.

2. A request was made that the USC vote as to whether or not we should take a stand on the staff outsourcing issue. An official vote was not taken. The decision was made that the USC would release a letter describing what the USC has done so far regarding this issue. Nora will send the letter to the USC members for comments and then will contact the Communications Committee regarding distributing it to all staff.

   Update: On 25Apr12, Nora Cargo sent a message to the staff of Texas A&M University with the letter attached. The letter may also be viewed through the following link:
   http://staff.tamu.edu/Portals/USC/Documents/Announce-2012-04-25MemoToStaff.pdf

XI. Announcements. Presentation at May USC meeting will be - Emergency Preparedness (Monica Weintraub, Office of Safety & Security)

XII. The next USC meeting is scheduled to take place on Tuesday, 15May12, in room 401 of Rudder Tower from 8:30 to 10:30 a.m.
University Staff Council (USC)  
Meeting Minutes  
May 15, 2012  
8:30 to 10:30 a.m.  
Rudder Tower, Room 401


Members Excused: Rose Berryhill, Dennis Corrington, Debra Dandridge, Jeannie Laird, Gail Snook, Emily Weers, and Kim Zemanek.

Members Unexcused:

Visitors Present: Monica Weintraub, Regina DeLao-Daniels (TAMUG SAC), Randy Trebilcock (TAMUG SAC), Cathy Watson, and Sarah Curylo.

Agenda Items:

I. Call to Order. At 8:35 Nora Cargo welcomed everyone to the May meeting and introduced the visitors from the Galveston Staff Advisory Committee.

II. Emergency Preparedness Presentation (Monica Weintraub, Office of Safety and Security). Texas A&M University is an equal partner with the cities of College Station and Bryan as well as Brazos County in the Emergency Operations Plan. The Emergency Operations Center (EOC) is located in downtown Bryan and is protected by measures such as positive pressure. The Office of Safety and Security conducts emergency exercises (from departmental to multijurisdictional) to test emergency plans. In case of an emergency, the http://emergency.tamu.edu/ web site may be used to communicate information to the public. At this time, messages are not sent via social media but software has been purchased to send messages to social media sites in the future. The 12th Man Emergency Playbook is available as a pocket guide and is available on-line. Individual emergency preparedness training is available on-line through TrainTraq and presentations will be given at departments. If a member of the University community observes any behavior that might pose a safety or security threat but is not an emergency, they may report it at http://tellsomebody.tamu.edu/. Citizens may volunteer at the EOC; classes are usually offered in the Spring.

III. Minutes Review/Approval. Meeting minutes for the 17Apr12 USC meeting were approved. Robert Jensen made the motion to approve the meeting minutes and Matt Upton seconded the motion. The council voted unanimously to approve the minutes.

Update: The 17Apr12 meeting minutes were posted to the USC website on 21May12.

IV. Treasurer’s Report (Kim Crawford). The current balance is $8,855.52.
V. Information from Texas State Employees Union (TSEU) (Nora Cargo and Lisa Blum). Willie May Bolar contacted Nora and requested a meeting. TSEU representatives visit the TAMU campus once or twice per year. Texas A&M University rules and SAPs say that university employees have the right to join unions. TSEU members work with legislators and two TSEU members serve on the TRS Board. Additional legislative information may be obtained from the TSEU web site www.cwa-tseu.org. Nora and Lisa will provide information about TSEU to Human Resources.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Nora Cargo and Lisa Blum). The current plan is for a portion of the funds for the merit raises to come from a central pool and the remainder to come from the individual units.

VII. CPRIT Policy and Tobacco Survey (Nora Cargo). Dr. Jeffrey Seeman, Vice President for Research at TAMU and Chief Research Officer of the A&M System, heads the committee to investigate the Cancer Prevention and Research Institute of Texas (CPRIT) requirements and the policy regarding use of tobacco products on campus. The President’s Office requested that the USC provide the staff opinion on the issue. A survey will be provided on the USC web site and will close on 25May12. Reminder – employees will be assumed to be tobacco users unless they specify that they are tobacco-free. Health insurance for tobacco users will cost $30 more per month.

VIII. Report from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Rose Berryhill and Gary Booth). The committee is working on an issue submitted via Keystone regarding leave without pay and part-time hours.
   A. Staff Scholarship Committee (Matt Upton). The deadline for staff scholarship applications is 31May12. Three applications have been received to date. Matt will send all USC members a message for us to forward to our constituents. Those who received scholarships last year must reapply this year. The quality of the essay portion of the application is an important factor in deciding who receives a scholarship.


3. Elections Committee (Debz DeFreitas). The Elections Committee is pleased to announce that the following people were elected to serve as Executive Officers for 2012-2013:
   - Lisa Blum - Chairperson
   - Robert Jensen - Vice Chairperson
   - Janice Walpert - Secretary
   - Kim Crawford - Treasurer
   - Darryl Petersen - At-large
   - Alma Villareal - At-large

   The one disappointing aspect of the election process is that two votes were cast from the same IP address. Fortunately, had they been counted, those votes would have had absolutely no effect upon the outcome of the election.

   The Elections Committee will contact the deans of the colleges and heads of the units for which external elections will take place this year to get that process started.

4. Shared Governance Committee (Dennis Corrington). Nora Cargo reported that the committee continues to work on the employee cost savings issue.
Communications Committee (Thomas Mather). The committee is planning to make changes to the USC web site including changing some of the colors.

   A. Outreach Committee (Mary Fran Troy). The committee did not meet. Mary Fran represented the USC at the May New Employee Orientation. Kim, Faith and Gary volunteered to work at the USC table during the Council of Senior Business Administrators (CSBA) meeting on 23May12.

6. Annual Report (Mary DuBuisson). Mary will send out a request for updates next week.

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

1. Faculty Workplace Climate & Diversity Committee (Rose Berryhill). Rose’s term on the USC is ending. The USC will have to assign a new representative for this committee.
2. University Worklife Committee (Janelle Ramirez). The committee did not meet. Janelle is willing to continue representing the USC on this committee.
3. Council on Climate & Diversity (Lisa Blum). The committee did not meet. Lisa is willing to continue representing the USC on this committee.
4. Diversity Operations Committee (DOC) (Kim Zemanek). Kim’s term on the USC is ending. The USC will have to assign a new representative for this committee.
5. Transportation Services Advisory Council (TSAC) (Jennifer Slovacek). The committee discussed the Plaza implosion, parking fees, dismount zones, and the grant for bike racks. Jennifer’s term on the USC is ending. Robert Jensen will continue to represent the USC on the committee.
6. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). The committee went to the MSC and sampled foods prior to the grand opening. Mary Fran’s term on the USC is ending. Mary will continue to represent the USC on the committee.
7. Council for the Built Environment (CBE) (Thomas Mather and Janice Walpert). The committee discussed the equine complex, veterinary solar project, amateur radio club, and a class gift of a gazebo. They discussed creating a list of suggestions for class gifts. A donor would like to erect a statue of Robert M. Gates. There was some discussion as to whether or not someone should be memorialized in this way while they are alive. The council may make recommendations but the President makes the final decision. Thomas’ term on the USC is ending. Janice will continue to represent the USC on the committee.
8. Audio Visual Surveillance Team (AVST) (Robert Jensen). The committee met twice. They have received requests for additional cameras in some locations (such as Wehner) and license plate recognition at the Rec Center. They currently have no mechanism for going back to view old recordings. There must be a reason for going back to the old recordings, such as to prevent stalking. AVST training is available in TrainTraq. Given his additional responsibilities as Vice Chairperson, Robert may not continue as the USC representative on this committee.
9. Energy Action Plan 2015 Advisory Committee (Kim Zemanek). Kim was not able to attend the USC meeting and no report was given.
10. University Architect Search Committee (Debra Dandridge). Debra was not able to attend the USC meeting. Faith, Janice, Thomas, and Robert reported that they had participated in the university architect campus interviews.

X. Unfinished Business.
XI. New Business. Some discussion took place regarding the fact that Scott & White insurance will not be available to TAMU employees next year. The HR web site has a page with FAQ on this topic.

XII. Meeting Adjourned at 9:55. The next USC meeting is scheduled to take place on Tuesday, 19Jun12, in room 101 of the General Services Complex from 1:30 to 3:30 p.m. At the June meeting, System Risk Management & Benefit Administration will present a benefits update and information on the tobacco use premiums.
University Staff Council (USC)  
Meeting Minutes  
June 19, 2012  
1:30 to 3:30 p.m.  
General Services Complex, Room 101


Members Excused: Ronnie Huddleston, Brandy Kosh, Gail Snook, Matthew Upton, and Emily Weers.

Members Unexcused: Kendra Beasley, Dennis Corrington, Debbie Sherman, and Jennifer Slovacek.

Visitors Present: Sarah Tobola, Princess Ephriam, Diane Oswald, Alicia Hutchins, Rachal Thomassie, and Rachel Robinson.

Agenda Items:

I. Call to Order. At 1:30 Nora Cargo welcomed everyone to the June meeting and introduced the guest speaker.

   Tobacco users will now pay an additional premium of $30 per month, as well as $30 per month for a spouse who uses tobacco products, and $30 per month for one or more dependent children who use tobacco products. The employee and spouse will be specified as tobacco users by default if no election is made. If changes are required, they should be made prior to the end of the annual enrollment period. In the future, the status may be changed after three tobacco-free months. Support is available to assist employees in quitting the use of tobacco products.
   Previous plans have been consolidated into the A&M Care Plan and the Grad Plan (for graduate students). Beginning 01 Aug 12, the A&M employee’s UIN number (preceded by “TXW”) will serve as their Blue Cross Blue Shield ID number. One addition to the A&M Care Plan is the ability to receive one preventative eye exam per person per plan year for a $45 co-pay. The Benefits Value Advisor is a new service accessed over the phone, which is free of cost for the next year. This service provides a group of people who can answer questions, make calls, provide cost comparisons, locate services, etc. Virtually all Scott & White doctors are in the Blue Cross Blue Shield network and the Scott & White Pharmacy is in the Medco network. Mail order options for prescription drugs are also available. No changes have been made to the dental or vision plans.

III. Minutes Review/Approval. Meeting minutes for the 15May12 USC meeting were approved. Rose Berryhill made the motion to approve the meeting minutes and Mary DuBuisson seconded the motion. The council voted unanimously to approve the minutes.

Update: The 15May12 meeting minutes were posted to the USC website on 21Jun12.
IV. Treasurer’s Report (Kim Crawford). The current balance is $7,284.02.

V. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum). The USC has submitted a request for a $10,000 budget for operating expenses to the President’s Office. Approximately 25% of the budget is used to pay for the USC web site and the use of the Keystone database system. The USC has renewed the Survey Monkey license for the next year. In addition, the President’s Office has a license for the Qualtrics survey system, which will be available to the USC. The President’s Office appreciates the information provided by the USC tobacco survey. It is likely that the tobacco use policy will start with setting zones around buildings and then may transition to a campus-wide ban. The road work taking place in the Koldus / Rudder area is scheduled to be completed by 01Sep12. The decision regarding outsourcing of staff positions should be announced within the next month.

VI. Report from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Rose Berryhill and Gary Booth). The committee investigated suggestions submitted via Keystone regarding leave without pay. In consultation with Human Resources, they wrote a detailed response outlining applicable leave and work schedule options. The response has been entered in Keystone and provided to the submitter.
   A. Staff Scholarship Committee (Nora Cargo for Matt Upton). The USC received 28 applicants for the staff scholarship this year. Following HR, enrollment and GPA checks, 27 of the applicants are eligible. $25,000 in funds are available and $750 will be awarded per semester. The committee will meet on 27Jun12 for final selections and the recipients will be notified by the end of June.


3. Elections Committee (Debz DeFreitas). The committee contacted the deans of 7 colleges and the heads of 4 units and requested each to assign a person to be responsible for the election in their area. A list was sent via the TAMU Employee Listserv on 08Jun12 providing the names of the nomination coordinators for each college and unit (except for the VP for Administration Office, which assigned the nomination coordinator on 18Jun12). Each area is conducting their own election and the results have been requested by 18Jul12.

4. Shared Governance Committee (Dennis Corrington). Dennis was unable to attend the meeting. No report was presented.

5. Communications Committee (Thomas Mather). The committee did not meet but continues to work on plans to make changes to the USC web site.
   A. Outreach Committee (Mary Fran Troy). Mary Fran represented the USC at the June New Employee Orientation. It was suggested that the USC leave flyers on a table at next year’s Council of Senior Business Administrators (CSBA) meeting rather than having volunteers man the table. Very little interest was shown this year.

6. Annual Report (Mary DuBuisson). Mary is currently working on the common section of the report and will begin working on committee updates in the near future.

7. Bylaws Committee (Nora Cargo). The committee did not meet.
VII. Reports from Special Committees, Working Groups, or Appointments.

1. Faculty Workplace Climate & Diversity Committee (Rose Berryhill). The committee did not meet. The next meeting will take place later this month.
2. University Worklife Committee (Janelle Ramirez). The committee did not meet. The next meeting will take place later this Summer or early Fall.
3. Council on Climate & Diversity (Lisa Blum). The committee did not meet. The next meeting will take place in September.
4. Diversity Operations Committee (DOC) (Kim Zemanek). The committee did not meet. The next meeting will take place in August.
5. Transportation Services Advisory Council (TSAC) (Robert Jensen). The committee did not meet. The next meeting will take place in August.
6. Dining Services Advisory Committee (DSAC) (Mary Fran Troy). The committee did not meet.
7. Council for the Built Environment (CBE) (Thomas Mather and Janice Walpert). The council discussed the Hydromechanics Laboratory that will be demolished and gave preliminary approval for a west campus student housing development. The council received a detailed report on the 14 statues currently on campus to be used in the consideration of the proposed statue honoring Robert M. Gates. No decision has been reached regarding the Gates statue. Further discussion took place regarding guidelines for a list of appropriate class gifts.
8. Audio Visual Surveillance Team (AVST) (Robert Jensen). The committee approved cameras for Health and Kinesiology in the Blocker Building and the Joint TAMU and UT Library Facility to be located at the Riverside Campus. The committee has been receiving operational requests from Transportation Services and other groups. The AVST Committee is considering whether these requests should have different guidelines/standards as their needs/use are somewhat different. A student was given the IP addresses for 4 or 5 cameras and informed the committee that he was able to view and control the cameras. The committee was concerned that, even if viewing the cameras is appropriate, the control of the cameras is probably not appropriate. Follow-up is being done with the owner of these cameras to determine if the control should be password protected.
9. Energy Action Plan 2015 Advisory Committee (Kim Zemanek). The committee did not meet. The next meeting will take place in July.
10. University Architect Search Committee (Debra Dandridge). The committee has put forth the names of two equally qualified candidates and has not yet heard if an offer has been made and accepted. If neither candidate accepts the offer, the committee will be asked to continue their service to select additional candidates.

VIII. Unfinished Business.

IX. New Business.

X. Meeting Adjourned at 2:45 p.m. The next USC meeting is scheduled to take place on Tuesday, 17Jul12, in room 401 of Rudder Tower from 8:30 to 10:30 a.m.
University Staff Council (USC)  
Meeting Minutes  
July 17, 2012  
8:30 to 10:30 a.m.  
Rudder Tower, Room 401


Members Excused: Kimberly Crawford, Brandy Kosh, Jeannie Laird, Thomas Mather, Thomas Swanner, and Emily Weers.

Members Unexcused: Dennis Corrington, Chantale Deuel, Ronnie Huddleston, Judy Marrs, and Debbie Sherman.

Visitors Present: Susan Edmisson

Agenda Items:

I. Call to Order. At 8:35 Nora Cargo welcomed everyone to the July meeting.

II. Minutes Review/Approval. Meeting minutes for the 19Jun12 USC meeting were approved. Rose Berryhill made the motion to approve the meeting minutes and Faith Stringer seconded the motion. The council voted unanimously to approve the minutes.  
Update: The 19Jun12 meeting minutes were posted to the USC website on 23Jul12.

III. Treasurer's Report (Kim Crawford). The current balance is $6,601.12.

IV. Monthly Meeting with Matt Fry, Chief of Staff to the President (Nora Cargo).
   1. MGT Report: A management consultant group has put forth recommendations to the Chancellor to consolidate all Human Resources in the TAMU System in the Brazos Valley into one structure. Dr. Karan Watson (Provost & EVP Academic Affairs) and B.J. Crain (VP for Finance and CFO) will chair a committee to perform additional research and make recommendations regarding how the combined HR structure should be organized. Gary Booth and Lisa Blum will serve as the USC representatives on that committee.  
      Update: Robert Jensen and Roger Martinez will also represent staff on this committee.
   2. Cancer Prevention and Research Institute of Texas (CPRIT) requirements and the policy regarding use of tobacco products on campus: Tobacco-free zones will be maintained around buildings where CPRIT funded research is taking place.
   3. USC Budget Approved: The $10,000 budget submitted by the USC to the President’s Office has been approved. Most of the funding is used for web resources and the Keystone database.
4. **Student Success Fee**: A council (similar to the Council for the Built Environment) and sub councils will likely be created to determine how the money will be spent and to ensure that funds are provided to strategic initiatives. We anticipate having USC representation on the council.

5. **Health Science Center**: There are SACS (Southern Association of Colleges and Schools) accreditation issues that must be resolved if it returns to Texas A&M University.

6. **Kyle Field Study**: The study should be complete by the end of October and presented to the Board of Regents in November.

7. **Office of the President**: may move to the Williams Administration Building in 2014.

8. **Investigative Human Resources Process**: The investigative process for staff differs from that followed for faculty. The USC plans to invite a representative from Human Resources to explain the staff processes at a future meeting.

### V. Report from USC Committees.

1. **Work-Life & Benefits (WL&B) Committee** (Rose Berryhill and Gary Booth). A recently submitted issue (Children’s Center concern) was discussed under new business.

   A. **Staff Scholarship Committee** (Matt Upton). 18 staff scholarships have been awarded. The names of the recipients have been announced via Distribution A. The recipients must maintain a 3.0 average in order to keep the scholarship for two semesters. Each person awarded a scholarship has been asked to write a thank you note to the Association of Former Students and the Association has already started to receive those notes.

2. **Parking, Transportation, Facilities & Infrastructure (PTFI) Committee** (Robert Jensen). Robert requested that USC members consider serving as Chair of the PTFI committee next year. Robert plans to remain on the committee but, since he will be an Executive Officer next year, the bylaws prevent him from serving as Chair.

3. **Elections Committee** (Debz DeFreitas). At this time, the elections committee has received the names of the new representatives for three colleges and elections are taking place in the other colleges and units.

   A. **College of Education and Human Development**: Amanda Mather
   B. **College of Architecture**: Faith Stringer
   C. **College of Geosciences**: Michele Beal
   D. **Office of the Provost and Executive Vice President for Academic Affairs**: electing 2 representatives; voting deadline 17 Jul 2012 at 5:00 p.m.
   E. **Division of Information Technology** requested separation from Provost and EVP Academic regarding voting for USC representation; electing 1 representative
   F. **Vice President for Administration**: Electing 1 representative rather than 3.
   G. **Division of Finance**: requested a few days extension
   H. **Dwight Look College of Engineering**: requested approximately 1 week extension
   I. **College of Veterinary Medicine & Biomedical Sciences**: the election has been completed. The name will be announced once the representative has been notified that he was elected.
Regarding internal elections, Alma Villarreal was elected to serve as an At-large EO for 2012-2013. When the outsourcing transition is complete and she is no longer eligible to serve as a voting member of the council, we will have to hold an election.

4. **Shared Governance Committee** (Dennis Corrington). Dennis was unable to attend the meeting. No report was presented.

5. **Communications Committee** (Thomas Mather). Nora mentioned Thomas’ plans to work on the design of the USC web site.
   A. **Outreach Committee** (Mary Fran Troy). All current members of the committee are leaving at the end of this year; therefore, new members will be needed for next year. One service performed by members of the Outreach Committee is to attend the New Employee Orientations and give a 3 to 5 minute presentation about the USC.

6. **Annual Report** (Mary DuBuisson). Mary has requested input from USC members regarding staff awards in their colleges and units as well as reports from committees.

7. **Bylaws Committee** (Nora Cargo). The committee did not meet.

**VI. Reports from Special Committees, Working Groups, or Appointments.**

1. **Faculty Workplace Climate & Diversity Committee** (Rose Berryhill). The committee did not meet.
2. **University Worklife Committee** (Janelle Ramirez). The committee did not meet. The next meeting will take place later this Summer or early Fall.
3. **Council on Climate & Diversity** (Lisa Blum). The committee did not meet. The next meeting will take place in September.
4. **Diversity Operations Committee** (DOC) (Kim Zemanek). The committee did not meet. The next meeting will take place in August.
5. **Transportation Services Advisory Council** (TSAC) (Jennifer Slovacek). The committee did not meet. The next meeting will take place in August.
6. **Dining Services Advisory Committee** (DSAC) (Mary Fran Troy). The committee did not meet. The representatives have not received any recent communication and do not know if the committee still exists.
7. **Council for the Built Environment** (CBE) (Janice Walpert).
   A. University Architect position: Lilia Gonzales has accepted the position and will start 01Aug12.
   B. Outsourcing: the goal is to have a signed contract by 01Aug12.
   C. Proposed Living/Learning Community on West Campus: concept is to build for 50- to 70-year lifespan.
   D. Engineering Education Annex and Zachry Renovation: CBE recommended to the President moving forward with the concept.
   E. Mechanical Engineering Department’s temporary use of Riverside Bldg #6775: CBE recommended this temporary arrangement be continued on a two-year approval cycle contingent on use and growth in the area.
   F. Relocation of Liberty Bell replica: President Loftin requested that CBE investigate a new location for the replica, which has been suspended in the rotunda of the Academic Building since the 1950’s. CBE asked the Design Review sub council for additional information before CBE could make a recommendation to the President.
8. **Audio Visual Surveillance Team (AVST) (Robert Jensen).** The committee met once. They approved the installation of a camera in lot #58 and cameras in various utility compounds on campus. Next month the committee will meet to see a demonstration of how Transportation Services uses their cameras on a routine basis. The committee is working to define routine operational review vs. true surveillance.

9. **Energy Action Plan 2015 Advisory Committee (Kim Zemanek).** The committee did not meet. The next meeting will take place in August.

10. **University Architect Search Committee (Debra Dandridge).** A architect has been chosen and has accepted the position. The committee has concluded its work.

**VII. Unfinished Business.**

**VIII. New Business.**

1. Kendra (who also serves on the Brand Council) informed the USC that the deadline for meeting the new branding requirements is August 28. The visual identity presence should be all TAMU, no sub logos will be allowed. Alternate art work is allowed.

2. **Issue and Presentation Proposal Form re: Becky Gates Children’s Center:** Based on the USC Issues Process, the Executive Officers reviewed the concern submitted, recommended that the issue be declined, and that the staff member be provided with points of contact and information so that she may have her concern addressed by those with authority over the center. Following discussion regarding whether the USC should forward the issue on her behalf or provide a list of resources to the submitter, the decision was made to encourage the submitter to contact the Children’s Center Parent Advisory Council, Ethics Point, and the Associate Vice President of Student Affairs. Nora made the motion; Robert seconded the motion. The motion passed with one abstention. Janelle believed that a meeting took place with the parents and that the information provided in that meeting should be available. As stated in the USC Standard Operating Procedure, since we are directing the submitter to report the issue via Ethics Point, the USC will also report the issue to the System Internal Audit office.

3. **Ex-officio Representatives to USC for 2012-2013 Year:** The USC will vote on the slate of ex-officio members at the August meeting. The Executive Officers have recommended that we offer ex-officio positions to Alma Villarreal (Facilities Services) and Debbie Sherman (University Dining) after the outsourcing transition has taken place since both are slated to become Compass Group employees.

4. **Human Resources information regarding staff in units being outsourced:** The USC requested that Janelle provide information regarding the meetings that are taking place and the information that is being provided. Compass plans to have a benefits fair the week of August 6th and they are currently meeting with employees.

**IX. Announcements**

**August Presentation:** Ron Steedley of Transportation Services- New DIRC (Dangerous - Irresponsible - Reckless - Careless) Program.

**X. Meeting Adjourned at 10:10.** The next USC meeting is scheduled to take place on Tuesday, 21Aug12, in room 101 of the General Services Complex from 1:30 to 3:30 p.m.

Members Excused: Kendra Beasley, Dennis Corrington, Debra Dandridge, Chantale Deuel, Tanya Gunnels, Matthew Upton, and Emily Weers.

Members Unexcused: Ronnie Huddleston, Judy Marrs, Thomas Mather, Debbie Sherman, Jennifer Slovacek, and Kim Zemanek.


Agenda Items:

I. Call to Order. At 1:30 p.m. Nora Cargo welcomed everyone to the August meeting and requested that the visitors introduce themselves.

II. Ron Steedly, from Transportation Services, presented “DIRC Goes to Aggieland – New Safety Awareness Campaign for Pedestrians, Bicyclists, Skateboarders, and …”. The DIRC (Dangerous, Irresponsible, Reckless, and Careless) safety program was first introduced at the University of Colorado, Boulder, and will soon be introduced at Texas A&M University. It is a university-wide campaign to minimize behaviors that may have negative consequences. The goal is to promote personal growth and self awareness. The campaign will be introduced in three phases: Phase I will include the posting of yard signs, in Phase II, mock scenes will be set up to show the consequences of DIRC behavior, and in Phase III, real DIRC behaviors will be posted to Facebook. Positive results were obtained from this program at the University of Colorado. Ron presented real examples of accidents caused by DIRC behavior at TAMU and requested that the USC pass a resolution of support for the DIRC program.

III. Minutes Review/Approval. Meeting minutes for the July USC meeting were approved. Rose Berryhill made the motion to approve the meeting minutes and Alma Villarreal seconded the motion. The council voted unanimously to approve the minutes.

Update: The July meeting minutes were posted to the USC website on 22Aug12.

IV. Treasurer’s Report (Kim Crawford). The current balance is $6,401.12. Pending charges include the new member orientation and the recognition plaques for the outgoing members.
V. Monthly Meeting with Matt Fry, Chief of Staff to the President (Nora Cargo and Lisa Blum)

1. The USC Election results and the 2012-2013 list of representatives were provided.

2. Staff response to law school merger – The USC shared the staff feedback, which included the opinion that TAMU should benefit from the law school. It may take about one year to close the deal. There may be a College of Law. The first Aggie class would start in September, 2014.

3. Compass Group transition – The contracts have been signed. Employees with two years or less to retirement were given the option to remain as TAMU employees until their retirement date.

4. Years of Service pins – The Association of Former Students is no longer funding the years of service pins. The most recent funding of $20,000 was allocated in 2010; $10,000 was spent in 2010 and $10,000 in 2011. The USC would like members to speak with the staff in their units to determine if the pins are important to the staff or if there is something else more meaningful that they might propose.

5. Health Science Center merger – USC representation will be requested for the staff committee. Five colleges will be added to TAMU as a result of the merger: dentistry, medicine, pharmacy, nursing, and rural public health.

6. Proposed academic calendars – Nora will ask for feedback.

7. University Advancement Fee – Thirteeen student fees were combined into one. A council (with sub councils) will make decisions regarding the use of the money. Three other individual fees remain: MSC, Rec Center, and Health Center.


VI. Report from USC Committees.

   A. Staff Scholarship Committee (Nora Cargo for Matt Upton). Of the eighteen scholarship recipients, seventeen have paid. The committee will continue to monitor the situation. If the last recipient decides not to register, the scholarship will be awarded to the next person on the list.


3. Elections Committee (Debz DeFreitas). The Elections Committee is pleased to announce the slate of representatives who will be serving on the USC from 2012 to 2015:

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<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Office</th>
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<tbody>
<tr>
<td>Linda Bair</td>
<td>University Libraries</td>
<td>Library Director</td>
</tr>
<tr>
<td>Michele Beal</td>
<td>College of Geosciences</td>
<td>Dean’s Office</td>
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<tr>
<td>Kathy Beladi</td>
<td>College of Engineering</td>
<td>Petroleum Engineering</td>
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<tr>
<td>Lisa Brown</td>
<td>Bush School</td>
<td>Office of Extended Education</td>
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<td>Nikki Cavender</td>
<td>EVP &amp; Provost</td>
<td>VP &amp; Assoc. Provost for Diversity</td>
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<td>Carmen Espitia</td>
<td>VP &amp; CFO</td>
<td>Human Resources</td>
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<td>Susan Edmisson</td>
<td>VP &amp; Assoc Provost IT</td>
<td>CIS – Support Services</td>
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<td>Les Fiechtner</td>
<td>College of Vet Medicine &amp; Biomedical Sciences</td>
<td>Dean’s Office</td>
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<tr>
<td>Matthew Johnson</td>
<td>EVP &amp; Provost</td>
<td>Office of the Registrar</td>
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Alma Villarreal is one of the employees who will remain a TAMU employee until retirement rather than being outsourced to Compass Group. As a result, the USC is fortunate that Alma will remain on the USC and will serve as an At-large Executive Officer.

4. **Shared Governance Committee** (Debz DeFreitas for Dennis Corrington). The Shared Governance Committee investigated and spoke with BJ Crain (VP for Finance and CFO) regarding the "cost savings" issue. The USC members were informed that the employee cost savings program described in Keystone slip 244 was policy in the 1990's and was not successful. The university will not likely pursue the idea again based on previous experience.

5. **Communications Committee** (Thomas Mather). Thomas was unable to attend the meeting. No report was presented.
   A. **Outreach Committee** (Nora Cargo). The USC has received a request from Human Resources to have a USC representative speak at the new employee meetings. It would be easiest to have a representative who works in the GSC volunteer for this activity.

6. **Annual Report** (Mary DuBuisson). The annual report is almost complete. No further information is needed from the USC members.

7. **Bylaws Committee** (Nora Cargo). The most recent version of the bylaws, which includes the change made in January of 2012, is not currently on the USC web site but will be added in the near future. The USC committees for 2012-2013 will be:
   - **Standing Committees:**
     - Executive Committee: Chaired by Lisa Blum
     - Elections Committee: Chaired by Janice Walpert
     - Communications Committee: Chaired by Tom Swanner
   - **Ad Hoc Committees:**
     - Work-Life & Benefits (WL&B) Committee: Chaired by Gary Booth
     - Staff Scholarship Subcommittee: Committee Chair TBD
     - Parking, Transportation, Facilities & Infrastructure (PTFI) Committee Chair TBD
     - Annual Report: will probably be lead by an At-large Executive Officer
     - Bylaws Committee: Committee Chair TBD
     - Outreach (Subcommittee of Communications): Committee Chair TBD
   - **Update:** The most recent version (17Jan12) of the bylaws is on the web site.

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

1. **Faculty Workplace Climate & Diversity Committee** (Rose Berryhill). The committee did not meet. The next meeting will probably take place in September.

2. **University Worklife Committee** (Janelle Ramirez). The committee did not meet. The next meeting will probably take place in September or October.
3. Council on Climate & Diversity (Lisa Blum). The committee did not meet. Next meeting scheduled for September 27th.
4. Diversity Operations Committee (DOC) (Kim Zemanek). Kim was unable to attend the USC meeting. No report was presented.
5. Transportation Services Advisory Council (TSAC) (Robert Jensen for Jennifer Slavicek). The committee did not meet. The next meeting will take place August 29th.
6. Dining Services Advisory Committee (DSAC) (Mary DuBuisson). The committee did not meet. Mary has not heard any news regarding the committee but she will ask.
   A. Purpose of council with respect to outsourced facilities: The chair of the Maintenance Subcouncil has been outsourced. The Co-Chairs are working to determine the best University employee candidate to chair the Maintenance Subcouncil. Compass Group has 30 days to assess facilities and equipment. The CBE would like to be kept informed and may invite Compass Group to the next CBE meeting.
   B. Featured Art Wall in the Northside Residence Hall: There will be a competition.
   C. Space Shuttle Simulator: Discussion took place regarding where it would be located (perhaps the commissary behind the purchasing building) and who would assemble it.
8. Audio Visual Surveillance Team (AVST) (Robert Jensen). The committee met twice. They went to the West Campus Garage to look at the camera system. They are considering how to deal with operational use cameras as opposed to surveillance cameras. New cameras have been approved. They are reviewing the SAP so that updates may be made.
9. Energy Action Plan 2015 Advisory Committee (Kim Zemanek). Kim was unable to attend the USC meeting. No report was presented.
10. Quality Enhancement Plan Committee (Lisa Blum). The committee did not meet. The next meeting is scheduled for August 27th.
11. MGT Report / HR Consolidation Committee (Lisa Blum, Gary Booth, Robert Jensen, and Roger Martinez). Committee was formed by Dr. Watson and is made up of faculty and staff members. The MGT report was requested by Chancellor Sharp and, while the group was here, the charge was expanded to include IT in addition to HR. The committee was asked to respond to the report and the committee’s recommendations will be sent to the Chancellor.

VIII. Unfinished Business.

Debz DeFreitas made a motion that the following slate of Ex-officio representatives to the USC for the 2012-2013 year be approved:

- Human Resources: Janelle Ramirez
- Council of Senior Business Administrators: Barbara Bayer
- Engineering Agencies: Chantale Deuel
- AgriLife Agencies: Linda Brochu
- CompassGroup: Debbie Sherman
- Immediate Past USC Chair: Nora Cargo
Robert Jensen seconded the motion and the members voted to approve the slate of Ex-Officio representatives.

IX. New Business.

Mary DuBuisson made a motion that the USC support the DIRC program and allow them to use our name and logo when citing program supporters. Faith Stringer seconded the motion and the USC members voted unanimously to approve the motion.

X. Meeting Adjourned at 14:45 p.m. The next USC meeting is scheduled to take place on Tuesday, 18Sep12, in room 401 of Rudder Tower from 8:30 to 10:30 a.m.