University Staff Council (USC)
Meeting Minutes
September 18, 2012  8:30 a.m. – 10:30 a.m.
Rudder Tower, Room 401

Members Present: Linda Bair, Barbara Bayer, Kathy Beladi, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Nora Cargo, Nikki Cavender, Kimberly Crawford, Chantale Deuel, Mary DuBuisson, Carmen Espitia, Susan Edmisson, Lés Fiechtner, Robert Jensen, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Judy Marrs, Amanda Mather, Darryl Petersen, Faith Stringer, Tom Swanner, Janice Walpert

Members Excused: Michelle Beal, Kendra Beasley, Ron Huddleston, Roger Martinez, Janelle Ramirez, Debbie Sherman, Alma Villarreal, Emily Weers

Members Unexcused:

Visitors Present: Rose Berryhill, Dennis Corrington, Debz DeFreitas, Justin Ellison, Tanya Gunnels, Windy Hollis, Matthew Upton

Agenda Items:

I. Call to Order. Lisa Blum called the meeting to order at 8:35 a.m. and welcomed everyone

II. Roll Call. Janice Walpert called out the names of all members and office/organizations represented

III. Minutes Review/Approval. Minutes for 8/21/12 USC meeting were approved. Nora Cargo motioned to approve the minutes - Faith Stringer seconded. Minutes approved unanimously

IV. Special Recognition. Nora Cargo, Immediate Past Chair, recognized and thanked outgoing as well as a number of returning USC members with presentation of plaques/framed certificates representing the first group fully elected. Outgoing members recognized: Rose Berryhill, Dennis Corrington, Debra Dandridge, Debz DeFreitas, Tanya Gunnels, Andy Hartman, Windy Hollis, Jeannie Laird, Brandy Kosh, Thomas Mather, Jennifer Slovacek, Gail Snook, Matt Upton, Kim Zemanek; Returning members recognized: Debbie Sherman, Chantale Deuel, Janelle Ramirez, Faith Stringer; Lisa Blum recognized Immediate Past Chair and returning member Nora Cargo with a plaque and retiring gavel.

V. Installation of Officers. Nora Cargo installed 2012-13 Executive Officers: Lisa Blum (Chair), Robert Jensen (Vice-Chair), Kim Crawford (Treasurer), Janice Walpert (Secretary), Darryl Petersen, At-Large, Alma Villarreal (At-Large)

VI. Treasurer’s Report. (Kim Crawford). The current balance is $15,192

VII. Monthly Meeting with Matt Fry, Chief of Staff to the President. (Lisa Blum/Robert Jensen)
   1. Updated Rule for University Smoking & Tobacco will be signed: Announcement expected soon. The plan will be to have a ring around each building designated non-smoking.
   2. MGT Working Group was comprised of faculty representation and USC representation. The USC members were Lisa Blum, Gary Booth, Robert Jensen & Roger Martinez. Dr. Karan Watson charged the committee to make recommendations based on the management consultant group’s report.

Email: staff@tamu.edu
Website: http://staff.tamu.edu
3. Additional Outsourcing: Golf Course has been outsourced – closed 9/18/12 - renovation expected to take a year; outsourcing of airport is on the table. Other universities have removed themselves from airport management.
5. Health Science Center: Steps are ongoing – completion will mean opportunity for addition of USC member(s).
6. Years of Service Award Pin: Association of Former Students is no longer funding Years of Service Award Pin; we will seek input from our units regarding the value and importance of the pin. Staff will be directed to our website to answer two questions about service recognition by pin or other choices.

VIII. Reports from USC Committees. (At the time of meeting, not all committee rosters were complete)
1. Work-Life & Benefits (WL&B) Committee: Members - Gary Booth (Chair), Barbara Bayer, Michele Beal, Kathy Beladi, Kim Crawford, Chantale Deuel, Susan Edmisson, Les Fiechtner, Janelle Ramirez
   A. Staff Scholarship Committee: Members – Gary Booth (Chair), Nora Cargo, Mary DuBuisson, Carmen Espitia, Jenny Kenley - all 18 scholarship recipients received their fall scholarships
2. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee: Faith Stringer (Chair)
3. Elections Committee: Members - Janice Walpert (Chair), Michele Beal, Nikki Cavender, Jennifer Le Grévellec
4. Bylaws Committee: Lisa Blum (Chair), Nora Cargo, Susan Edmisson, Matthew Johnson, Amanda Mather
5. Communications Committee & Outreach Committee: Members - Tom Swanner (Chair), Linda Bair, Kathy Beladi, Lisa Brown, Les Fiechtner, Matthew Johnson, Jenny Kenley, Roger Martinez, Amanda Mather, Alma Villarreal

IX. Reports from Special Committees, Working Groups, or Appointments.
1. MGT Working Group. The MGT Working Group was formed by Dr. Karan Watson to review the MGT Report that was initiated by Chancellor Sharp. The working group was comprised of faculty and staff representation. USC representation was provided by Lisa Blum, Gary Booth, Robert Jensen & Roger Martinez. Gary Booth reported that the MGT Working Group does not believe that it is prudent to implement changes based on just this consultant’s recommendations and that more research is necessary including reviews of IT, HR and accounting functions. USC representation in conjunction with the faculty representation brought their findings to Dr. Watson. The MGT Working Group’s response was well received by Dr. Watson’s office. Asked how often the group met and if it was ongoing, Mr. Booth advised that the working group is finished. The complete MGT Working Group (representation from both faculty and USC) met once with Dr. Watson then USC group members met. Upon drafting a response, the USC members met with the working group’s faculty representatives. The MGT Working Group as a whole met once more with Dr. Watson. It is possible that Dr. Watson may go back to the working group for specifics. Gary Booth observed that possibly Dr. Watson may have wanted something in writing stating staff and faculty concerns; however, this was a personal observation on Mr. Booth’s part and may or may not be a correct assumption for any members of the working group or Dr. Watson.
2. Quality Enhancement Plan (QEP) (Lisa Blum). Will meet next Monday
3. Council for Strategic Budgeting (CSB) (Lisa Blum & Faith Stinger). Structure similar to CBE – representation made up of faculty, staff, students; two USC members – Faith Stringer (1 year, voting) & Lisa Blum (2 years, 1 st year non-voting, 2 nd year voting)
4. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec). Have not met – waiting for September meeting
6. Council on Climate & Diversity (CCD) (Lisa Blum). Will meet 9/27/12 - compare w/peers - 15 minute presentation
7. Diversity Operations Committee (DOC). Have not met – waiting for September meeting
8. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Robert Jensen). Darryl Petersen reported that the committee met 8/29/12. Transportation Services current planned budget includes two new garages on main campus, possibly in the Engineering and NS Dorm areas, without causing a permit price increase. This will
be accomplished as a result of the debt coming off two previously constructed garages. Conversations about new parking for possible West Campus residence halls and the Kyle Field renovation have arisen. Neither is in the current budget. Anything that is not in the current budget would have the potential of increasing permit prices. Transportation Services is trying to educate everyone to that effect.

9. Council for the Built Environment (CBE) (Janice Walpert and Tom Swanner). Tom Swanner reported that the CBE met 9/11/12. The Council recommended four issues for approval by the President.
   A. Decommission of classroom 3067 in the Allen Building from classroom to research space.
   B. Leonard Hall – The Corps’ Leonard Hall is being renovated and an additional leadership center being built. CBE recommends approval provided the following concerns can be addressed and funded: the expectation is that the parking lot surface of 40a via Spence Street will be in the same condition at the end of the project as it is at the beginning. If it is damaged due to heavy equipment, the expectation is that the lot will be repaired. Police Dept. is concerned with large trucks conflicting with pedestrian traffic. Proper pedestrian detour signage should be provided. Environmental Health & Safety require that fire and life safety issues will be addressed throughout the project. Facilities Services are concerned about the impact of the project on storm drainage and utilities and want to be included in the design process.
   C. Multi-Species Research Facility - will be near the Vet School – Facility will set the new standard in design and aesthetics for development of future surrounding buildings; must also provide appropriate fencing for animals.
   D. Texas A&M at Galveston wants to place a plaque inside the YMCA Building to commemorate the site of the beginning of the Texas Maritime Academy – CBE discussed appropriateness and size of plaque.

10. Audio Visual Surveillance Team (AVST) (Robert Jensen): Committee met twice since August USC meeting. Cameras have been approved for Medical Sciences Library, Koldus Building 2nd floor, Harrell Hall and the new Telecom building. Committee is also reviewing SAP for updating purposes.

11. Energy Action Plan 2015 Advisory Committee: This committee does not currently have a USC representative. Lisa Blum gave background info on this committee and asked for any interested members to contact her.

X. Old Business. None

XI. New Business. After this USC meeting some USC Committee Chairs will meet briefly w/members regarding future meeting schedules; at 9:45 a.m. we will all meet at the fountain for USC photos

XII. Meeting Adjourned at 9:25 a.m. The next USC meeting is scheduled to take place on Tuesday, October 16, 2012 in room 101A of the General Services Complex from 1:30 to 3:30 p.m.
University Staff Council (USC)
Meeting Minutes
October 16, 2012 1:30 p.m. – 3:30 p.m.
General Services Complex – Room 101

Members Present: Linda Bair, Barbara Bayer, Michele Beal, Kathy Beladi, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Mary DuBuisson, Susan Edmisson, Les Fiechtner, Robert Jensen, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Judy Marrs, Amanda Mather, Darryl Petersen, Faith Stringer, Tom Swanner, Alma Villarreal, Janice Walpert, Emily Weers

Members Excused: Nikki Cavender, Kimberly Crawford, Carmen Espitia, Ron Huddleston, Janelle Ramirez

Members Unexcused: Kendra Beasley, Nora Cargo, Chantale Deuel, Roger Martinez, Debbie Sherman

Visitors Present: Rick Aderholt, Mitch Wittneben

Agenda Items:
I. Call to Order. At 1:35 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call. Janice Walpert called member roll call.

III. Minutes Review/Approval. Minutes for 9/18/12 USC meeting were approved. Faith Stringer made the motion to approve the minutes and Amanda Mather seconded. The council voted unanimously to approve the minutes.

IV. Installation of Member-at-Large. Lisa Blum installed 2012-13 Member-at-Large Executive Officer Alma Villarreal

V. Treasurer’s Report (Lisa Blum for Kim Crawford). The current balance is $15,191.87.

VI. University Staff Council Position Update (Lisa Blum). The part-time USC Administrative Assistant position is vacant (20 hrs/50%). Lisa met with Mario Rojo Del Busto. He offered to assist with the job posting and asked about the past arrangement. The decision was made not to cross train with Faculty Senate as they are already trained to back up. Mario offered to provide day-to-day supervision. The USC plans to maintain its supervisory role and participation in evaluation. Possibly Mario and two USC members will conduct the evaluation. Lisa has not given Mario the OK from the USC yet. To assist in the decision, Lisa will take into consideration the President’s memo authorizing the position which directly addressed the above details of evaluation, etc. Lisa will advise the USC when the position has been posted.

VII. Service Pin Poll (Lisa Blum). Thank you to Tom Swanner for helping with Explorer compatibility problems in response to several comments that the poll was not accessible. We received 1,283 votes - results were split 50/50. The USC supports the continuation of service awards and advised the President’s Office of the recommendation. One funding source possibility – depts. may be able to pick it up. Hopefully, it will not have to go that route. Pins are awarded starting with 20 years’ minimum service followed by five year increments.
VIII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum and Robert Jensen)

1. Advised that the USC supports the continuation of the service award.
2. University Smoking & Tobacco Rule was revised 9/11/12 and was effective immediately. There are discussions to create a committee of faculty, staff and students to address interpretations of this new rule. If the committee is formed, the USC has been assured representation. Our policy is not clearly defined. Discussion about this rule included questions about its scope and enforcement. The rule may have to be tweaked. UT has experience with this as they had to increase their scope and is now 100% smoke free. The question of when our revision took effect was asked – when the President signed it or was it sent to others for signing? Lisa will ask.
3. Health Science Center Realignment’s anticipated merger date is June 2013. The USC has been charged with determining how we will incorporate the realignment within the USC. Lisa Blum and Janice Walpert attended “Coffee Conversations” last week and listened to a presentation by the Health Science Center describing their Colleges, programs, campus locations, etc. The number of employees needing USC representation is unknown.
4. Lisa asked if other areas are being considered for outsourcing. Matt Fry advised none that he was aware of.

IX. Reports from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Gary Booth). Will meet first Tuesday of each month. As there were no agenda items, October meeting was cancelled.
   A. Staff Scholarship Committee (Nora Cargo on behalf of Carmen Espitia per email report): Carmen Espitia has agreed to serve as Chair of this subcommittee. The committee is working to schedule a fall touch base meeting in preparation for the mid-spring launch of the application for the 2013-2014 academic year.
3. Elections Committee (Janice Walpert). No report.
4. Communications Committee (Tom Swanner). No report.
   A. Outreach (Faith Stringer). Talked with one group – they did not have questions.
5. Bylaws Committee (Lisa Blum). Health Science Center realignment will likely require revisions to USC bylaws.

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

1. Quality Enhancement Plan – QEP (Lisa Blum). Will meet October 22nd. Their charge is to determine type of education students will receive.
2. Council for Strategic Budgeting (Lisa Blum and Faith Stringer). Faith advised their kickoff was Oct. 15th. The committee will meet monthly. The USC is represented by two members – Faith Stringer (1 year, voting) and Lisa Blum (2 years, 1st year non-voting, 2nd year voting). USC member Mary DuBuisson will serve on the strategic reallocation sub-committee.
3. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec). Will meet October 22nd.
4. Diversity Operations Committee (DOC). Emily Weers volunteered to serve on this committee.
5. Council for the Built Environment (CBE) (Janice Walpert and Tom Swanner). Janice Walpert reported the CBE discussed six issues: an information item on privatized housing – per Chancellor Sharp’s memo of 9/24/12 addressed to CEOs of Academic Institutions, the Chancellor advised that effective immediately, prior to any procurement process, a market analysis needs to be performed to best ascertain the need for housing on each campus. This applies to both construction and operation of a project meaning the potential building partner may also be responsible its operation. The second information item – update on the Equine Complex. As the new Equine Complex will be located at the corner of F&B and FM 2818 and will be a gateway into A&M along FM 2818, exploration of visual branding should be considered – perhaps the fencing surrounding the perimeter could achieve this. Modifications to the site design included adjustments for a NCAA Cross Country Track. Council recommended approval of a request by TEEX to construct a warehouse for equipment storage at Riverside Campus to support the Electric Power Training Program. Council recommended approval of the Corps
District Plan – the plan will reinforce identity and prepare for growth. Council discussed a proposal from Transportation Services for Lubbock Street improvements involving a limited access plan for the area between Spence and Coke Street. Discussion was tabled to allow Design Review Sub-Council to gather information on the possibility of including a bike lane to the project. The Texas Higher Education Coordinating Board (THECB) has radically changed the method used by universities to report their “campus condition”. The new system is called the Campus Condition Index. The ratio no longer uses deferred maintenance but the total amount of maintenance. The concern is that the formula has changed but the ratio (5%) to receive a passing report has not been adjusted. The certification report will be submitted by October 15th.


7. Audio Visual Surveillance Technology Committee (AVST) (Robert Jensen). Met twice. The committee is facing the challenging issue of jurisdiction. Where are the AV guidelines enforceable?

8. University Worklife Committee (Jannelle Ramirez). No report.

9. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Robert Jensen). Met October 3rd. Quick brief on surface lot maintenance. Presentation introducing a safety awareness program DIRC (Dangerous – Irresponsible – Reckless – Careless). TSAC agreed to support this safety initiative. Changes to Lot 100H are planned for the Christmas break. It will become a “two hour” lot and will be monitored. Currently students use it for all day parking and the Rec Center needs spaces to turnover. It will be renamed Lot 104.

10. University Dining Services Committee (Mary DuBuisson). This committee has been revived. Mary DuBuisson unable to attend due to a conflict. The question was asked why the USC would be asked to participate on this committee as this service has been outsourced. Mary will report back after their next meeting.

11. Task Force on Campus Emergencies (Lisa Blum). Committee did meet. Past incidents were discussed and Code Maroon work and function was reviewed.

XI. Old Business. None

XII. New Business. Due to a scheduling conflict, our December 18th USC meeting will be held in the morning instead of the afternoon at the GSC Room 101 from 8:30 a.m. – 10:15 a.m. Tom Swanner will post the correct time on our website. Lisa advised that the GSC meeting room was to be used for GSC employee functions only. Mary DuBuisson noted that as several members of the USC work in the GSC, they can work with the USC on this issue. A search committee to fill the position of VP of Research is being formed. While the USC is usually invited to participate on such a committee, due to this unique search, students and staff will not participate; therefore, the USC will not be asked for representation. The question “what makes this committee unique” was asked. Lisa will check on whether or not the search for a VP of Research should have USC representation. As it is raining today, Amanda Mather will take USC pictures at our next meeting.

XIII. Meeting Adjourned at 2:45 p.m. The next USC meeting is scheduled to take place on Tuesday, November 20, 2012, in room 401 at Rudder from 8:30 a.m. to 10:30 a.m.
University Staff Council (USC)
Meeting Minutes
November 20, 2012  8:30 a.m. – 10:30 p.m.
Rudder Tower, Room 401


Members Excused: Nikki Cavender, Kimberly Crawford, Mary DuBuisson, Carmen Espitia, Ron Huddleston

Members Unexcused: Roger Martinez

Visitors Present: Pat Alexander, Brett Henry

Agenda Items:

I. Call to Order.  At 8:30 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call.  Janice Walpert called member roll call.

III. Recognition of Visitors:  Lisa Blum introduced guest Brett Henry.  Mr. Henry advised he has been with TEES – Texas A&M Engineering Experiment Station - for 20 years.  Over the summer the Chancellor indicated that TEES should have a staff advisory council.  Mr. Henry stated he is the third member of TEES to attend a USC meeting this semester and thanked the Council for the chance to listen and learn.

IV. Minutes Review/Approval.  Minutes for 10/16/12 USC meeting were approved with the following correction “Due to a scheduling conflict, our December 18 USC meeting will be held in the morning instead of the afternoon at the GSC - Room 101 from 8:30 a.m. – 10:15 a.m.  Tom Swanner will post the correct time on our website.  Faith Stringer made the motion to approve the minutes with corrections and Emily Weers seconded.  The Council voted unanimously to approve the minutes.

V. Treasurer’s Report (Lisa Blum for Kim Crawford).  The current estimated balance is $15,000.00.  Kim Crawford advised per email at 2:48 p.m. 11/20/12 current balance is $14,731.22.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum and Robert Jensen)
   1. Based on the USC poll, the USC recommended continuation of the Years of Service Pin.  Matt Fry advised the President’s Office will find funding and will continue the Years of Service Pin program.
   2. The status of the University Smoking & Tobacco Rule was discussed. At one time there were discussions regarding a task force to address interpretations of this new rule.  The task force has not been formed.  Matt Fry is working with Charley Clark on policy clarification.  Expect more information in the spring.

Email:  staff@tamu.edu
Website:  http://staff.tamu.edu
3. The anticipated finalization date of the Health Science Center realignment and the Wesleyan Law School merger is June 2013. SACS accreditation and negotiations with the law school are ongoing. Lisa Blum will prepare a statement identifying how the USC will incorporate the realignment of the Health Science Center and merger with the Law School within the USC. The USC Executive Board discussed this at length at the executive council meeting and took it to Matt Fry. Several approaches were considered including the use of ADLOC or whether staff were A&M employees located in College Station. It was decided that anyone who reports under the leadership of the President of Texas A&M University may have representation on the USC. Matt Fry agreed this is the best way to proceed. The issue of how to represent staff not located in College Station was discussed with Matt Fry. If they have representation in College Station who would like to attend USC meetings, they are more than welcome to do so. We are not required to conduct telecommunication conferences: The USC bylaws and constitution will need to be updated.

4. There have been rumblings that IT is being considered for outsourcing. Matt Fry advised that the consulting firm Deloitte & Touche will be conducting a review. The President’s Office anticipates information back from that group by February or March. They do not anticipate any reduction in force but probably job consolidations and things along that line but again, the President’s Office will wait for the review results. Lisa asked about any further outsourcing. He advised that he was not aware of any at this time.

5. The President’s Holiday Coffee will be held December 10 at 1:30 p.m. in the MSC Bethancourt Grand Ballroom.

6. Kyle Field renovations were discussed. A decision is expected in spring 2013 with the intent to appear on the Board of Regents’ agenda in May. Negotiations are ongoing with regard to home games and phases of upgrades. Demolition of G. Rollie White Coliseum, Read Building and Netum Steed will be done in phases with the first anticipated during the fall of 2013.

VII. Reports from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Gary Booth). Scheduled to meet first week of December. Currently no agenda items or keystone requests. Janelle Ramirez advised that HR will partner with the Mays Business School in sending out a Climate survey next week (phase one) with results expected January 2013. The committee can work on action plans to help resolve any issues that may be identified in phase one. Phase two will take place in January 2013.
   a. Staff Scholarship Committee (Gary Booth for Carmen Espitia). December meeting is planned.

2. Elections Committee (Janice Walpert). Will meet after this morning’s USC meeting to review committee’s responsibilities and schedule a February meeting.

3. Parking, Facilities & Infrastructure (PFI) Committee (Faith Stringer). A keystone slip was received asking why motorcycles were not permitted to park in handicap spaces. Robert Jensen received an answer from Transportation Services. If you want to park in a handicap space, you must have a regular A&M parking permit. A motorcycle permit is only $88/year whereas regular parking spaces start at $275/year. If a visitor has a handicap parking permit but not an A&M parking permit, they cannot park in a handicap space. We will suggest he contact Transportation Services if he needs motorcycle parking in an specific area. Parking is already looking into providing additional motorcycle parking. Motorcycle parking spaces are generally located closer to buildings than regular parking spaces.

4. Communications Committee (Tom Swanner). Committee held an organizational meeting. Although there were no agenda items, the following suggestions were put forward for consideration: 1. Improve committee descriptions explaining what they do. This will benefit new members and help them decide which committee(s) is the best fit for them. 2. USC members could attend other staff council meetings. 3. Actively promote staff as in the past. Post photographs and info about staff on our webpage e.g. winners and nominees of the President’s Meritorious Service Award. This pool of people is plentiful and could be a source of varied stories about staff members. The Outreach Committee will be headed up by Mathew Johnson. The next employee
orientation is in December. Two keystone slips were assigned to the Communications Committee. One keystone request was in regard to the D.I.R.K. presentation. It was requested that the USC put a link on our website to an unbranded version. This has been done. When you click on that link, it brings up a PDF of an unbranded version of that presentation. A second keystone was an offer to assist the USC in creating surveys. Tom Swanner contacted Dr. Cantrell asking if the USC could have an account on the Qualtrix system. We have not yet received a response. It would be beneficial if the USC could access Qualtrix independently of another organization’s account. Most Qualtrix users pay an annual fee for access. Faculty Senate has permission to use Qualtrix to conduct their elections. We are hopeful that we will be given permission to conduct USC surveys on the Qualtrix system.

5. **Bylaws Committee** (Lisa Blum). We expect to be making changes to the bylaws in the near future and looking at the election makeup to adjust to the Health Science Center merger. Les Fiechtner asked in light of the reconfiguration of Texas A&M, will we be redistributing USC representation and is there is a mechanism for this? Lisa Blum replied that as each of the five Health Science Center Colleges requires representation, we will be adding opportunities for five new voting representatives. Les Fiechtner asked about the people who are now Compass related. Lisa stated that these spaces will be phased out. If they already had a representative, the representative will be allowed to finish their term. A group of 36 were retained and are represented by Alma Villarreal. Lisa will ask Mary DuBuisson to run the numbers of each College to ensure we are evenly represented as we proceed through the Health Science Center merger.

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

1. **Quality Enhancement Plan QEP** (Lisa Blum). Will meet next week.

2. **Council for Strategic Budgeting** (Lisa Blum and Faith Stringer). Faith advised they met November 19. There are three sub-councils. The main topic of discussion dealt with locating funds for the Strategic Reallocation Sub-Council to reallocate. Brainstormed about ways to do that - budget cuts are the only source of funds suggested. Everyone’s budgets are open to cuts. Suggestion was that everyone’s budgets be cut by a certain percentage or have them give back a certain percentage. USC asked if there are specific initiatives that they are trying to fund. Faith advised that the thought is that the identified funds will allow the Strategic Reallocation sub-council to consider proposals from various departments for initiatives they are considering. This meeting consisted of discussions but no recommendations. Dr. Karon Watson is chairing the SRSC. The student body does have representation on the Council. The question was asked if visitors are allowed to attend meetings of the Council for Strategic Budgeting. Lisa Blum thought that the meetings are not open but not certain. The meeting minutes are available on the website. Faith will send us the link. One of the four deans serving on this committee stated that if he has more cutbacks, it will mean cuts to his staff and faculty budget. Faith stated Dr. Watson was suggesting making cuts to areas that are not performing so as to fund initiatives that will move us forward. Robert Jensen asked if any of this money was from outsourcing and that his understanding was that those funds were to be used for education purposes only. Faith advised they have already dipped into that. What happened to the rest of the funds and the Pepsi contract? Where did the money go? Sub-council members asked and are looking for answers in their next meeting. Much of the money from the Compass outsourcing was based on projections of projected sales.

3. **Sub-Council, Strategic Reallocation** (Lisa Blum for Mary DuBuisson). They did meet and received their charge. That group is on hold until they know the types and amount of money they will have.

4. **Council on Climate & Diversity** (Lisa Blum). Although they did not meet, Lisa advised the Council did submit a report assessing the 15 departments and units that they heard from in September. The report was turned in and will be given to Dr. Stanley and Dr. Loftin to determine how to grade each department. There may be funds available to reward those departments via the strategic funds.
5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévelle). They did meet. They discussed tenured vs non-tenured faculty raises and were considering a survey of the different departments to see if raises were given fairly. For the past two years the committee has been working on trying to get a rule on anti-bullying passed. Faculty Senate passed a resolution. It was rejected by The General Counsel as there is no state law that they can point to that guards against bullying in the workplace. It was suggested that there is a rule already in place which refers to “unprofessional conduct”. It was suggested the definition be modified to include anti-bullying. This would apply to faculty. It was pointed out that anti-bullying is already covered in our rules and SAPs. They do not specifically use the word ‘bullying’ but people are protected from being abused. You can define that in a number of ways but we can go in and add more language to make it clear. There are already rules that protect faculty and staff from that kind of behavior. Perhaps we need to communicate to the university as a whole that you are protected and if you have a problem, here is what you need to do.


7. University Worklife Committee (Janelle Ramirez). Did not meet.

8. Council for the Built Environment (CBE) (Janice Walpert and Tom Swanner). Janice Walpert reported the CBE met on November 13 and discussed six items (two were informational). Info #1. Temporary relocation of Anthropology – safety concerns arose during HVAC renovations that required they vacate and move to the Read Bldg. which is scheduled for demolition fall 2013. Anthropology renovation should be completed by August 2013 making it a tight timeline. Info #2. Maintenance Sub-Council Chair Ralph Davila presented a report on the Deferred Maintenance expenditures for last year as well as past and projected spending for FY 12-15. #3. Council voted to recommend approval of the Transportation Services request for Lubbock Street improvements and to designate Lubbock Street as limited access between the hours of 6 a.m. and 6 p.m. 4. Council voted to recommend approval for the enhancements of existing signage and the addition to a dual-sided sign on the west side of Reed Arena as requested. 5. Council recommended approval for construction of the One Health Initiative building on the corner of Adriance Lab Road and Raymond Stotzer, currently parking lot #18 with provisions from Sub-Councils. The selected site is the easiest to connect to the campus data network and closest to TIPS and Vet School. 6. Council voted to recommend approval for the requested additions to the PEAP facility – boot camp/archery/jogging track (will not be built for NCAA athletic competition).

9. Statues and Sculptures (Kathy Beladi). Have not met.


11. Audio Visual Surveillance Technology Committee (AVST) (Robert Jensen). Met once. Approved cameras in the PEAP building and continued the long, tedious job of updating the SAP.

12. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Robert Jensen). Committee did meet. They were shown information prepared by Stephen F. Austin on campus parking ratios between students, staff and faculty versus parking spaces. We have the best ratio in the state. Committee reviewed engineering studies for Ireland, Asbury and Jones Streets primarily for new bicycle lanes with the hope of getting all going in the right direction. Ireland and Asbury are one-way streets. The hope is that new dedicated bike lanes will provide the means to go north and south on these streets and keep students in these lanes so they are not competing with buses and other vehicles. This will require signage and paint but no construction. Discussed the Low Speed Vehicle Task Force. Now that their charge has been finalized, the committee can get up and running. New GIS based parking maps available on the web have neat functions. We were introduced to a new app for smart phones called “PARKME”. It provides real time parking information. You can look at cities all over the country as well as find information on airports. It shows our lots and garages and the number of spaces available at any given moment including parking rate information. USC members commented on the dangerous practice people have of using the Ireland St. area as a drop-off spot as well as the lack of enforcement. Darryl advised that the engineering study shows consideration for changing New Street from one-way to two-way traffic resulting in the drop-off area disappearing.

14. **University Dining Services Committee** (Lisa Blum for Mary DuBuisson). Met October 20. They discussed meal options and limited hours at north side facilities. Learned about renovations that will occur over the Christmas and summer breaks. Also viewed plans for renovations for Einstein’s Bagels in Zachary and Sbisa. Discussed potential menu changes at various locations.

15. **Task Force on Campus Emergencies** (Lisa Blum). Committee did not meet (they only meet once or twice a year).

**IX. Old Business.** We will not take pictures today. If you would like an individual photo taken, please contact Amanda Mather and arrange a mutually agreeable time.

**X. New Business.** Amanda Mather advised that the College of Education is considering adding an ombudsperson and asked USC members if they were aware of other Colleges who may have one. Kathy Beladi stated that the College of Engineering has an ombudsperson but not pertaining to staff. Kathy will check it out for Lisa.

**XI. Meeting Adjourned** at 9:43 a.m. The next USC meeting is scheduled to take place on Tuesday, December 18, 2012 at the GSC - Room 101 at 8:30 a.m. to 10:15 a.m.
University Staff Council (USC)
Meeting Minutes
December 18, 2012  8:30 – 10:15 a.m.
101A General Services Complex


Members Excused: Kendra Beasley, Nikki Cavender, Matthew Johnson, Jenny Kenley, Roger Martinez, Judy Marrs, Janelle Ramirez

Members Unexcused: None

Agenda Items:

I.  Call to Order. At 8:30 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call. Janice Walpert called member roll call.

III. Recognition of Visitors. No visitors.

IV. Minutes Review/Approval. Minutes for 11/20/12 USC meeting were approved. Faith Stringer motioned to approve the minutes and Alma Villarreal seconded. The council voted unanimously to approve the minutes.

V. Treasurer’s Report. (Kim Crawford). The current balance is $14,731.22.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum and Robert Jensen)

1. Touched based regarding the keystone request from The Chronicle of Higher Education to speak to a staff member who was close to the outsourcing or part of the recommendations and process. Nora Cargo’s name was provided.
2. In response to a keystone received questioning why the USC was not asked to provide a representative for the VPR Search Committee, we were advised that staff do not have direct involvement with that office. It was pointed out that staff are involved in research and provided names of USC members as examples and in the future, we would appreciate being included in such a search committee.

Email: staff@tamu.edu
Website: http://staff.tamu.edu
3. Per a request from the President’s Office, Lisa Blum, Chair provided a HSC statement for consideration. It was well received. “The University Staff Council (USC) is a group of elected officials representing interests of and the issues impacting both classified and non-classified staff employees under the leadership of the Texas A&M University President. Once the Health Science Center (HSC) merger is complete, the College becomes eligible to have representation on this Council. Each college within the HSC choosing to participate will elect an individual to represent each of their five colleges. Additional information on membership eligibility can be found in the Bylaws located at the following link staff.tamu.edu or by contacting one of the Executive Officers.

4. Kyle Field Update – at the last USC meeting, one member asked what was planned for the space after the demolition of G. Rollie White and the Read McDonald Bldg. Kyle Field renovation plans and phases are still being discussed as well as picking and finalizing a design.

VII. Reports from USC Committees.
1. Work-Life & Benefits (WL&B) Committee (Gary Booth). Committee did not meet. Next meeting is scheduled for first week in January. Gary Booth advised that Janelle Ramirez asked the committee to discuss the results from the Campus Climate Survey (Phase One) once they are available. Janelle will advise when results are available.
   a. Staff Scholarship Committee (Carmen Espitia). Committee met on December 11. Discussed updates to the scholarship application and methods of distribution.

2. Elections Committee (Janice Walpert). Committee will meet in January.

3. Parking, Facilities & Infrastructure (PFI) Committee (Faith Stringer). You are permitted to use your regular parking permit on a motorcycle to park in a regular parking space, though Transportation Services recommends using a lock box (available for $25) to protect your permit.

4. Communications Committee (Tom Swanner). Committee did not meet. Lisa thanked Tom for updating USC website – photos are now correctly orientated. Lisa advised that meetings for the rest of the year have all been confirmed except for June 18. Lisa will email meeting information to Tom for posting to our website.
   a. Outreach (Tom Swanner for Matthew Johnson). No report.

5. Bylaws Committee (Lisa Blum). Committee did not meet.

VIII. Reports from Special Committees, Working Groups, or Appointments.
1. Quality Enhancement Plan (QEP) (Lisa Blum). Committee did not meet.
2. **Council for Strategic Budgeting (CSB)** (Faith Stinger and Lisa Blum). Committee did meet. They have been charged with coming up with a pool of funds for the purpose of reallocation by the Strategic Reallocation Sub-Council. An amount of 6.75 million dollars is available from other unallocated funds. The Council reviewed estimates of amounts that would be generated by cuts of 1%, 2.5%, and 1% from academic units and 2% from other units. After much discussion, the council voted to create a pool of $10 million using the available $6.75 million and another $3.25 million to come from all Colleges and Units. This represents a cut of about 0.65% (less than 1%). This will be recommended to President Loftin, who may approve it or may say it is not enough. Once the pool of funds is created, the Sub-Council – Strategic Reallocation will review proposals for the funds and decide which are best and will make recommendations to the Council for Strategic Budgeting. As an example, a possible use of funds could be a merit pool; however, a 3% merit pool would require $13 million. Dr. Watson conveyed there will be a pool of funds and identified faculty investment and graduate enhancement as two of Dr. Loftin’s priorities. Each College and Unit must identify what is being cut. If it is decided the item being cut is not acceptable, they must choose to cut something else. Dr. Watson will come up with a plan as to how much each of the units within Academic Affairs will be cut. While it may be 0.65%, it is not necessarily so that every College will experience the same hit – it may be less or it could be more. Dr. Watson will make the call on the distribution of cuts. It is a permanent base reduction for FY14. The committee has been advised that this will happen every year. The administration is trying to create a culture of reallocation - a change in mindset in that funds are viewed as they are – the university’s, not as belonging to the Colleges and Units. Merit increases continue to be on radar. USC members expressed concern regarding how much staff is aware of these cuts.

3. **Sub-Council, Strategic Reallocation** (Mary DuBuisson). Meeting this afternoon – Dr. Watson is speaking.

4. **Council on Climate & Diversity (CCD)** (Lisa Blum). Committee did not meet.

5. **Faculty Workplace Climate & Diversity Committee** (Jennifer Le Grévellec). Discussion continued regarding issue of anti-bullying. Committee may ask lawyer from General Counsel to attend their meeting to advise how the current policy may be enhanced.

6. **Diversity Operations Committee (DOC)** (Emily Weers). Committee met on November 29. Discussed Diversity Plan feedback - information as to how they are using results from the Diversity Plan within
their College or Department and trying to go beyond hiring. In addition, of the black students accepted to A&M, the numbers who actually attend is less than the goal. The year 2013 is the 50th anniversary of integration at Texas A&M and plans are underway on a celebration. In addition, we discussed a report that the Northgate Student Advisory Board is working with Northgate businesses to learn the reasons behind their business practices so they can help eliminate the perception that they are discriminatory. The last topic covered areas of focus for the next academic year and if there are other areas of concern for the next semester.


8. Council for the Built Environment (CBE) (Janice Walpert and Tom Swanner). Janice Walpert reported the CBE met December 11. Ralph Davila was recently named Contract Administrator for Compass activities and provided an update to the Council. A number of CBE members toured the Equine Initiative site location and the Riverside Campus on December 7. The CBE voted that memos be sent to the President recommending approval of: Maintenance Sub-Council’s request for the approval of the FY 14-15 Deferred Maintenance plan; Immediate demolition of the Dulie Bell building (accommodations must first be made for current users of the building - Public Policy Research Institute, the English Language Institute and small Anthropology lab); Construction of a WaterSmart demonstration garden on the south side of the TAEX Annex Building; Construction of three buildings at Riverside Campus for TEES to address space deficiencies and to provide space for projected growth.


10. Energy Action Plan 2015 Advisory Committee (Kim Crawford). Committee met December 5. Three main items were discussed - the first being a proposal for an automation system in ten buildings that would affect lighting and HVAC - basically for energy saving. Motion sensors would be used for both. The cost would be 4.5 million with a ten-year payback at 2%. An example of the energy savings would be the rating dropping from 214 to 190 translating into a savings of between three and four million dollars. Currently, people who work on weekends or late in the evening do not have air conditioning. This would automate A/C as well as automate lighting. A number of committee members asked what happens if it fails? The committee is working through these concerns. Also discussed were parasitic electronics such as space heaters and personal fans. They are proposing we be a little more active as far as being custodians of energy. Whoever is responsible for facilities could leave a customer card suggesting that if you are having trouble, give
them a chance to help you and make it better. If that does not resolve the problem, then bring in your heater or fan if necessary. They are trying a soft approach instead of regulating by rules. In addition, there is a big push reminding all to turn everything off during the holiday break. A survey taken of 22 buildings showed the following: 2,649 space heaters, 239 personal fans, 279 personal refrigerators (not in break rooms or used for research), 171 microwaves, 212 personal coffee pots (not in common areas), 31 boiler plates and 81 radios.

11. Audio Visual Surveillance Technology Committee (AVST) (Robert Jensen). Committee met two times. Approved a request to have a camera viewing construction of the golf course with the hope it will be used to create images for marketing and create a time lapse of the construction process. They were shown a similar video of the new north side dorm construction. It was quite interesting. A picture was taken every hour. It was amazing to watch a five-minute video cover 18 months of the new dorm construction. Also, had a tour of the dining services cameras at the MSC to see how they are functioning as well as where they are located.

12. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Robert Jensen). Committee met December 5. Darryl reported they discussed the announcement that the Low Speed Vehicle Task Force had begun its work and talked about its charge. The other major point discussed was an engineering study on garage feasibility. A plan calls for a $32 million garage project in 2015. The study was to help determine where it should be built. After the study, it was decided that it would be best to build two garages. Two hot areas were identified – the engineering corridor near lot 47 at a cost of $17 million (proposed 2015 start) would have the biggest demand and most turnover and help fund the next garage in lot 30D near the new north side dorm area at a cost of $15 million (proposed 2022 start). Part of Transportation Services’ budgeting strategy takes into account that as a garage comes off debt service, they can then roll the next garage into that keeping parking rates from having to be increased. Parking rates will not increase in the foreseeable future. The question was asked again about Kyle Field. Would some kind of parking be part of the renovation discussion? It was stated again that if anything other than what has been planned for over the years (such as a garage entity) happens, that could affect the rates for all of us. These consequences are always being pointed out to the planners and people who make those decisions.

13. Low Speed Vehicles Task Force (Les Fiechtner). Committee met three times and is making good progress on policy. They will meet weekly until finished. Safety of pedestrians is a priority. Committee may have a policy to recommend to the President sometime in February. To be consistent with National and State requirements, the name has been changed slightly to “Slow
Moving Vehicles”. There are a variety of vehicles as well as a mixture of ownership. Some are owned by the University, others by Compass as well as many privately owned. Currently, there are no regulations. Les stated that in a five-minute walk on campus he counted ten slow moving vehicles – Toros, golf carts, those used by maintenance, the ones used by utilities as well as the chariots used by Transportation Services. The Athletic Dept. advised that many people bring their personal vehicles with them to campus events.

14. **University Dining Services** (Mary DuBuisson). Committee met December 4. Renovation of facilities were discussed as well as likes/dislikes of dining food and perceived food quality. This is not new since the start of Compass but existed prior to the change in dining e.g. how changing the supplier of cheese can affect the flavor of food.

15. **Task Force on Campus Emergencies** (Lisa Blum). Committee did not meet.

16. **Task Force on Academic Calendar** (Jenny Kenley). Committee did not meet.

**IX. Old Business.** If you are one of the four members who have not had your individual picture taken, please see Amanda Mather. Also, the group picture on our website is missing a number of USC members. We would like a picture showing a true representation of the USC. Please wear your USC shirts to the monthly meeting, as we will attempt another picture.

**X. New Business.** Lisa Blum is still taking names until tomorrow for two scholarship-reading volunteers to read Dependent Children Scholarship applications. Lisa will forward the names and they will contact the individuals selected.

**XI. Meeting Adjourned** at 9:45 a.m. Amanda Mather motioned to adjourn and Kim Crawford seconded. The next USC meeting is scheduled to take place 8:30 a.m. – 10:30 a.m. Tuesday, January 15, 2013 in 401 Rudder.

January lunch social will be held at Chicken Oil on January 8

Members Excused: Linda Bair, Linda Brochu, Kimberly Crawford, Susan Edmisson, Ron Huddleston, Amanda Mather, Darryl Petersen, Faith Stringer

Members Unexcused: Jenny Kenley

Visitors Present: Amy Caldwell

Agenda Items:

I. Call to Order. At 8:35 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call. Janice Walpert called member roll call.

III. Recognition of Visitors. Lisa welcomed Amy Caldwell from Nuclear Engineering.

IV. Minutes Review/Approval. Minutes for 12/18/12 USC meeting were approved. Mary DuBuisson motioned to approve the minutes and Jennifer Le Grévellec seconded. The council voted unanimously to approve the minutes. Minutes were corrected to show Judy Marrs as an excused absence.

V. Treasurer’s Report. (Lisa Blum for Kim Crawford). The current balance is $14,731.22.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum and Robert Jensen)
1. The HSC merger is moving forward with formalities.
2. Negotiations are ongoing with the Wesleyan Law School.
3. Kyle Field Update – Manhattan Vaughn has been selected as the construction partner for the redevelopment of Kyle Field. Matt Fry and a group will be meeting with student leadership to discuss how to help pay for Kyle Field redevelopment. Options on the table are raised fees and/or raised ticket prices for sports pass. Out of 50,000 students, 30,000 purchased the sports pass – mostly undergrads. A press conference is planned for next week regarding support for Kyle Field redevelopment – possible attendees include A&M, City of College Station and the City of Bryan.
4. No update on the IT review being conducted by Deloitte and Touche – their report is expected by February or March.
5. We are in the process of setting up a spring meeting with Dr. Loftin probably for March or April.
6. We advised Matt that the USC will hold a forum but that we were struggling with a topic. We would like to address concerns staff have and plan a forum around those. One of the challenges we face is that the largest contingent of staff that attended our past forums has been outsourced. What can we do to attract first-time

Email: staff@tamu.edu
Website: http://staff.tamu.edu
2012-2013 Executive Officers
Chairperson: Lisa Blum
Vice Chairperson: Robert Jensen
Secretary: Janice Walpert
Treasurer: Kimberly Crawford
At-Large: Darryl Peterson
At-Large: Alma Villareal

forum attendees? A number of ideas considered include having Dr. Watson speak and address the results of forums they hosted on accountability and responsibility - perhaps a report addressing their findings, what are the next steps, what role does staff play in those steps? We could conduct a brief poll (three questions) asking staff to choose from a number of suggested topics. Dr. Loftin would be willing to attend a forum.

7. Matt advised that Texas A&M will be asking the State to return some of the funding that was taken as the situation has improved. We have a good case but how this legislature feels about higher education is unknown.

VII. Reports from USC Committees.
1. Work-Life & Benefits (WL&B) Committee (Gary Booth). Committee did not meet. Next meeting is scheduled for February 5 at 1 p.m. The committee has been asked to research the University of Texas’ staff emergency fund that can be funded by annual state charity contributions.
   a. Staff Scholarship Committee (Carmen Espitia). Committee did not meet. The committee will update the scholarship application. Lisa stated the application on the USC website could be printed for updating. In addition, the question pertaining to which semester(s) aid is being applied for will be tweaked so it is easier to understand.

2. Elections Committee (Janice Walpert). Committee met January 10 and discussed the election process timeline, the impact that the recent outsourcing may have had and the impact the upcoming HSC merger is expected to have on the makeup of USC representation. This year the Elections Committee will request the colleges/units submit the name of their elected representatives to the USC Secretary no later than May 31 instead of the July 18 deadline of last year. The Elections Committee and the Executive Officers agree this makes it possible to contact new members prior to the beginning of summer and select a date for the orientation meeting that works for everyone as well as allow more preparation time for the binders. Each year the Elections Committee reviews the distribution of staff within colleges and units in preparation for the elections to ensure a balance in representation. The committee received that report just before our committee meeting and is currently in the process of analyzing it. The report also provides information on the HSC and their colleges. There will be one USC member for each college with terms that will be staggered so they do not all end at the same time. The USC expects to meet with the HSC sometime this summer. They will decide how they want to stagger their representatives between one, two and three years. Our next committee meeting will be February 6.


4. Communications Committee (Tom Swanner). Committee did not meet. Lisa thanked Tom for tweaking the USC website – links to past surveys are now on the left side.
   a. Outreach (Matthew Johnson). December orientation meeting had between 20 and 30 new employees. The next orientation meeting is scheduled for February 13 (no meeting in January). Matthew asked if the USC has information we would like him to pass along. Lisa advised there was a handout with bullet points at one time. Matthew said he heard about the handout but has not seen any. Lisa will send them to Matthew so new employees have a visual. Lisa will check into the USC pens that Tammy ordered.

5. Bylaws Committee (Lisa Blum). Committee did not meet. Once the Elections Committee has set their process, then the Bylaws Committee will meet to make the appropriate changes to match Elections.
VIII. Reports from Special Committees, Working Groups, or Appointments.

1. Quality Enhancement Plan (QEP) (Lisa Blum). Committee did not meet – on hold until next item comes along.

2. Council for Strategic Budgeting (CSB) (Faith Stinger & Lisa Blum). Next meeting is January 28.

3. Sub-Council, Strategic Reallocation (Mary DuBuisson). Met December 18. Discussion was laid out - 10 million dollars is the amount the sub-council will be reallocating. The sub-council was encouraged to brainstorm ideas on how best to use the money. Deans will be asked to submit suggestions. Lisa asked if there was any indication on when the deans will be asked to provide this information. Mary advised that the sub-council is meeting through March and that the budgeting process will probably start up in April so probably between now and then. Reallocation of money will need to have been decided on before the budget starts.


5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec). Did not meet.


7. University Worklife Committee (Janelle Ramirez). Committee will meet on January 28 – it will be the first time in about nine months. Janelle spoke about Dr. Loftin’s weekly message in which he encouraged us to take up the GetFitTexas State Agency Challenge. Information is available via the HR Liaison News – check out the programs at www.getfittexas.org and walkacrosstexas.edu. It is easy to sign up. HR encourages everyone to participate and show that Texas A&M – College Station is a good role model. The State of Texas is about state 40 out of 50 in terms of our lifestyle and lack of fitness. It is an attempt to raise awareness. You can set up teams on this website if you prefer to get together with a group of friends or a group from your office. Keeping track is on the honour system. You log in and track your activity from a whole list of activities. You can set your own goals or not. It is a way to track, raise awareness and be supportive of becoming a little bit more active. When you sign up by clicking on ‘join program’, please be sure to indicate that you are Texas A&M – Main. That way, Texas A&M will receive credit for it. On a different note, please remember to complete phase two of the HR survey – deadline is Friday, January 18. Even if you did not do phase one, you can still do phase two. A reminder email will go out today. Lisa stated that she had been advised by a couple of people during the phase one survey who said when they attempted to do phase one by using the link in the reminder, they received a message stating they had already completed the survey when in fact they had not. Janelle had not heard about that problem. Lisa asked that we encourage staff to participate in the survey. HR cannot help employees unless they know what their concerns are.


11. Audio Visual Surveillance Technology Committee (AVST) (Robert Jensen). Committee met last Thursday. They approved a request from the Mays Business School to allow equipment to be used on an “as requested” basis from students to record their practice presentations. Received a request from CEOC – a committee associated with the campus emergency system. Transportation Services has numerous cameras throughout campus. The CEOC requested access to that footage in the event of an emergency so they could be involved in the way Transportation Services would be with a transgression off campus. This would go along with any emergency evacuation we needed and with assessments to see what could be done better. Received a request that will take some time as input will be needed from other offices on campus. In light of distance education becoming more common, the committee has received a request to approve the purchase of equipment that works like a Skype camera on your computer to monitor cheating when you are in your domain testing area. It raises many interesting questions as the committee’s view has always been that cameras not be used for that particular activity in the classroom or otherwise. The belief has always been that you need to have someone in the classroom. They were not thinking about distance education. It has opened up a whole new arena for discussion. It was pointed out that Blinn College has a testing center set up which has cameras and a live person monitoring. Would this be a similar set up? If so, speaking to someone who uses cameras in this manner may be helpful. Robert stated that in their quick discussion, he got the impression that the committee did not so much a problem have a problem with the purpose, but more with the specifics of the particular system they were asked to consider (one of the committee members looked at it). There was not an apparent link explaining that you had to disconnect the camera and that the default was that the camera would remain active – the information to disconnect the camera was in small print. On this particular system, if you as a user do not disconnect the camera, then live footage continues of whatever else you may be doing – be that in your bedroom or wherever you might have been when you did your test. The individual may not be aware that things they were doing had been remotely captured. The committee needs more information. This was not their only concern. They are looking at the request from the viewpoint of more than the intended purpose of the request. For example, who would have access to the footage? There was discussion about a case that was in the news a few months ago about a school that allowed students to check out computers for use at home. Without the students’ knowledge, the computers’ cameras were used inappropriately to view non-academic actions of the students. The committee is looking beyond the face value of the identified purpose.

12. Transportation Services Advisory Council (TSAC) (Darryl Petersen & Robert Jensen). Did not meet.

13. Low Speed Vehicles Task Force (Les Fiechtner). Committee met twice since the December USC meeting. The committee now has a first draft of two thirds of the policy for low speed vehicles and is making good progress on the third piece – the biggest section. They will go on a driving tour Thursday using low speed vehicles to see what the issues are. Students will be present so they will get to experience what happens when there is activity on campus. Les expects they will ride in golf carts. Gary Booth asked if there will be a requirement in order to be able to drive one. Les advised the policy consists of three phases – purchase & registration of the vehicle, training & safety issues and the big section – routes and rules. There will be specific training you will have to complete in order to qualify to drive. Discussions are ongoing as to who will provide the training – Transportation or Environmental Health & Safety. You will need a driver’s license and the steps will be laid out for you. It will probably be done online. Departments will need to keep a list of those who are qualified to drive the low speed vehicles. Risk Management is very serious about this and will make you trace it back to the individual for corrective action. If a vehicle is seen parked in the wrong place or a report is received that a vehicle is going too fast, that vehicle will be traced back to the organization the vehicle belongs to and the organization must know who was driving so they can correct the behavior. All
vehicles will have identifying tags identifying the department it belongs to. The process should be a quick turnaround even with rented and short-term vehicles.


15. Task Force on Campus Emergencies (Lisa Blum). Did not meet.


IX. Old Business. Gary Booth asked if there was any additional conversation during the meeting with Matt Fry on the fact that the USC was not included in the VPR Search Committee. Lisa advised there was and that the person who put the committee together choose not to have a staff person on the committee. Matt advised they also received feedback from graduate students who felt they should have been invited and the response was no to them as well. We shared that the USC has had members who conduct research. The response - that was the choice made. Lisa asked that they consider putting a staff person on the committee in the future.

X. New Business. Lisa Blum forwarded names of those interested in being a scholarship reading volunteer for the Dependent Children Scholarship applications. Scholarships & Financial Aid will contact the individual selected.

XI. Meeting Adjourned at 9:15 a.m. Mary DuBuisson motioned to adjourn and Les Fiechtner seconded. The next USC meeting is scheduled to take place 1:30 p.m. – 3:30 p.m. Tuesday, February 19, 2013 in 101A General Services Complex.

Location of February 5 lunch social to be announced – email your suggestions to Robert Jensen
University Staff Council (USC)
Meeting Minutes
February 19, 2013    1:30 p.m. – 3:30 p.m.
101A General Services Complex


Members Excused:  Barbara Bayer, Gary Booth, Janelle Ramirez

Members Unexcused:  Judy Marrs

Agenda Items:

I.  Call to Order.  At 1:30 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II.  Roll Call.  Janice Walpert called member roll call.

III. Recognition of Visitors.  Rachel Robinson, College of Architecture, Dr. Steve Martin, Health & Kinesiology, Rick Aderholt and Mitch Wittneben, College of Engineering.

IV.  FIT LIFE Presentation - Dr. Steve Martin spoke about the two facets of the FIT LIFE Program available through A&M’s Health & Kinesiology Dept. – Applied Exercise Science and the Huffines Institute for Sports Medicine. Low-cost exercise classes held on campus are taught by students of the Applied Exercise Program. Senior level students (main instructors) and junior level students (apprentices) teach a wide variety of classes such as water aerobics, yoga, strength & conditioning and step aerobics. They will design an exercise program for you and will work with you throughout the semester updating your program and doing baseline testing. The second side of the program provides low-cost cardiovascular health profiles (CHP) performed in their lab by students including blood pressure screenings, cholesterol testing, health & wellness profiles and cardiovascular stress testing. Local physicians are invited to the lab providing you with an opportunity to schedule an appointment with a doctor during the Clinical Testing Program. The same students who participate in the Clinical Testing Program also teach the exercise classes. Dr. Martin will also come out and speak on topics such as nutrition, weight loss or starting an exercise regime. Starting with the fall semester, the classes currently being taught at G. Rollie White and Read Building will move to the new Physical Educational facility located on West Campus behind Reed Arena. Rooms will be specialized to the class being taught. If people off site are interested in an exercise program and have a room, the program can be brought to them. For more information about health and wellness programs via FIT LIFE, email http://fitlife.tamu.edu or call 845-3997.

V.  Minutes Review/Approval.  Minutes for 1/15/13 USC meeting were approved. Amanda Mather motioned to approve the minutes and Susan Edmisson seconded. The council voted unanimously to approve the minutes.

VI.  Treasurer’s Report.  (Kim Crawford).  Current balance is $14,731.22. Kim received a memo for the Chair from CIS for yearly services. The USC will pay $650 for virtual server and $1,610 for our keystone system used for our trouble tickets – total is up slightly ($80) from last fiscal year.
VII. **Monthly Meeting with Matt Fry, Chief of Staff to the President** (Lisa Blum and Robert Jensen)

- Discussed ongoing student referendums regarding Kyle Field renovations - students are voting on options of increasing the cost of the sports pass or increasing their university enhancement fee.
- Each year the USC Executive Officers meet twice with the president. EO’s meeting is set for March 28.
- The Health Science Center merger and Wesleyan Law School negotiations are moving along as planned.
- Demolition of G. Rollie White and Read Building is expected to start at the end of summer.

Note: A USC member asked if there had been any discussion on how the Kyle Field renovation would impact staff. Lisa replied there was no discussion regarding impact on staff. A comment was made that there is a notion out there that the 12th Man will now require faculty and staff to pay the donor portion of any tickets they purchase. Depending on where you sit, that could be significant.

VIII. **Reports from USC Committees.**

1. **Work-Life & Benefits (WL&B) Committee (Gary Booth).** The committee discussed the grievance process for workplace harassment between a faculty member and a staff member and the fact that the SAP does not seem to be well known. While the USC does not get involved in individual complaints, it may be possible to have links on our website directing staff to the proper HR reporting channels. Making a phone call without filing a formal report will not engage the process. There is also a campaign called Tell Somebody where concerning behavior can be reported [http://tellsomebody.tamu.edu](http://tellsomebody.tamu.edu). The committee was asked to research the UT emergency staff fund – following are facts about that fund: UT started the fund in 2004, they average $30,000 in and out annually and requests must be emergency time-limited events such as a death in the family, a fire or a huge medical expense. The amount a staff member may request depends on availability of funds. There is a set maximum that may be requested – currently the maximum is $1,000 but for a number of years it was $500. The applicant must have been employed at least one year and the two-page application is reviewed by a committee of three – it takes two out of three to approve the request. The applicant must submit receipts and bills. Most of the funding for this emergency fund comes from donations via the annual SECC charity campaign. The committee is researching IRS requirements as well as where the account would be housed.

   a. **Staff Scholarship Committee (Carmen Espitia).** The committee confirmed that the spring semester staff scholarships have been paid. Scholarship application revisions have been completed including clarification on the applicable semesters. The application has been uploaded to the website – application deadline is May 31.

2. **Elections Committee (Janice Walpert).** Met February 8. Nominations for the 2013-14 Executive Officers will be open April 8 through April 19. Nominations will be converted to a Survey Monkey ballot. Voting will take place April 24 through May 3. Officers-Elect will begin shadowing the outgoing officers at meetings beginning May 14. Terms for seven USC members will expire August 31: Robert Jensen, Kim Crawford, Judy Marrs, Ronnie Huddleston, Mary DuBuisson, Janice Walpert and Emily Weers. As the V.P. – Research is no longer under Executive V.P. & Provost – Academic Affairs, the USC agreed that they should have a USC representative and will be asked to participate in this year’s elections. The Elections Committee will contact each Division Head or Dean early April regarding the upcoming election in their area. They will assign a nomination coordinator who will be responsible for the election. Results from the units’ elections are due May 31. Elections for USC representatives from the HSC and the Wesleyan Law School will take place after the mergers. The HSC representatives will be elected on a staggered basis so their terms do not all expire at the same time. Per the Bylaws, Ex-Officio member positions will
be nominated by the Executive Committee and voted on by the council. Lisa Blum confirmed there will be five HSC colleges represented by the USC. As it is not known at this time if the HSC system administration employees (302) will be absorbed into their respective units here, we will plan on incorporating that group so they have a USC representative and act accordingly when the merger is finalized.

3. **Parking, Facilities & Infrastructure (PFI) Committee** (Faith Stringer). Did not meet.

4. **Communications Committee** (Tom Swanner). Did not meet.
   a. **Outreach** (Matthew Johnson). Attended new employee orientation – handed out USC pens and pamphlets to 35 new staff members. Next meeting is March 19.

5. **Bylaws Committee** (Lisa Blum). Expect to meet soon after information is received from Elections Committee.

IX. **Reports from Special Committees, Working Groups, or Appointments.**
1. **Quality Enhancement Plan (QEP)** (Lisa Blum). Did not meet.

2. **Council for Strategic Budgeting (CSB)** (Faith Stringer and Lisa Blum). The committee did meet. Lisa Blum reported that no voting took place. Student organizations attended – meeting consisted mainly of discussions pertaining to the student enhancement fees. Dr. Watson stated there is a lot of confusion about various contracts e.g. Barnes & Noble, Compass, Chartwell. When read upfront, it looks as if A&M would receive monies immediately upon signing the contract when actually you may have to complete the contract or stay with the company for three or five years. Based on that, a portion of the money is released per year. They are working on getting specific information on contracts trying to identify ways money can be saved by doing things differently during negotiations. For example, Barnes and Noble gives money back to A&M but in the form of scholarships, not in funds that could be used toward maintenance or things of that nature. Faith Stringer stated that in the committee’s previous meeting, Dr. Watson advised that Dr. Loftin had approved the committee’s recommendation of a 0.65% budget cut but was concerned it may not be enough. The president is aware that the committee feels strongly that there needs to be a plan before asking departments to give money back.

3. **Sub-Council, Strategic Reallocation** (Mary DuBuisson). The committee met twice. They voted on a list of things in order to identify and prioritize. There was a natural break between the top three and the top five. They voted again to reconfirm the top five and their order of priority. It was suggested that they would recommend the ten million dollars be spread amongst the top three and if more was available, that it would extend to the top five. The first round of voting had funding for merit, additional funding for the library & CIS and deferred maintenance in the top five. That may have changed in the second voting. Next meeting is February 25.

4. **Council on Climate & Diversity (CCD)** (Lisa Blum). Did not meet.

5. **Faculty Workplace Climate & Diversity Committee** (Jennifer Le Grévellec). The committee continued to discuss workplace bullying. A system lawyer attended and advised HR has a process and each College is supposed to have a committee that takes the complaints. However, this process may not be well known and there may be restructuring and direction to those committees to tell them what they are
responsible for. The committees do not feel they have the authority to handle complaints of this nature. The Dean of Faculties would be in charge of rewriting the rule. Lisa Blum suggested it might be a good idea for each college/unit to put the name of the contact on their website so they know who is representing them.

6. Diversity Operations Committee (DOC) (Emily Weers). Committee did meet. Various representatives were asked to bring examples of what they had been doing within their unit/college to enhance diversity. They saw a variety of ways that diversity was being enhanced such as being incorporated in curriculum and recruiting. The USC needs to be creative and find ways to enhance diversity. We discussed changing up the seating arrangement to be more welcoming and inviting Dr. Stanley to speak to us annually as a third of the USC is new every year. It was suggested that we could provide a link on our website to diversity programs developed for staff. Emily Weers provided information on a class taking place March 5 which teaches people to learn about others by learning about themselves. Emily will forward information on the class.

7. University Worklife Committee (Janelle Ramirez). Lisa Blum advised to be on lookout for information coming in March on a program called Get Fit. Another SEC school is interested in a challenge with A&M.

8. Council for the Built Environment (CBE) (Janice Walpert and Tom Swanner). Janice Walpert reported the CBE met February 12. Schematic review updates were presented briefly outlining planned changes for the Jack K. Williams Building and Scoates Hall. Many of renovations relate to ADA requirements and plumbing improvements. The Northside Hall art competition has been awarded. The piece will be a topographic map showing the natural changes in the Brazos Valley over a number of years. The CBE voted to recommend to the President approval of five requests: expansion of the "Office of the Texas State Chemist" facility on Agronomy, donor construction of a Short Game Practice Facility at Traditions Golf Club, Riverside Campus Plan, Athletic Facilities District Plan implementation of changes re the Bike Lane Study of two campus areas – Ross/Ireland and Old Main/Jones. Information on the CBE including agendas and minutes may be found at cbe.tamu.edu.

9. Statues & Sculptures (Kathy Beladi). Met February 1 and reviewed their charge.


11. Audio Visual Surveillance Technology Committee (AVST) (Robert Jensen). January 25 the committee approved a request to install three cameras in the new Board of Regents office area. January 31 they approved a request for a memory cloud camera sculpture in the MSC and February 12 they approved the installation of a camera at Kyle Field for the purpose of viewing construction progress.

12. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Robert Jensen). Met February 6 and received an update on the Slow Moving Vehicle Task Force showing the process used to tackle this issue. Discussed how to handle bus route naming requests and that there is not a specific procedure to do that. When a group asks to have a route named after them, what is the process? They will look into developing a formal procedure to handle those requests. Transportation Services stated that building a garage at Kyle Field is not part of the master plan which includes building garages in other locations without raising parking rates. Also discussed was the redesign of lots 70 and 30 in the Dulie Bell area on the north side of campus.
13. **Slow Moving Vehicles Task Force** (Les Fiechtner). The committee has completed its task and submitted recommendations to the president. They created a map showing where slow moving vehicles can and cannot drive. It will show details such as preferred areas as well as a “no-wheel zone” near the MSC. This will apply to skateboards, bicycles and slow moving vehicles. Personal mobility devices are excluded from the slow moving vehicle requirements. This includes Segways, chariots and motorized wheel chairs. This policy is expected to be in place for the fall semester. Vehicles that do not comply with requirements such as lights will have a fiscal year to become compliant. Many vehicles do not have required turn signals, triangle on the back or headlights. Enforcement will fall under Transportation and safety will come under Environmental Health & Safety. Vehicles will be able to be identified. If a vehicle is reported doing something wrong, the supervisor of that area will be informed and will be responsible for reprimanding the individual.

14. **University Dining Services** (Mary DuBuisson). Committee discussed summer renovations, the quality of food and the fact that the cost of campus meal plans has not yet been set for 2013-14. This is causing problems for students wanting to apply for campus housing as a meal plan is mandatory for freshmen and sophomores living on campus. By contract, Compass is not permitted to raise prices by more than 3%. Compass submitted a request for an increase of 5.8% in their meal plan prices causing a standoff. Committee’s next meeting is March 5.

15. **Task Force on Campus Emergencies** (Lisa Blum). Did not meet.

16. **Task Force on Academic Calendar** (Jenny Kenley). Committee discussed moving one of the final exam days to Saturday. If this were to happen, the thought was that it would only impact students and faculty. Essentially, it would eliminate reading days. However, that does not really hold true. Staff would be affected. How can you administer an exam without any staff? Students were excited by the Saturday exam option and have some faculty support. This is the only way around the calendar. Email Jenny if holding finals on Saturday would cause problems for staff in your area and she will bring that to the committee. As an example, exams bring an increase in the need for student counseling so staff would be affected there.

X. **Old Business.** Lisa Blum has not been notified regarding who was chosen to be a scholarship reader for student financial aid. Lisa submitted several USC names and will check it out.

XI. **New Business.** Bylaws Amendment Proposal ... in order to clarify the bylaws Article III – Council Membership, a request has been received to change the wording from “There will be no fewer than twenty-five (25) council member positions.” to “There will be no fewer than twenty-five (25) full voting council member positions.” Emily Weers motioned to approve the bylaw change - Les Fiechtner seconded. The USC voted unanimously to approve the bylaws amendment.

XII. **Announcements.**
- Dr. Loftin recognizes and provides a reception for outgoing USC members. This year it will be held at the president’s home on August 22 from 5:30 p.m. to 7:30 p.m. All USC members will be invited. Those whose charge is ending this year will be recognized.
• We will host a forum - possibly in June. Depending on if we could get on their schedules, both Dr. Loftin and Dr. Watson would be happy to speak. Having something to roll out on the staff emergency fund would be something to catch the interest of staff. What do your constituents want to hear about?
• Fundraising idea for USC scholarships and other USC needs – flags over A&M similar to the way you can have a flag flown over the capitol or over The White House. Lisa Blum is researching this idea – where would it be flown? Who would we need to get permission from? Who would monitor the program?
• Just a reminder that draft minutes should not be distributed to your constituents until approved at the next meeting. The USC briefs were developed as a quick snapshot to inform people in the interim of USC activity. To be professional and consistent, please distribute the briefs as sent and not add personal comments. We expect movement on the part-time USC Administrative Assistant position by Friday. The sooner the administrative position is posted and filled, the sooner the briefs will be sent out.

XIII. **Meeting Adjourned** at 3:40 p.m. The next USC meeting is scheduled to take place 8:30 a.m. – 10:30 a.m. Tuesday, March 19, 2013 in 401 Rudder.
University Staff Council (USC)
Meeting Minutes
March 19, 2013  8:30 a.m. – 10:30 a.m.
401 Rudder

Members Present: Linda Bair, Barbara Bayer, Michele Beal, Kathy Beladi, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Nora Cargo, Nikki Cavender, Mary DuBuisson, Carmen Espitia, Susan Edmisson, Robert Jensen, Matthew Johnson, Jennifer Le Grévellec, Judy Marrs, Roger Martinez, Amanda Mather, Darryl Petersen, Janelle Ramirez, Faith Stringer, Tom Swanner, Alma Villarreal, Janice Walpert, Emily Weers

Members Excused: Kendra Beasley, Kimberly Crawford, Chantale Deuel, Les Fiechtner, Jenny Kenley

Members Unexcused: Ron Huddleston

Visitors: Brett Henry, Kathy Symank

Agenda Items:

I. Call to Order. At 8:30 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call. Janice Walpert called member roll call.

III. Recognition of Visitors. Brett Henry, Texas A&M Engineering Experiment Station (TEES) & Kathy Symank, Texas A&M Human Resources

IV. Minutes Review/Approval. Motion to approve minutes from meeting of 2/19/13 was received and seconded – minutes were approved with changes.

V. Treasurer’s Report. (Kim Crawford). No report.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum and Robert Jensen)
   • Advised that our elections for 2013-14 USC Executive Officers will take place in April; also, units/colleges of seven USC members whose terms expire August 31, 2013 (not including the HSC ) will conduct elections for new representatives
   • Children’s center – interest expressed in issue again
   • USC Forum – would like to focus on a hot topic
   • The Health Science Center & Wesleyan on schedule
   • Kyle Field will be on the Regents’ May meeting agenda
   • No update on IT review

VII. Update on Administrative Assistant Position (Lisa Blum). The position has been posted. Thirty-one applicants were received. Interviews will start Tuesday. The USC support staff position’s adloc is now under the President’s Office and the position remains funded by the President’s Office. The position is still housed in the Faculty Senate Office. Lisa Blum, current Chair of the USC, will be direct supervisor and Matt Fry, Chief of Staff
2012-2013 Executive Officers
Chairperson: Lisa Blum
Vice Chairperson: Robert Jensen
Secretary: Janice Walpert
Treasurer: Kimberly Crawford
At-Large: Darryl Peterson
At-Large: Alma Villareal

for the President, will be secondary. The interview committee consists of the following: Lisa Blum, Robert Jensen, Matt Fry and Tom Swanner (for his IT expertise).

VIII. New Business
a. Bylaw Revision Request (Lisa Blum). Three proposed amendments. 1. Proposal to add to bylaw Article VI a statement that the USC is not required to provide telecommunications during meetings to members who are not present. This generated discussion about how our meetings could be made available via telecommunications, the cost, room availability, how that would open up our meetings not only to those off campus but also to staff on campus who are interested but unable to attend USC meetings. Communications Committee will research this opportunity. Proposal #1 was tabled. 2. Proposal to change the language of Article 1 (Mission) – to add the words ‘under the leadership of the Texas A&M University President’ and strike the words ‘at Texas A&M University – College Station’. Modified proposal #2 as follows: The University Staff Council’s (USC) stated mission is to represent the interests of and the issues impacting both classified and non-classified staff employees OF at (striking the word ‘AT’) Texas A&M University – College Station (striking the words ‘COLLEGE STATION’). Motioned by Emily Weers and seconded by Amanda Mather – the revised version of proposal #2 was approved pending discussion with Matt Fry. In addition, we considered a proposal to amend Article III – Council Membership A) Eligibility from ‘Council members will be classified or non-classified staff employees, with a minimum of two years of service at Texas A&M University – College Station’ to strike the last two words ‘College Station’. Motioned by Faith Stringer and seconded by Kathy Beladi – approved as amended. 3. Proposal to change wording of Article VI – Meetings from ‘at least two university-wide open forums shall be held each year’ to ‘at least one university-wide open forum shall be held each fiscal year’. The concern is that we do not want to be in violation of our bylaws. We can always do more. There was much discussion about how this would affect USC visibility – perhaps partner with Diversity, co-sponsoring an HR event, holding an open house or perhaps the USC could host a staff appreciation. Per Janelle Ramirez, there were no major, negative messages identified in the recent Employee Climate Survey. Once a summary report is provided to Dr. Loftin, the Staff Council will have an opportunity to review the report and provide feedback. Amanda Mather motioned and Mary DuBuisson seconded - vote was held - motion to approve Proposal #3 passed (22 in favor; 1 against).

b. USC Forum (Lisa Blum). Nothing has been identified by the HR surveys as a strong topic. What are the concerns of staff? Suggested ideas included what is happening with the legislature, budget reallocation, insurance costs for upcoming year, Chancellor’s vision for staff, what are other universities doing – are they outsourcing, how is outsourcing performing, how has the reduced pool caused by outsourcing impacted Texas A&M employees retirement? Emily Weers will send out survey to gather staff input and possible ideas for forum -Tom Swanner will assist.

IX. Reports from USC Committees.
1. Work-Life & Benefits (WL&B) Committee (Gary Booth). Staff charity emergency fund must be a recognizable non-profit with federal reporting in order to be part of the SECC. UT receives contributions via the SECC. Gary surveyed a number of our SEC peer institutions and few have a staff charity fund. Who would handle this? Would we set it up under the Foundation? UT ran into problems when funds were not being used for approved purposes – they then switched to having participants submit their

Email: staff@tamu.edu
Website: http://staff.tamu.edu
receipts and the fund paid debt directly. Also, what is the decision process when the funds requested exceed the amount approved?

a. **Staff Scholarship Committee** (Carmen Espitia). Final update completed – application link on our website is current. Committee looking at sending an announcement via Distribution A to get the word out.

2. **Elections Committee** (Janice Walpert). Met March 7. Nomination forms for USC 2013-14 Executive Officers have been updated and nominations will open April 8 through April 19. A listserv email with nomination forms attached will be sent out April 8. You may nominate someone or self-nominate. I will contact the units/colleges of the seven representatives whose terms expire August 31, 2013 requesting they conduct their elections. Elections Committee’s next meeting is April 1.

3. **Parking, Facilities & Infrastructure (PFI) Committee** (Faith Stringer). Did not meet. A staff suggestion has been received regarding parking – it is being suggested that a diminishing parking charge based on staff longevity be considered. It was pointed out that parking costs depend on location – not on who holds the parking permit. Also, how would this affect funds for maintenance and future facilities?

4. **Communications Committee** (Tom Swanner). Did not meet.
   a. **Outreach** (Matthew Johnson). Will attend next new employee orientation (this afternoon).

5. **Bylaws Committee** (Lisa Blum). Have not met.

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


2. **Council for Strategic Budgeting (CSB)** (Faith Stinger). Met March 18. Did not vote to approve anything. Considered report from Strategic Reallocation Sub-Council which recommended allocation of the $10 million reallocation pool to their top three priorities: recruitment retention, recognition of faculty and staff (50%), facilities maintenance (30%) and libraries and IT (20%). Asked sub-council for a full report in preparation for voting next month. They also heard from the Tuition and Fees Sub-Council, which made recommendations on requests for seven program fees and an enrollment deposit. These fees would be charged to new students only and are specific to the College and program. The CSB approved these fees and deposit requests.

3. **Sub-Council, Strategic Reallocation** (Mary DuBuisson). The sub-council did meet. Mary felt that all reallocated funds should have gone to merit but was outvoted. Some academic units have more funds to apply toward merit.

4. **Council on Climate & Diversity (CCD)** (Lisa Blum). Did not meet.

5. **Faculty Workplace Climate & Diversity Committee** (Jennifer Le Grévellec). The committee continued to discuss workplace bullying. At the System level the process for grievances has been reworded but it has not filtered down to the University level.

6. **Diversity Operations Committee (DOC)** (Emily Weers). Did not meet.
7. **University Worklife Committee** (Janelle Ramirez). Met in January. One of the issues talked about was eldercare and the idea of putting a panel together - having people from the community and University discuss eldercare and the impact that it has on the employee.

8. **Council for the Built Environment (CBE)** (Janice Walpert and Tom Swanner). Janice Walpert reported the CBE met March 12. The Council was advised of space exchange between the Colleges of Engineering and Agriculture & Life Sciences; the Space Allocation Task Force visited from the University of Alabama and were impressed with our facilities. They are experiencing rapid growth and are very interested in how Texas A&M is handling growth. Presentations were made by sub-councils regarding the Campus Master Plan, signage on the Allen Building, a request from Opas request re approval for a statue in front of Rudder. The Council needs more information on statue materials, height, etc. Due to the upcoming renovations to Kyle Field, Council did not recommend moving forward with a request of a class gift to put signage on the Pickard Pedestrian Passageway.

9. **Statues & Sculptures** (Kathy Beladi). Met February 28 and reviewed how each can contribute.


11. **Audio Visual Surveillance Technology Committee (AVST)** (Robert Jensen). Met twice. Viewed a presentation from Chartwell’s Compass Loss Prevention Team on a system they use at other entities at dining services. They are interested in installing the system on the College Station campus to deal with theft by employees more than by customers. This would require the modification of cameras that were approved when the MSC was renovated. Requests for additional cameras in two halls, The Commons and a maintenance shop were approved. Requests for cameras have to be signed by a Dean or Director and are paid for by the requesting department.

12. **Transportation Services Advisory Council (TSAC)** (Darryl Petersen and Robert Jensen). Met March 6. Discussed parking during football game days – lot 65 and 67 – the old Olsen Dr west campus loop – on game days these will be turned into tailgating areas. What about people who have to do research work on those days? These people will be contacted and provided parking in lot 74. The committee listened to a proposal for a very modest parking increase to rates for game day parking for RV’s and non 12thMan parking. Compared to other SEC schools, the rates are still very reasonable. Update on the Wellborn grade separation project – moving along and should be completed this summer.

13. **Slow Moving Vehicles Task Force** (Les Fiechtner). The committee has completed its task and submitted recommendations to the president.

14. **University Dining Services** (Mary DuBuisson). Did not attend March meeting – however, 2013-14 rates have not been set - Compass requested 5.9% increase – almost double the 3% allowed in their contract.

15. **Task Force on Campus Emergencies** (Lisa Blum). Met February 26. Code Maroon testing time will change for the months of May, June and July to accommodate summer classes. Code Maroon will be displayed on monitors in public spaces such as MSC, Rudder and Koldus. CIS will be reviewing the Code Maroon messages broadcasted via voice channels e.g. speakers – the concern is that some classes are
not being reached as they are in basements without cell phone coverage. They have applied to FEMA to have Code Maroon messages sent via iPads and iPhones. Code Maroon messages have to stay within 140 characters and certain characters such as the ‘&’ are not recognized.

16. **Task Force on Academic Calendar** (Jenny Kenley). No report.

17. **Scholarship Readers, Student Financial Aid** (Lisa Blum). Lisa asked if anyone had been contacted. USC members who volunteered to assist have been contacted.

XI. **Old Business.** None

XII. **Announcements.**
- USC Appreciation Reception will be hosted by the president at his home August 22 – 5:30 p.m. to 7:30 p.m.
- USC Executive Officers will meet with Dr. Loftin March 28.
- Ring Day volunteers are needed – see Lisa Blum’s email. This is a good opportunity to support the Association of Former Students and provide visibility to the USC. You can register on the website.

XIII. **Meeting Adjourned** at 10:40 p.m.

The next USC meeting is scheduled for 1:30 p.m. – 3:30 p.m. Tuesday, April 16, 2013
Rm 101A at the General Services Complex
University Staff Council (USC)  
Meeting Minutes  
April 16, 2013  1:30 p.m. – 3:30 p.m.  
101A General Services Complex

Members Present: Linda Bair, Barbara Bayer, Michele Beal, Kendra Beasley, Kathy Beladi, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Nora Cargo, Nikki Cavender, Kimberly Crawford, Chantale Deuel, Mary DuBuissón, Carmen Espitia, Susan Edmissón, Les Fiechtner, Robert Jensen, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Judy Marrs, Roger Martinez, Amanda Mather, Darryl Petersen, Janelle Ramirez, Faith Stringer, Tom Swanner, Alma Villarreal, Janice Walpert,

Members Excused: Ron Huddleston, Emily Weers

Members Unexcused: None

Visitors Present: Toni Eubanks, Anne Mayer, Chris Meyer, Mary Williams

Agenda Items:

I. Call to Order. At 1:30 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call. Janice Walpert called member roll call.

III. Recognition of Visitors. Toni Eubanks, EHS, Anne Mayer, HR-EOD, Chris Meyer, SASE, Mary Williams, TEES

IV. Minutes Review/Approval. Faith Stringer motioned to approve minutes from meeting of 3/19/13 – Mary DuBuissón seconded – minutes were approved with changes.

V. Treasurer’s Report. (Kim Crawford). Current balance is $14,731.22 – CIS invoice for $2,260 has not yet been deducted.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum and Robert Jensen)
- Advised that elections for 2013-14 USC Executive Officers are ongoing
- Shared information from our USC survey
- Provided briefing on USC Emergency Staff Fund and discussed where it would be most beneficial to house the fund - within TAMU or The Foundation
- No update on IT review or RFPs for Administration or Finance
- Outsourcing of airport is on hold due to air traffic control tower issue
- EO’s met with Dr. Loftin on March 28. Dr. Loftin was very supportive of the Emergency Staff Fund that the USC Work-Life and Benefits are working on. Kim Crawford shared that if we have to go with a 501C non-profit, we could not raise funds for this account for the first few years. Dr. Loftin asked Matt Fry to look into resources to help offset that and help build funds.
VII. Update on Administrative Assistant Position (Lisa Blum). Rose Berryhill has been selected to be the USC’s new Administrative Assistant. The position is now housed under the President’s Office. The USC Chair will be the immediate supervisor and will be responsible for this position’s Leavetrac, Timetrac and performance evaluations. Matt Fry will be the secondary supervisor. The position is limited to 20 hours. Lisa will send an email when all is official - schedule to be announced.

VIII. New Business

a) USC Survey (Emily Weers). Lisa Blum reported. The purpose of the survey was to identify forum topics. Topics identified included insurance & benefits, vision for TAMU, future plans for campus infrastructure, budget reallocation, outsourcing and legislative update. This generated much discussion by USC members about Bill HB1884 currently being proposed in the legislature that would change the structure of TRS. Retirement age would change to 62 – early retirement would result in a penalty of 5% for each year earlier than 62 that you retired. If passed, it would go into effect September 1, 2014 (there would be a grandfathering clause). Is this a possible forum topic? Another suggested topic was understanding health care reform and the possible impact on benefits and premiums. The USC voted to invite Dr. Loftin and the Chancellor to speak at our forum. Also, if changes to TRS have been decided by the forum date, it was suggested that HR could participate. A question about why we do not have choices in insurance companies generated discussion. In response, we were reminded of an excellent presentation addressing this issue given last summer to the USC by System Benefits and available on our website staff@tamu.edu.

IX. Reports from USC Committees.

1. Work-Life & Benefits (WL&B) Committee (Gary Booth). Committee has completed the budget information on the Staff Emergency Fund and recommends that we go forward with it much as the UT fund is set up. Two major issues are getting the non-profit status set up and how the administration is going to be handled. One USC member suggested we contact TAMU Galveston to learn from their experience and why they discontinued their emergency staff. Gary suggested we survey staff to verify that they would support the fund. It was pointed out that donations would not be limited to staff and also that donations did not need to be made via the SECC. USC members voted to poll staff. The committee will prepare a draft survey. It was suggested to give all USC members who may be interested an opportunity to contribute to the drafting of the survey. The committee also suggested that if Dr. Loftin was in agreement with the concept, perhaps he could help with resources and with getting the fund set up. Committee is working on two new topics: paid tuition for staff and partners recognized as being married.

a. Staff Scholarship Committee (Carmen Espitia). An application has been received. Scholarship was posted in today’s TAMU Times – next step is to send it via Distribution A. It was suggested that we send it to Matt Fry with a request that it be included in Dr. Loftin’s weekly newsletter as well as post it on the main page of our website. Application deadline is May 31.

2. Elections Committee (Janice Walpert). Nominations for 2013–14 Executive Officers are currently being accepted. Lisa Blum has advised that she is willing to run for Chair, one nomination has been received for each of Vice Chair, Secretary and one of the two At-Large positions. A nomination is expected
shortly for Treasurer.  At this time, no nominations have been received for the second At-Large position. Additional candidates are encouraged to run for all offices. External elections in seven units are being conducted by election coordinators chosen by their divisions.

3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Faith Stringer). Committee will meet today to discuss a staff suggestion regarding a diminished parking charge based on staff longevity.

4. Communications Committee (Tom Swanner). No report.
a. Outreach (Matthew Johnson). Matthew attended new employee orientation last week (19 employees). He promoted the USC staff scholarship. Also, what can Outreach do to reach out to staff and encourage they attend meetings, ask more questions and get them more involved. Matthew will send USC members an email asking for ideas. If you are interested in serving on the Outreach Committee, contact Matthew Johnson.

5. Bylaws Committee (Lisa Blum). Did not met.

IX. Reports from Special Committees, Working Groups, or Appointments.
1. Quality Enhancement Plan (QEP) (Lisa Blum). A website is being developed for Aggies to commit to run for a lifetime and currently conducting an assessment of activities working through the colleges.

2. Council for Strategic Budgeting (CSB) (Faith Stinger). Met April 15. Voted on the recommendations of the Sub Council for Strategic Reallocation – Council voted to approve the sub-council’s recommendations for the reallocation of the ten million dollars with a vote of 6 – 2 (Faith voted against it). The breakdown is as follows: five million to recognition of faculty and staff (includes merit pool); three million for facilities and maintenance; two million to IT and libraries. Also discussed a request from the Student Fees Advisory Board for $178,000 – this was approved along with a host of student related requests that have gone through a sub committee of the Student Fees and Advisory Board (this amount is not part of the ten million).

3. Sub-Council, Strategic Reallocation (Mary DuBuisson). Work is complete and Sub-Council is finished.


5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec). The committee continued to work on an anti-bullying policy for faculty and staff. The Dean of Faculties will meet with the committee. The committee will ask about the pace. It is possible that they will bring it to the Faculty Senate. Also, they requested data from all colleges on faculty merit raises for the purpose of comparing tenure track and non-tenure track. They are waiting on the information from deans.


7. University Worklife Committee (Janelle Ramirez). Did not meet.

8. Council for the Built Environment (CBE) (Janice Walpert and Tom Swanner). Janice Walpert reported the CBE met April 9. There was a presentation on the capital plan and how to get on the plan. Also talked
about possibly holding a retreat in late summer or early fall to develop a process for making a ‘wish list’ for the capital plan.

9. **Statues & Sculptures** (Kathy Beladi). Met April 2 and drafted a preliminary policy – once finalized it will go to Dr. Loftin.

10. **Energy Action Plan 2015 Advisory Committee** (Kim Crawford). Darryl Petersen attended on behalf of Kim and reported that they revisited the whole mission of the Energy Action Plan Committee and the idea of getting the energy stewards involved with the group. Last year they visited and talked about what they did in the different areas. Currently they are visiting labs to discuss why equipment may be left turned on and if it’s possible to turn equipment off. Committee is looking for different ways to save energy.

11. **Audio Visual Surveillance Technology Committee (AVST)** (Robert Jensen). Met twice. Approved cameras for a Sea Grant aquarium that will be housed in the MSC so people can log in and watch the aquatic activity. Approved cameras in a classroom located in the Allen Bldg. to be operational when classes are not in session. Liberal Arts requested cameras to be used for artistic presentation and motion-sensing purposes - for educational purposes (classroom or otherwise). This is a unique use of cameras that has not been addressed before and committee is considering whether this is a request that even needs to come before the committee. That will either answer other questions they have or add more questions that must be resolved. Also approved a camera request in the Kleberg Center in a biosafety level two laboratory. The camera would sense any activity after hours and allow immediate action to investigate.

12. **Transportation Services Advisory Council (TSAC)** (Darryl Petersen and Robert Jensen). Darryl reported they had a brief recap on the 2013 football proposed parking rates for visitors to campus. Results of TSAC information on how much to raise rates will be forwarded to Dr. Loftin for his approval. Majority of meeting was spent on a study being conducted on the Northside parking garage to make it more efficient and try to create more spaces. Although the first floor is almost totally intended for visitors, they have a difficult time finding spaces as students park there. If departments know they have visitors coming, they can make arrangements with Transportation Services in advance. Study is in its early stages and many options are being looked at. Council also discussed the bus renaming process and naming bus routes. TSAC will handle this process. Also, there will be a few minor route changes in the fall both on and off campus to become more efficient. The Slow Moving Vehicle SAP is being reviewed.

13. **Slow Moving Vehicles Task Force** (Les Fiechtner). The committee has completed its task and is finished.

14. **University Dining Services** (Mary DuBuisson). As of March 26, Compass and A&M had not come to an agreement on 2013-14 rates. Summer renovations as well as changes to menus and hours were discussed.
15. Task Force on Campus Emergencies (Lisa Blum). Did not meet.

16. Task Force on Academic Calendar (Jenny Kenley). Last meeting was March 8. Discussed feedback from faculty and students. Faculty were on board but saw resistance from students and staff. Students will be surveyed to confirm.

17. Scholarship Readers, Student Financial Aid (Lisa Blum) Lisa asked advised as essays were not ready to be read until later and individuals who read last year were utilized. Lisa asked that the USC be considered in the future as we do have volunteers who are interested.

X. Old Business.

a. Bylaw Revision Request (Lisa Blum). The following proposed amendment was tabled in a previous meeting to allow the Communications Committee time to research cost, etc. involved in providing telecommunications. Proposed amendment: “to add to bylaw Article VI a statement that the USC is not required to provide telecommunications during meetings to members who are not present.” In our previous meeting, this generated discussion about how our meetings could be made available via telecommunications, the cost, room availability, how that would open up our meetings not only to those off campus but also to staff on campus who are interested but unable to attend USC meetings. Tom Swanner has completed that research and reported the following: Rudder 401 does not have TTVN - 601 does have TTVN video conferencing equipment. Rental costs are $130 for Room 401 and $250 for 601. However, the USC is not paying anything at this time as our meetings are less than two hours. It is possible to purchase a driver for your computer that would allow you to connect and be present for the meeting. Tom pointed out that currently every other month we meet on west campus. If we wanted to have remote people viewing, we would have to meet in Rudder every time unless a west campus location could be located that was big enough to hold our meetings. If cost is the driving factor, then the amendment is a mute point. The USC voted unanimously NOT to approve this amendment. Therefore, amendment will not be added to the bylaws. #2Proposal to amend the language of Article 1 (Mission) – to add the words ‘under the leadership of the Texas A&M University President’ and strike the words ‘at Texas A&M University – College Station’.

XII. Announcements.

• Each month Special Committees will now submit a brief summary of their meetings by email prior to the next USC meeting. These summaries will be forwarded to USC members with the agenda for upcoming monthly meeting. This will allow members to be informed in advance for discussion at monthly meetings.
• Executive Officers are updating USC Standard Operating Procedures outlining responsibilities, frequency of meetings. etc. of each EO and committee chair- last revised August, 2011.
• Nominations for USC Executive Officers will close April 19 – to aid in voting, Lisa will email EO descriptions

XIII. Meeting Adjourned at 3:30 p.m.

The next USC meeting is scheduled for 8:30 a.m. – 10:30 a.m. Tuesday, May 21, 2013 - 401 Rudder
University Staff Council (USC)
Meeting Minutes
May 21, 2013  8:30 a.m. – 10:30 a.m.
401 Rudder


Members Excused: Linda Bair, Barbara Bayer, Michele Beal, Kendra Beasley, Gary Booth, Nikki Cavender, Kimberly Crawford, Mary DuBuisson, Jenny Kenley, Jennifer Le Grèvellec, Judy Marrs, Roger Martinez, Darryl Petersen, Janelle Ramirez, Faith Stringer

Members Unexcused: None

Visitors Present: Kathy Symank

Agenda Items:

I. Call to Order.  At 8:30 a.m. Robert Jensen welcomed everyone and called the meeting to order.  Robert noted that many of our members would be absent today due to the annual CSBA event.

II. Roll Call.  Janice Walpert called member roll call.

III. Recognition of Visitors.  Kathy Symank, Texas A&M Human Resources

IV. Minutes Review/Approval.  Tom Swanner motioned to approve minutes from meeting of 4/16/13, seconded by Susan Edmisson – approved with one minor correction.

V. Treasurer’s Report.  (Kim Crawford).  No report.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum and Robert Jensen)
   ● Discussed upcoming USC forum possible speakers and topics
   ● Kyle field renovations
   ● HSC and Wesleyan still on track

VII. New Business
   a. Updated Bylaw Revision Request:  In our March 2013 meeting an amendment to a proposed amendment regarding our mission statement was approved by the Council pending discussion with the President’s Office.  We have since been advised the President’s Office endorses the language as presented in the original proposed amendment and asked the USC to reconsider the mission statement modification.  Robert Jensen motioned, seconded by Les Fiechtner – discussion was held in which the Council determined that under this amended language we will offer membership to all who are under the leadership of the President – Qatar, Galveston as well as HSC and Wesleyan when they come on board.  Membership would be staggered so as to avoid all coming on and rolling off at the same time.  If
these entities decline to participate, the USC will keep the positions open so the opportunity is there if they want to take part in the future. Accepting or declining membership in the USC does not need to go through the President’s Office. Vote taken – none opposing. Amendment approved.

b. USC Forum – Tentative Date – afternoon of June 21 – President Loftin will speak
   i. Topics suggested: Vision 2020/future of Texas A&M; and dealing with the record number of incoming freshmen (7,000) – options being considered to address increased demand for space and time include later night classes, Saturday classes and holding classes off campus.

VIII. Reports from USC Committees.
   1. Work-Life & Benefits (WL&B) Committee (Gary Booth). Susan Edmisson reported on three issues:
      1. Tuition reduction for staff - no funding has been identified and therefore, no progress – notification has been sent to person who submitted the inquiry. 2. Request was received for insurance for same sex partners – as policies governing this issue are set by the Texas legislature, the individual has been notified that they should contact their state representative. 3. Staff Emergency Fund – survey will be sent out.
      a. Staff Scholarship Committee (Carmen Espitia). Ten applications received so far – May 31 is application deadline. USC members should send reminder of deadline to constituents.
   2. Elections Committee (Janice Walpert). Elections for 2013-14 USC Executive Officers have ended. Thank you to everyone who submitted nominations. Our 2013-14 EO’s are: Chair – Lisa Blum, Vice Chair - Jennifer Le Grévellec, Secretary – Kathy Beladi, Treasurer – Michele Beal, At-Large – Matthew Johnson, At-Large – Faith Stringer. External elections for the seven units/colleges will end May 31.
   3. Parking, Transportation, Facilities & Infrastructure (PTFI) Committee (Faith Stringer). Robert Jensen reported on a request that parking rates be based on longevity. After researching this issue, a response has been drafted indicating this is not feasible.
   4. Communications Committee (Tom Swanner). No report.
      a. Outreach (Matthew Johnson). Next new employee orientation is in June.
   5. Bylaws Committee (Lisa Blum). Will meet to update bylaws.

IX. Reports from Special Committees, Working Groups, or Appointments.
   3. Sub-Council, Strategic Reallocation (Mary DuBuisson). No report.
   5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec). No report.
6. Diversity Operations Committee (DOC) (Emily Weers). Carmen Espitia reported the committee had discussed incoming fall students; there was also a presentation on preliminary results of the graduate climate assessment followed by good discussion on student retention.


8. Council for the Built Environment (CBE) (Janice Walpert and Tom Swanner). Due to a conflict, Janice Walpert was unable to attend this meeting. Tom Swanner reported the first item was a presentation of a Building Information Modeling system by the College of Architecture. The system provided extensive graphics, both plans and three dimensional, for a number of campus buildings as well as specification data for the buildings such as square footage, materials, finishes, etc. The system was implemented in partnership with the Geographical Information System of Texas A&M. The CBE could find this emerging technology very useful for making decisions regarding the built environment. The Council considered five presentations by the sub-councils for recommendation to the President – four were approved and one was not. 1. Proposal for a Thermal Energy Storage tank to be built on West Campus. The tank would be built of welded steel plates, would be round and would be 70’ high. The positive aspects of the tank would be related to saving money for energy costs for West Campus buildings. The negative aspects are related to aesthetics and the tank’s relationship to the surrounding buildings and the fact that it does not confirm to the Campus Master Plan. The plan was put to a vote and was soundly rejected by the Council. The engineering group was asked to go back to the drawing board for a better plan. 2. The CBE voted to approve the current design for the Kyle Field renovation project. This project had already been approved by the Board of Regents but needed design approval from the CBE. 3. The following signage for the Pickard Pedestrian Tunnel under Wellborn Road was approved pending minor changes requested by sub-council “There’s a Spirit can ne ‘er be told”. 4. A request to demolish the existing Netum Steed Building and build a new one on West Campus was approved. 5. A request to expand Lot 37 in partnership with the City of College Station was approved. In addition to these presentations, there was a request to consider issues related to the expansion of the Student Recreational Center. This expansion would place the building within 50 feet of the railroad tracks. Currently, no rule exists dealing with the proximity of buildings to the railroad tracks. Subsequent to the CBE meeting, members were contacted on Thursday by email and asked to vote by the next day on the expansion. Results of the vote will be known at June’s CBE meeting.

9. Statues & Sculptures (Kathy Beladi). Met May 2 – final meeting – sent proposed policy to Dr. Loftin for approval.


11. Audio Visual Surveillance Technology Committee (AVST) (Robert Jensen). Committee is receiving increasing numbers of requests for cameras for non-surveillance purposes such as art projects and instructional functions. They are trying to formulate language to address such needs so as not to impede projects but at the same time keep privacy issues at the forefront regardless of what the intended purpose of the camera is. They received a request for cameras in the Davis Player Center to provide student-athletes feedback on proper form, etc. Request was sent back for proper signature; one concern of the committee is who will have access to this computer feed. A request has been received for a live stream feed on the aquarium in the MSC.
12. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Robert Jensen). No report.


15. Task Force on Campus Emergencies (Lisa Blum). Did not meet.

X. Old Business. None

XII. Announcements.

- USC Appreciation Reception will be held August 22, 2013; 5:30 p.m. – 7:30 p.m.

XIII. Meeting Adjourned at 9:30 a.m. – Motioned by Matthew Johnson, seconded by Amanda Mather.

The next USC meeting is scheduled for 1:30 p.m. – 3:30 p.m. Tuesday, June 18, 2013 - 2406A MSC (Rudder had a conflict and the GSC was unavailable)
University Staff Council (USC)
Meeting Minutes
June 18, 2013    1:30 p.m. – 3:30 p.m.
2406A MSC


Members Excused: Nikki Cavender, Kimberly Crawford, Chantale Deuel, Amanda Mather, Alma Villarreal, Emily Weers

Members Unexcused: None

Visitors Present: Toni Eubanks, Windy Hollis, Kathy Symank, Shaun Torres

Agenda Items:

I. Call to Order. At 1:30 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call. Janice Walpert called member roll call.


IV. Minutes Review/Approval. Kathy Beladi motioned to approve minutes from meeting on 5/21/13, seconded by Linda Bair – approved unanimously.

V. Treasurer’s Report. (Kim Crawford). Janice Walpert advised per the minutes, the last official report was at April’s meeting. At that time, the balance was $14,731.22 with the CIS expense of $2,260 yet to clear. In May, an unofficial accounting indicated the CIS expense had cleared the account. Lisa pointed out that the balance will be significantly lower as most of our expenses are incurred toward the end of the year to cover certificates of appreciation and plaques for those rolling off who had completed three full years of service on the USC as well as new shirts for the upcoming year.

a. USC shirt update – Lisa Blum asked Kim Crawford to check on the cost of shirts and have samples of the new shirt at the July meeting so members can order for the fall.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum, Robert Jensen & Jennifer Le Grévellec)

- Discussion of survey responses resulted in forum theme “Texas A&M University Moving Forward”
- HSC and Wesleyan are on track

VII. New Business

a. USC Forum will be held June 21 at 1:30 p.m. in Rudder Theatre. The theme will be “Texas A&M University Moving “. The forum was announced in a Distribution A. The USC will give a brief presentation on the work being done on the Staff Emergency Fund. Dr. Loftin will give a presentation
followed by a Q&A. Please send a reminder regarding the forum to your constituents advising about the Q&A. Rudder Theatre will be open at 1:00 p.m. Refreshments will not be provided as they are not permitted in the Theatre.

b. Staff Emergency Fund – Survey will be rolled out during the forum.

VIII. Reports from USC Committees.
1. **Work-Life & Benefits (WL&B) Committee** (Gary Booth). Waiting on the roll out of the survey on the staff emergency fund.
   a. **Staff Scholarship Committee** (Carmen Espitia). The total number of qualifying applications received was twenty eight (28). The total number of scholarships awarded will range between 16 – 20 depending on whether the applicants applied for both fall and spring semesters or only one semester.

2. **Elections Committee** (Janice Walpert). Elections in the seven colleges/units are complete and the Elections Committee is pleased to announce the following slate of representatives will serve on the USC for the period September 1, 2013 through August 31, 2016: Coutney Charanza – VP & CFO/FMO; Toni Eubanks – VP for Administration/EHS; Ann Kellett – President’s Office; Robbie Lukeman - College of Agriculture/Animal Science; Veronica Sprayberry – Mays Business School/Information & Operations Management; Tim Sweeney – VP for Student Affairs/Student Activities; Renee Weidemann – VP for Research.

3. **Parking, Transportation, Facilities & Infrastructure (PTFI) Committee** (Faith Stringer). A response regarding a request that parking rates be based on longevity is being sent indicating this is not feasible. Also, Faith is preparing a PTFI report for the annual report.

4. **Communications Committee** (Tom Swanner). The link for the TTVN site for live streaming of the forum is on the front page of the USC website.
   a. **Outreach** (Matthew Johnson). Attended new employee orientation last week – 35 new employees learned about the USC – including the upcoming forum.

5. **Bylaws Committee** (Lisa Blum). Have not met.

IX. Reports from Special Committees, Working Groups, or Appointments.
1. **Quality Enhancement Plan (QEP)** (Lisa Blum). Will meet next week.

2. **Council for Strategic Budgeting (CSB)** (Faith Stinger). Did not meet.

3. **Sub-Council, Strategic Reallocation** (Mary DuBuisson). Did not meet.

4. **Council on Climate & Diversity (CCD)** (Lisa Blum). Did not meet.

5. **Faculty Workplace Climate & Diversity Committee** (Jennifer Le Grévellec). Did not meet.

7. **University Worklife Committee** (Janelle Ramirez). Did not meet. Will keep the USC posted on an upcoming conference call on Wellness Work Group.

   
   #1. The Capital Expenditure Plan - Coordinating Board Report is due by July 1.  
   #2 The CBE Facilities Utilization Review Sub-Council is down two people. The CBE will consider the balance of representation when choosing new members. The Council voted to recommend five presentations be sent to the President for approval.  
   
   #1 Proposed policy on “Acceptance, Commissioning and/or Purchase of Statues, Busts, Sculptures, Memorials and Public Art at Texas A&M University” with one change – to include the word “normally” to the sentence “should not consider statues of living persons”.  
   #2 The Amateur Radio Club is A&M’s oldest student organization. They were displaced with the MSC renovation. It was suggested that the last modular portable building in The Grove be moved to Hensel Park for use by this club.  
   #3 COALS District Plan for Gardens and Greenways is a 20-year plan to be used for teaching and will be available to students and visitors. It will be located on West Campus and will nicely complement future ResLife housing development while also providing a venue for the arts.  
   #4 Request for permanent display cases honouring Richard E. Wainerdi in the lobby of the Teague Bldg – approved in concept.  
   #5 A Portable Sustainability Demonstration Module for teaching by Horticulture – will be close to the Borlaug Center.

9. **Statues & Sculptures** (Kathy Beladi). Committee has completed its charge.


11. **Audio Visual Surveillance Technology Committee (AVST)** (Robert Jensen). Committee met twice. Met with Dr. Henrichs, Assistant Director of Instructional and Technology Services. This gave insight into instruments available for use in monitoring distance education. Committee will be meet with various campus entities within the campus community to get a feel for what may be wanted if that is a process the University wants to move forward with. Also, met with a person from the SeaGrant program regarding the request for an additional surveillance camera for the fish tank downstairs in the MSC. After discussion of language to be posted notifying the public of the live streaming camera, this request was approved.

12. **Transportation Services Advisory Council (TSAC)** (Darryl Petersen and Robert Jensen). No report.

13. **Search Advisory Committee – Chief of Police** (Les Fiechtner). No report.

14. **University Dining Services** (Mary DuBuisson). Did not meet.

15. **Task Force on Campus Emergencies** (Lisa Blum). Will meet tomorrow.

X. **Old Business.** Lisa Blum asked USC committee chairs to poll their members for interest in serving next year to determine who would like to change committees and to advise by July EO meeting so we are able to provide guidance to new members. If you are interested in chairing or serving on a particular committee, let that current chair know. Lisa Blum will email everyone on special committees, working groups and appointments asking if you will be renewing your position or if you would like to step off the committee. Carmen Espitia advised HR is having their annual Benefits Enrollment Fair at the GSC on July 16 and 17 from 10:00 a.m. to 2:00 p.m. It was decided the
USC would like to have a table. Contact Matthew Johnson if you are interested in taking a shift. Matthew Johnson will be out of town but can provide the pens and pamphlets for distribution. Robert Jensen is in the beginning stages of the USC annual report. He contacted committee chairs for their reports and will send an email asking for a list of award winners from each college and unit – division or national level – so we can acknowledge our staff who have been recognized for their service. Also, include those who volunteered for Ring Day and Call-a-Fish campaign. The EO’s are updating the Standard Operating Procedures and will include that in new member packets. Conflict Management Skills for Staff hosted by Dr. Stanley’s office will be held June 20. It has reached capacity of 200 people. Also, the USC has been contacted by the staff interaction committee of ADVANCE. They asked the USC if we could provide a list of staff councils that exist within each college/unit. They are working to improve relationships between faculty and staff by creating a better psychologically healthy workplace for all via FASIT (Faculty and Staff Interaction Team). Dr. Merna Jacobsen is the chair. They have asked if they could present at our July meeting. Lisa Blum asked Matthew Johnson to reach out to ADVANCE to bring them in for our July meeting. Les Fiechtner advised the College of Vet Medicine senior staff council is considering a suggestion he made that they include a USC member as a way to share information and if similar staff councils exist within colleges/units, perhaps each could have a USC representative as a member to disseminate information.

XII. **Announcements.**

- USC Forum will be held June 21, 2013 at 1:30 p.m. in Rudder Theatre
- USC Appreciation Reception with Dr. Loftin will be held August 22, 2013; 5:30 p.m. – 7:30 p.m.
- USC Committee Assignments
- USC Special Committees, Working Groups or Appointments

XIII. **Meeting Adjourned** at 2:20 p.m. – Motioned by Faith Stringer, seconded by Kathy Beladi.

**The next USC meeting is scheduled for 8:30 a.m. – 10:30 a.m. Tuesday, July 16, 2013 - 401 Rudder**
University Staff Council (USC)  
Meeting Minutes  
July 16, 2013    8:30 a.m. – 10:30 a.m.  
401 Rudder  


Members Excused: Kathy Beladi, Linda Brochu, Nora Cargo, Nikki Cavender, Chantale Deuel, Matthew Johnson, Emily Weers

Members Unexcused: None

Visitors Present: Kathy Symank, Allen Reed

USC Administrative Assistant Present: Rose Berryhill

Agenda Items:

I. Call to Order. At 8:37 a.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call. Janice Walpert called member roll call.


IV. Minutes Review/Approval. Amanda Mather motioned to approve minutes from meeting on 6/18/13 with one correction, seconded by Faith Stringer – approved unanimously.

V. Treasurer’s Report. (Kim Crawford). Kim Crawford reported balance of $12,271.00. Outstanding expenses are $879 for Rudder (forum) and approximately $46 for supplies. This brings balance approximately to $11,346.00.
   a. USC shirt update – Kim Crawford and Jennifer Le Grévellec brought a variety of shirt samples for viewing. Kim advised there is a $50 charge to set up the new logo (A&M brand compliant) with an approximate three-week turnaround. After considering all shirt styles and materials, a vote was taken. The new USC shirt will be a softer, lighter in weight material maroon with white panels and will have three buttons (will not be v neck). All returning USC members need to indicate their shirt size on list provided – also indicate men’s or ladies.

VI. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum, Robert Jensen & Jennifer Le Grévellec)
   • Discussed forum – very good turnout of approximately 150. In addition, 169 logged in online. Link is available on our website. Note: This generated discussion at July USC meeting – when planning future forums, please do not schedule during New Student Conferences; USC member received a question asking ‘is there anything that is going to be in compliance where all buildings provide the same type of space as
some areas will not have shelter from heat/rain’? Lisa advised campus policy remains as smoking in designated areas but not smoke free. The issue is in Charley Clark’s office at this time.

- A number of diseased trees along Joe Routt will come down this week.

VII. New Business. None

Reports from USC Committees.
   a. Staff Scholarship Committee (Carmen Espitia). Met July 1 to review 28 qualifying applications received. Twenty scholarships were awarded – recipients have been notified.

2. Elections Committee (Janice Walpert). Elections Committee met and discussed forms updates for future elections. Updates to bylaws need to be finalized before forms can be updated.


4. Communications Committee (Tom Swanner). Did not meet. Note: Tom Swanner was contacted by Allen Reed of The Eagle asking if someone from the USC would speak on the human side of outsourcing. Requests of this nature are usually referred to the Office of the President. Additional point of interest – be aware that responses to university surveys may be released to the public domain if requested in an open records request. Lisa Blum asked Tom Swanner to add incoming USC members to USC listserv. Lisa will email RSVP reminder to current USC members regarding USC appreciation reception.
   a. Outreach (Matthew Johnson). USC will be present at the Annual Benefits Fair Enrollment. Matthew is also researching speakers for future USC monthly meetings.


IX. Reports from Special Committees, Working Groups, or Appointments.
1. Quality Enhancement Plan (QEP) (Lisa Blum). Will meet next week.

2. Council for Strategic Budgeting (CSB) (Faith Stinger). Did not meet.

3. Sub-Council, Strategic Reallocation (Mary DuBuisson). Did not meet.


5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec). Did not meet.


7. University Worklife Committee (Janelle Ramirez). Did not meet. Janelle Ramirez advised the Annual Enrollment Benefits Fair is being held today and tomorrow from 10 a.m. – 2 p.m. This is our opportunity to attend Blue Cross/Blue Shield’s presentations and learn more about the process as well as visit vendors. Check out PERKS Connect via the HR website. Tentative date for Wellness Fair is
November 12. Janelle advised there will be an opportunity to receive Wellness Grants from the System Office – what type of activities would the USC support to meet the needs of our constituents? Lisa Blum received a request asking if the USC would support the Wellness initiative. The USC will respond yes, we are interested in supporting this program. The intent is to raise awareness of our own health e.g. go to doctor for a preventive wellness exam qualifying you for a $30 monthly reduction of your premium. Nothing is finalized but the goal is to get people engaged in their own health care and to be healthier resulting in a more productive workforce and savings in insurance premiums. One USC member asked how invasive will this become. The member commented that one university in another state phased in wellness markers over a period of years. In the fourth year, an employee not meeting three of the five identified markers (e.g. BMI, cholesterol) will see their insurance premiums increase by $200. Janelle Ramirez advised it will be extremely broad this upcoming year and such an approach was not discussed. The hope is that people will go to their doctors and become aware – do I have high blood pressure or high cholesterol, what is my blood sugar count and do something about it. It is important that the preventive wellness check (it is free) be coded properly by doctors and carriers. If an issue is identified, then the co-pay would come into play. Texas A&M insurance is self-funded. Our premiums are determined by our own experience – on how we as a group of people are using our health care. Premiums did not increase this year. This is the result of #1. The state appropriating more funds and #2. The Chancellor putting money in from the System reserves to help keep premiums from going up. This is a one-time occurrence – there is no guarantee this will happen again.

8. Council for the Built Environment (CBE) (Janice Walpert and Tom Swanner). Met on July 9. Three updates/announcements. #1. The Capital Expenditure Plan report was delivered prior to July 1 deadline. #2. A permanent display of a 3-D model of Texas A&M campus is now located in the Evans Library. #3. The System has executed an oil lease located at Riverside Campus. Five presentations were recommended to be sent to the President for approval. #1. Conceptual idea for two parking garages – one in the Engineering corridor and one in the area of north side residences. #2. Revised District Plan for the College of Veterinary Medicine & Biomedical Sciences – covers 430 acres. #3. Purchase of a temporary structure on the TAMU Golf Course to be used as a cart barn – the slab will then be used for the permanent structure. #4. Modifications to Coke Street to make it one-way between Joe Routt and Lubbock. Traffic will be one way northbound. The right lane will be converted to a bus only lane. #5. Demolition of the Reproductive Sciences Bldg. This building was built in 1967 and vacated in 2010 due to unsound foundation, ceiling/wall cracks and poor HVAC. It was no longer fiscally responsible to maintain. Also, construction of the new Veterinary Medicine & Biomedical Sciences Education Bldg will require the removal of this vacated building. The Council voted not to recommend approval of a request from OPAS for a sculpture to be located in front of Rudder. There was much discussion regarding the appropriateness of the proposed sculpture due to its size and location. The Council would have liked to have had a physical rendering of the sculpture to help in the discussion.


11. Audio Visual Surveillance Technology Committee (AVST) (Robert Jensen). Committee met once by email. SeaGrant withdrew a request for an additional surveillance camera for the fish tank downstairs in the MSC. Approved a request from the Dept. of Nuclear Engineering to broaden the use of existing security system so CIS and UPD have access to cameras. Received a request from the Athletic Dept. for
2012-2013 Executive Officers
Chairperson: Lisa Blum
Vice Chairperson: Robert Jensen
Secretary: Janice Walpert
Treasurer: Kimberly Crawford
At-Large: Darryl Peterson
At-Large: Alma Villarreal

2012-2013 Executive Officers
Chairperson: Lisa Blum
Vice Chairperson: Robert Jensen
Secretary: Janice Walpert
Treasurer: Kimberly Crawford
At-Large: Darryl Peterson
At-Large: Alma Villarreal

cameras entering and exiting the new west campus training facility. The committee requested more information to assist in decision as camera locations are not consistent with purpose. Robert Jensen’s term as a USC member ends August 31. Consider serving on this interesting working group.

12. Transportation Services Advisory Council (TSAC) (Darryl Petersen and Robert Jensen). Did not meet.

13. Search Advisory Committee – Chief of Police (Les Fiechtner). Expect to meet soon as the window for applications is now closed and the hiring matrix is ready.


15. Task Force on Campus Emergencies (Lisa Blum). Met for Code Maroon risk assessment. Updates are being performed. One of the cell phone carriers are providing Amber Alerts and Verizon is expecting to do so in the near future.

X. Old Business. Dr. Watson reached out to the USC just prior to the announcement to let us know that President Loftin was resigning effective January 13. The USC has been advised by the President’s Office that the Council should move forward as planned.

XII. Announcements.

• USC Appreciation Reception with Dr. Loftin will be held August 22, 2013; 5:30 p.m. – 7:30 p.m.

XIII. Meeting Adjourned at 9:45 a.m. – Motioned by Mary DuBuisson, seconded by Jennifer Le Grévellec.

The next USC meeting is scheduled for Tuesday, August 20, 2013 - 1:30 a.m. – 3:30 p.m. 101A GSC
University Staff Council (USC)
Meeting Minutes
August 20, 2013  1:30 p.m. – 3:30 p.m.
GSC Room 101A

Members Present:  Linda Bair, Barbara Bayer, Michele Beal, Kathy Beladi, Lisa Blum, Gary Booth, Linda Brochu, Lisa Brown, Nikki Cavender, Mary DuBuisson, Carmen Espitia, Susan Edmisson, Les Fiechtner, Robert Jensen, Matthew Johnson, Jenny Kenley, Jennifer Le Grévellec, Roger Martinez, Darryl Petersen, Faith Stringer, Tom Swanner, Janice Walpert, Emily Weers

Members Excused:  Kendra Beasley, Nora Cargo, Kimberly Crawford, Chantale Deuel, Ron Huddleston, Judy Marrs, Amanda Mather, Janelle Ramirez, Alma Villarreal

Members Unexcused:  None

USC Administrative Assistant:  Rose Berryhill

Visitors Present:  Daniel Archibeque, Monica Bell, Toni Eubanks, Kevin Hurley, Robbie Lukeman, Barbara Parker, Allen Reed, Veronica Sprayberry, Kathy Symank

Agenda Items:

I.  Call to Order.  At 1:30 p.m. Lisa Blum welcomed everyone and called the meeting to order.

II. Roll Call.  Janice Walpert called member roll call.


IV. Presentation – Kevin Hurley, Associate Athletics Director gave a detailed presentation and answered questions on the Kyle Field Redevelopment Project.  See Kylefield.com for details and link to construction webcam.

V. Minutes Review/Approval.  Faith Stringer motioned to approve minutes from meeting of 7/16/13 - seconded by Les Fiechtner – approved unanimously.

VI. Treasurer’s Report.  (Kim Crawford).  Lisa Blum advised that Kim Crawford provided a report - balance is $10,105.00.  Expenses yet to be covered are the new brand compliant T-shirts and CIS expense for our website management.  Update on the T-shirts: Attendees at the New Member Orientation were asked to provide their information.  Lisa asked Kim for a list of those who had not yet provided their information – response pending.

VII. Monthly Meeting with Matt Fry, Chief of Staff to the President (Lisa Blum, Robert Jensen & Jennifer Le Grévellec)

• Due to a meeting conflict, Matt Fry asked to reschedule for August 22, 2013.
VIII. New Business.
   a. Bylaws and Constitution – please review attachments emailed with proposed changes to the Bylaws and the Constitution and be prepared to vote on proposed changes at September’s meeting. One of the proposed changes requests that advance notice of proposed changes to our Bylaws be changed from ‘10 days advance notice’ to ‘3 business days advance notice’. Currently, Article VIII of our Bylaws state that ‘Proposed amendments to the Bylaws shall be delivered to each USC member at least 10 days prior to a regular USC meeting …. The proposed amendment will then be presented for a vote at the next regularly scheduled meeting.’ Originally, the EO meetings were held 14 days ahead of monthly meetings whereas in recent years, the EO meetings take place one week ahead of monthly meetings.
   b. Proposed academic calendars for 2014, 2015 and 2016 provided for our information – send questions, comments or concerns to Lisa Blum by Friday, September 13. Venesa Heidick’s presentation on “Creating the Academic Calendar” can be viewed on our website at http://staff.tamu.edu/USCHome/Presentations.aspx
   c. Rose Berryhill is compiling a list of everyone on various USC committees. Please send your committee information to Rose if you have not yet done so.

Reports from USC Committees.
      a. Staff Scholarship Committee (Carmen Espitia). Did not meet. The committee has received copies of thank you notes from 13 of the 20 scholarship recipients and are waiting on the remaining seven.

   2. Elections Committee (Janice Walpert). Did not meet.


   4. Communications Committee (Tom Swanner). Did not meet.
      a. Outreach (Matthew Johnson). Attended New Employee Orientation last week. We’re OK on pens and USC pamphlets.

   5. Bylaws Committee (Lisa Blum). Met July 29. Results are the proposed changes to the Bylaws and the Constitution that were provided as email attachments prior to this meeting.

IX. Reports from Special Committees, Working Groups, or Appointments.
   1. Quality Enhancement Plan (QEP) (Lisa Blum). Met to fine tune website to roll out to all units.

   2. Council for Strategic Budgeting (CSB) (Faith Stinger). Did not meet.

   3. Sub-Council, Strategic Reallocation (Mary DuBuisson). Did not meet.


   5. Faculty Workplace Climate & Diversity Committee (Jennifer Le Grévellec). Did not meet.


8. **Council for the Built Environment (CBE)** (Janice Walpert and Tom Swanner). Met on August 13. Two updates/announcements. #1. Regarding an earlier sculpture request by OPAS, the sub-councils have received new slides for review. #2. On the topic of deferred maintenance – the Council asked Ralph Davila to check into the order in which deferred maintenance is being performed. If it is determined that projects are receiving attention out of sequence, please explain the reasoning (e.g. vacated space). In addition, the Council recommended two sub-council presentations be sent to the President for approval. #1. Cricket Field request – the Dept. of Recreational Sports requested permission to design and construct a cricket field on the east campus polo fields. Currently, the cricket field is located on the grounds of the ‘Married Student Apartments’ and will be lost with the construction of the Campus Point Project. #2. Liberty Bell Relocation – Current location is the Academic Building. After re-examination of potential alternate sites, the Council voted to recommend that the Liberty Bell remain in its current location with the possibility that it be lowered.

9. **Statues & Sculptures** (Kathy Beladi). Did not meet.


11. **Audio Visual Surveillance Technology Committee (AVST)** (Robert Jensen). Committee met once. Having received sufficient additional information from the Athletic Department addressing our concerns/questions – we approved the installation of additional cameras at the new west campus training facility. We also approved the installation of additional cameras at the Library Annex.

12. **Transportation Services Advisory Council (TSAC)** (Darryl Petersen and Robert Jensen). Did not meet.

13. **Search Advisory Committee – Chief of Police** (Les Fiechtner). Met twice. Committee received good number of applications. Skype interviews will be conducted September 5 and 6 for a number of candidates followed by two or three being invited to interview on campus.

14. **University Dining Services** (Mary DuBuisson). Did not meet.

15. **Task Force on Campus Emergencies** (Lisa Blum). Did not meet.

X. **Old Business.** New Member Orientation held August 13 at The Hilton was very well represented. New member interest forms were distributed. Tom Swanner spoke about our listserv – new members will be added for September 1 and members whose terms are expiring will be removed.

XII. **Announcements.**
- USC Appreciation Reception with Dr. Loftin will be held August 22, 2013; 5:30 p.m. – 7:30 p.m.
- The Council will recognize outgoing USC members at the September meeting.

XIII. **Meeting Adjourned** at 2:55 p.m. – Motioned Mary DuBuisson, seconded by Michele Beal.

The next USC meeting is scheduled for Tuesday, September 17, 2013 8:30 a.m. – 10:30 a.m. 401 Rudder