

2016-2017 Executive Officers

Chairperson: Susan Edmisson
Vice Chairperson: Doug Sweet
Secretary: Elizabeth Scanlin
Treasurer: Willie Hobbs
At-Large: Andy Armstrong
At-Large: Casey Ricketts



**UNIVERSITY
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TEXAS A&M UNIVERSITY

**University Staff Council (USC)
Meeting Minutes
December 20, 2016
1:30-3:30 p.m.
Rudder Tower, Rm. 601**

Members Present: Sheila Amos; Andy Armstrong; Deborah Barnett; Cari Bishop-Smith; Thadeus Bowerman; Kathleen Dunn; Rebecca Eaton; Susan Edmisson; Toni Eubanks; Pamela Gentry; Dr. Kenneth Hackney; Sandra Harnden; Dana Hernandez; Willie Hobbs; Ross Jarvis; Sharon LeMieux; Renee O'Banion; Diane Oswald; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Elena Watts; Johna Wright;

Members Absent with Notification: Courtney Charanza; Kari Curtis; Mary Lu Epps; Mashalle Gomez; Judy Haas; Sarah Henrichs; Melissa Loyd; Lisa Mata; Kelly Pampell; Lisa Reichert; Casey Ricketts; Jenna Truelove;

Members Absent Unexcused: John Kay; Julie Kuder; Joy Monroe; Julie Zercher

Visitors Present: none

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Susan Edmisson)

At 1:30p.m. Susan welcomed everyone and called the meeting to order.

Presentation- Title IX of the Education Amendment of 1972-Lori Williams, Title IX Coordinator, University Risk and Compliance

a. About Title IX

i. Events pertaining to sexual discrimination, sexual harassment, sexual assault and violence.

Title IX Coordinator informed the council that the employees of Texas A&M have an obligation to refer and report campus incidents. Once a complaint is reported, a Title IX investigation will occur, and the University has 60 calendar days to complete the investigation and render a decision. Individuals may also choose to file a separate criminal report with local law enforcement. Additional information can be found on the Title IX website <http://urc.tamu.edu/title-ix/>

ii. Resources for Victims of Sexual Violence; Other Resources, Right and Options

1. Concerning Behavior Response Guide <http://tellsomebody.tamu.edu/wp-content/uploads/2016/11/2016-2017-Concerning-Behaviors-Guide-Final.pdf>
2. Sexual and Dating Violence Survivor Resource Guide <http://studentlife.tamu.edu/sas.supportguide%20>

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3. Resources, Rights, and Options Guides for staff
<http://employees.tamu.edu/media/406549/782>
4. Violence Resources for students
http://urc.tamu.edu/media/783155/ResourcesRightsOptions_Students.pdf

ii. How to Report

1. Reports go to the following people:

- a. Student alleged offender- Dr. Anne Reber; Dean of Student Life
<http://studentlife.tamu.edu/>
College Station, TX 77843-1257
TAMU Mail Stop 1257
studentlife@tamu.edu
979-845-3111
- b. Faculty alleged offender- Dr. Blanca Lupiani; Executive Assoc.
Dean of Faculties
Texas A&M University 108 YMCA Building
College Station, TX 77843-1126
TAMU Mail Stop 1126
Dof@tamu.edu
979-845-4274
- c. Employee and 3rd Party Related alleged offender- Dr. Anna Satterfield; Director Employee Support Services
University 750 Agronomy Road Suite 1201
College Station, TX 77843-1255
TAMU Mail Stop 1255
hrpolicy@tamu.edu
979-862-3331

or

Lori A. Williams; Title IX Coordinator
titleIX.coordinator@tamu.edu
979-845-0977 or 979-845-8116

b. STEP IN STAND UP Campaign

- i. See website: stepinstandup.tamu.edu

c. Green Dot By Stander Intervention

- i. See website: greendot.tamu.edu

iii. Roll Call (Elizabeth Scanlin)

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iv. Approval of Meeting Minutes (Susan Edmisson)

November Meeting Minutes-Moved by Doug Sweet. Seconded by Deb Barnett. Approved

v. Reports

a. Treasurer Report (Willie Hobbs)

- i. \$10,990.31 in General Budget Available
- ii. \$ 2,242.40 in Professional Development

b. Keystone Report (Doug Sweet)

- i. 3 reports were sent to sub-committees
- ii. Several reports were marked as possible initiatives by E.O.

vi. Update on monthly meeting with VP Abercrombie (Susan Edmisson)

a. SEF Funds

- i. Dr. Abercrombie will check on the transfer of matching Staff Emergency Funds
- ii. Working to do something along with Staff Appreciation Week

Staff Appreciation Week - The first planning meeting for 2017's event will be in January. The week for staff appreciation is scheduled for February 27 - March 3. USC hopes to partner with SAW for fund raising for the SEF.
- iii. Reasonable responses to requests for SEF information on applications/donations
 1. information on dollars donated and awarded, rather than information on applications
 2. will be placed in USC Annual Report

b. New committee charters

- i. Dr. Abercrombie was very pleased with the new committee charters and goals

vii. Reports from USC Committees

a. IE&RW Committee (Sarah Henrichs/Lisa Reichert)

- i. Committee met and worked on the following items:
 1. Defined deadlines for our goals for the next 6 months
 2. Combining other USC committee members who serve on Diversity external committees in hopes of eliminating duplicate work. Currently working with Jenna to help fill her seat on the Faculty Workplace Climate & Diversity Committee
 3. Updates to the current offer letter that Human Resources utilizes to reflect more inclusion and diversity; recommendation to be submitted to the EO's in early February

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4. Updates to and more specifically defining Diversity for performance evaluations; a recommendation to be submitted to the EO's for approval this coming semester

b. Outreach (Renee O'Banion/Julie Zercher)

- i. Committee has met 2 times since the November USC meeting

1. Committee goals for FY17 were submitted to E.O.
2. USC poll questions were submitted to the E.O.

c. Staff Emergency Fund (SEF) Committee (Katy Dunn/Judi Haas)

- i. 1 application approved

- ii. 2 applications pending

- iii. HR sent out an e-mail on behalf of the USC soliciting for donations
 1. \$925.00 from 11 donors

- iv. Current balance of \$1,816.75

- v. Waiting for matching funds from the President's Office.

viii. Reports from Special Committees, Working Groups or Appointments

a. Dining Task Force (Kelly Pampell)

- i. Met 12/06/2016 in the President's Office. Charge was explained.

- ii. Items to address:
 1. Location
 2. Accessibility
 3. Variety

- iii. Other areas to keep in mind are:

1. Be strategic in our planning by working alongside the campus master plan committee.
2. Design dining experiences that support learning. Examples of this include study areas and areas for work groups.
3. Plan space for faculty and staff so that dining on campus is more convenient and desirable. This could be supported with a staff meal plan.

iv. The Task Force's action steps are:

1. Benchmark with other institutions on what their dining facilities offer
2. Inventory our existing offerings

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3. Consider locations – mobile versus static; large versus small
4. Enlist help from a facilitator to help us with our vision conversations

v. Will meet again after the first of the new calendar year.

b. Transportation Services Advisory Council (TSAC) (Susan Edmisson)

The December meeting discussed how parking revenues were spent:

i. Parking Inflow FY 2016

Permit Revenue: 58%
Visitor Parking: 23%
Large Events: 12%
Fines and Citations: 1%
Miscellaneous: 1%

ii. Total Inflows: 100% \$23,543,472

Parking Outflows FY 2016
Personnel Expense 27%
Capital Projects 20%
Debt Service 19%
Operations 17%
Repairs, Maint, Equip 14%
Utilities 3%
Total Outflows 100% \$22,380,769

Transportation Services is required to keep by law to keep reserves to cover a specific amount of expenses. Discussed desire to make changes to the wait list procedures to set more realistic expectations. Working on way to make it easier for departments to notify Transportation Services of larger scale staffing changes that will affect parking needs.

c. University Dining Services (Melissa Loyd)

- i. Met 11/29/2016 and discussed new possible Fair Trade Certification
- ii. Thanksgiving Day Meal for community served 900+ individuals and approx. 100 on campus
- iii. Next semester will focus on Health and Wellness Topics

ix. Business (Susan Edmission)

- a. Volunteers for Staff Appreciation Week 2017 planning
 - i. Additional volunteers welcome for planning and executing; 6+
 - ii. Save the dates coming soon
- b. New Committee Charters Read by Chairs (Renee O'Banion; Rebecca Eaton)

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- c. Complete internal survey for USC representatives for internal information gathering
- d. Committee Goals
- x. **Announcements**
 - a. Early release at noon on Thursday, December 22, 2016
- xi. **Meeting Adjourned**
 - a. Moved by Doug Sweet and seconded Diane Oswald by at 2:44pm

Please consider donating to the Staff Emergency Fund through a [monthly payroll deduction](#), a one time [online donation](#), or by a check made payable to the “Texas A&M Foundation”, indicating on the memo line “*Staff Emergency Fund (05-73738)*”. The check can be sent to the USC office at 1358 TAMU.

Next USC Meeting: January 17, 2017; 8:30 am –10:30 am; Rudder, Room 601