University Staff Council (USC)
Meeting Minutes
September 15, 2015
8:30 a.m. – 10:30 a.m.
110 Houston Building


Members Excused: Rebecca Morgan, John Kay, Sharon LeMieux, Kathy Nelson

Members Unexcused: Julie Bishop, Ann Kellett, Arranna Bennett

Visitors Present: none

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Toni Eubanks)
At 8:30 AM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members (Leslie Uptain)
Member roll called.

III. Welcome Visitors
Recognition of outgoing members.

IV. Presentations
1. Departing Council Members
   Jennifer and Toni presented plaques to former members Kathy Beladi, Matthew Johnson, Jennifer Le Grévellec, Lisa Brown, Michelle Beal, Carmen Espitia, Susan Edmisson (returning for another three year term), Sheryl Hornback, Les Fiechtner, and Jenny Kenley.

2. Recognition of Former Chairperson
   Toni Eubanks thanked Jennifer Le Grévellec for her service as USC Chair for 2014-2015.

3. Officer Installation – Jennifer LeGrevellec

4. Member Installation – Toni Eubanks

V. Approval of Minutes from Previous Meeting (Toni Eubanks)
Robbie Lukeman moved to approve minutes from meeting on August 18, 2015. Seconded by Renee Weidemann. Approved unanimously.
VI. **Treasurer Report** – Willie Hobbs
1. $14,115.56 Beginning balance pending this month’s expenses.

VII. **Update on Monthly Meeting with Jessica Rubie, Liaison to the President** – Toni Eubanks
   - Discussed staff tuition assistance. When executive officers met with President Young he seemed very supportive. The original numbers didn’t include HSC or GV. The Provost Office is updating the numbers. There recommendation is for full time employees with one year tenure of employment to receive up to 6 hours of tuition at 50%. Conditions will include certain evaluations levels.
   - October 13th is the End of the Year Appreciation for 2014-2015 USC Members.
   - President’s Forum will be held November 3 from 10 a.m. – 12 p.m in Rudder Auditorium. The format will be Question & Answer and will be streamed live for staff who are unable to attend. There may be a platform to submit questions live. There may be a survey card administered to those that attend for suggested future forum topics.

VIII. **Reports from USC Committees**
1. **Bylaws** – Sonia Jimenez
   Identified Casey Ricketts as Co-Chair. Bylaws Committee did not meet, but will begin working on SOPs for plaque distribution formembers who aren’t able to complete an entire term, as well as SOPs for reviewing attendance.
2. **Communications** – Veronica Sprayberry
   Subset of members met at retreat. The new website has launched. A few council member pictures are still needed, but all information is updated. Rose will update with minutes; committee is responsible for updating the keystones. Next meeting is September 23rd and the committee will be discussing working to get word out for upcoming forum. All USC members please visit the website for review.
   a. **Outreach** – Rebecca Eaton
   Rebecca will begin contacting speakers.
3. **Elections** – Julie Bishop
   Did not meet. Will meet some time in the fall to review bylaws.
4. **Parking, Transportation, Facilities & Infrastructure** – John Lingsweiler
   Identified Doug Sweet as Co-Chair. Brief meeting at the USC retreat and will schedule an official meeting soon.
5. **Staff Appreciation Week 2016** – Ashley Kelly
   First meeting is next week.
6. **Staff Emergency Fund** – Susan Edmisson
   Brief gathering at the USC Retreat. First meeting coming soon. Last year policies and procedures were developed. This year is the launching of the fund and getting the program started. Current balance is $1,277.
7. **Staff Scholarship** – Susan Edmisson
   Identified Elizabeth Scanlin as Co-Chair. Brief gathering at the USC Retreat. Discussed the request from the Executive Officer’s team to tackle for the year. Restructuring the process to be blind review. Scheduled monthly meetings for the entire year.
8. **Work-Life & Benefits** – John Lingsweiler
   Meeting next week, September 22nd.
   None

IX. Reports from Special Committees, Working Groups or Appointments
1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   Did not physically meet. Email/electronic review of new proposals.
2. Campus Carry Task Force – Toni Eubanks
   Met August 28th and September 10th. Subcommittee collected information regarding the current law and
   the law that will take effect in August 2016, as well as FAQs to provide to the campus community. This
   information was presented to the committee for review. Another subcommittee was formed that will
   create a survey that will be provided to all faculty, staff, and students regarding implementation of the
   law. A draft survey will be presented to the committee for consideration at the next meeting.
3. Council for the Built Environment – Andy Armstrong and Leslie Uptain
   Met Tuesday, September 8th. Hadn’t met since July. Cain Hall will be evacuated in October. Will
   commence work on the new hotel following demolition. Peterson Building could host Computer Science
   with renovations.
4. Diversity Operations Committee (DOC) – Sonia Jimenez
   Did not meet.
5. Faculty Workplace Climate & Diversity – Jenna Truelove
   Did not meet.
6. President Council on Climate & Diversity – Reneé Weidemann
   No update.
7. Quality Enhancement Plan (QEP) – John Lingsweiler
   Next meeting is Thursday.
8. SEBAC – John Lingsweiler
   No update.
9. Sexual Assault/Sexual Violence Campaign Committee – John Lingsweiler
   Campaign is in the process of being launched. Article ran in the Battalion.
10. Task Force on Campus Emergencies – Dr. Kenneth Hackney
11. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry/Robbie Lukeman
   Met on September 1st. Maroon Bikes on campus will be replaced with a Borrow a Bike program and a
   bike lease program. Hertz program being replaced with Zipp cars that can be rented by hour or day.
   Game day update: Destination Aggieland app has been enhanced for better service and provides
   information for inside the stadium as well. Get to the Grid no longer at the mall, it has moved to
   Momentum Plaza. Location has fewer spaces than the mall, so it is expected to fill each game. Service
   commences three hours prior to kick off. Twitter will give capacity information. Shuttle now from
downtown Bryan as well beginning two hours prior to kick off. Many pay lots on campus are now 12th
Man lots. Shuttle info on the app and website.
   Transit update: 86 full size buses vs. 71 last year. Ridership up 17% from last fall. Transit may update and
   tweak routes based on actual ridership.
   Construction update: trying to get updates out to people
12. University Dining Services – Melissa Loyd
   First meeting on September 22nd.
13. Academic Calendar Task Force – Sandra Harnden
   Did not meet.
   Did not meet.

15. **Finance Working Group – Willie Hobbs**
   Did not meet.

16. **Strategic Reallocation Sub-Council**

X. **New Business**

1. **Parliamentary Procedure**
   Review was given of conducting business with Parliamentary Procedure.

2. **Chair reminded USC of the importance of monthly and committee meeting attendance.**

3. **Fall Forum will be held November 3 from 10 a.m. – 12 p.m. in Rudder Auditorium**

4. **Ring Day, September 25th Volunteers Needed**

XI. **Old Business**

1. **Annual Report**
   Awaiting one college update. Will be able to send to USC for review and then on to the President.

2. **Staff input on selection/retention of Department Heads, Deans and Provosts**
   SAPs do not include staff input. Feedback from staff was that some colleges do allow for input while others do not. Subcommittee made a proposal to Dean of Faculties last year and it was declined. Discussions this summer with speaker of the Faculty Senate led to openness to attend their meetings. Toni and Andy will attend meetings to seek suggestions.

3. **Sick Leave Donation**
   Starting September 1, sick leave can be donated to a designated person. The individual must have exhausted all of their leave. Supervisors must approve. Form available on the HR website.
   Concerns with:
   - the needs for approval and the potential for a supervisor to decline without reason.
   - FMLA and position protection.
   - if the individual giving will need to keep a balance of leave
   HR Network meeting coming up; hopeful for more information at the next meeting.

4. **Please submit all constituent requests, questions and suggestions through the Keystone System by emailing to staff@tamu.edu for consistency and recorded official responses.**

XII. **Announcements:**

1. **Members are reminded to send out a self-introduction to their constituents when they forward the briefing from the September meeting. Include email staff@tamu.edu and website address staff.tamu.edu.**

2. **Flu Vaccine Clinics, October 1 & 2 in the GSC**

3. **Financial Wellness Fair, October 6, MSC**

**Next USC Meeting:** October 20, 2014; 1:30 pm – 3:30 pm; ETB, Room 3002
University Staff Council (USC)
Meeting Minutes
October 20, 2015
1:30 a.m. – 3:30 a.m.
110 Houston Building


Members Excused: Julie Bishop, Kristine Brisco, Courtney Charanza, Melissa Lloyd, Elizabeth Scanlin, Leslie Uptain

Members Unexcused: Dr. Kenneth Hackney

Visitors Present: Robert Dorosky, Graduate Student Council

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Toni Eubanks)
   At 1:30 pm Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members (Reneé Weidemann)
    Member roll called.

III. Welcome Visitors

IV. Presentation
    Ms. Sarah Henrichs, Manager at the Annenberg Presidential Center gave an overview of the facilities and services they offer to host various banquets, workshops, lectures, and receptions.
    Facilities include:
    i. 2 auditoriums: Frymire Auditorium seats 600 and the Hagler Auditorium seats 300. Both auditoriums are equipped with wide screens and TTVN.
    ii. 3 banquet rooms: Presidential Dining Room can accommodate 70 to 150 people depending on setup; Banquet Space 1011B lacks furniture, but can accommodate 72 to 150 people depending on setup (typically for small ceremonies and lectures); Banquet Space 1011C can accommodate 150 to 400 people depending on setup. 1011B and 1011C can open up to accommodate 500.
    iii. 1 Reception Hall: Standing reception capacity is up to 600. Lecture set-up 40-50.
    Pricing varies depending on academic, affiliated/non-affiliated Texas A&M departments, student organizations and time of event. Check their website for room capacity and pricing.
    Parking is available in Lot 43 with any valid TAMU parking permit unless game day.
    Reservations are currently being taken for the current and following school year.
Chartwells or Hilton are the only approved caterers, all meals must be served on china. They do not book multiple events at the same time. They do have full support staff available for each event and basic A/V support. No deposit is required, only a departmental account. For more information and reservations, contact Sarah Henrichs at shenrichs@tamu.edu, 862-6676, or appc@tamu.edu. Visit appc.tamu.edu for more information.

V. Approval of Minutes from Previous Meeting (Toni Eubanks)
Jon Kay moved to approve minutes from meeting on September 15, 2015. Seconded by Veronica Sprayberry. Approved unanimously.

VI. Treasurer Report – Willie Hobbs
2. $11,894.33 FAMIS balance.

VII. Update on Monthly Meeting with Jessica Rubie, Liaison to the President – Toni Eubanks
The title for the forum will be “USC Fall Forum: A Conversation with President Young.” Toni gave Jessica the final numbers for the Staff Tuition Assistance annual cost estimate. Jessica will give these number to Dr. Strawser to review. Staff Emergency Fund memo will be sent to Janelle Ramirez, Interim VP for HR, for final signature. The Office of the President will contribute $5000 initially to the program, and would like to give annually as a “match” donation up to $5000.

VIII. Reports from USC Committees
1. Bylaws – Sonia Jimenez
   Did not meet.

2. Communications – Veronica Sprayberry
   Met on September 23rd. Discussed hot topics for the forum and format. An announcement will be sent this week to announce the forum, followed up by an email from President Young to employees. A brief reception will follow the forum. A sign-up list was available for members to work the event. The Committee is creating email templates to be utilized by USC representatives to help distribute briefings. Doug Sweet is taking the lead on revising the rack cards to include information about the Staff Emergency Fund. Members are seeking training on Kentico to help with website updates.
   a. Outreach – Rebecca Eaton
      Most recent New Employee Orientation was October 14th where staff were informed of USC opportunities. The upcoming USC meeting will host Sarah Henrichs from the Annenberg Presidential Conference Center. November presentation will be Environmental Health and Safety and December presentation is pending confirmation for Green Dot overview.

3. Elections – Julie Bishop
   Did not meet.

4. Parking, Transportation, Facilities & Infrastructure (PTFI) – John Lingsweiler
   Did not meet.
5. **Staff Appreciation Week 2016 – Ashley Kelly**
   Met on September 22nd. Staff Appreciation Week will be February 29 – March 4, 2016. Reviewed staff eligibility for prizes during SAW. Timelines were discussed as well as donation letters to go out. Reviewing options for indoor activities in case of inclement weather. Reviewed the participation of the Monday Meal that was encouraged across departments last year; not much success. Looking to HR to sponsor a wellness day again. Looking at a Luau theme to go with spring break. Consulting with local businesses to see what game options exist. Looking at non-alcoholic margarita machine or snocones. Next meeting is October 20th.

6. **Staff Emergency Fund – Susan Edmisson**
   Have not met. SEF balance as of October 6 was $1338.12. Meeting scheduled for October 28.

7. **Staff Scholarship – Susan Edmisson**
   Did not meet. Meeting scheduled for October 21.

8. **Work-Life & Benefits (WLB) – John Lingsweiler**
   Met on September 22nd. Discussed the open keystone question regarding childcare and the merit of gathering a list of local child options for staff. Reviewed all Standard Operating Procedures; all are up to date.

9. **Keystone Report – Andy Armstrong**
   A few old keystones are still open, pending information. A keystone regarding problems accessing SEF donation forms on the USC website has been resolved. A keystone was received this morning from a high school teacher needing TAMU swag. Casey Ricketts advised that there was a website for requesting promotion items, Andy will respond with this information and note for future referrals. [http://marcomm.tamu.edu/requests/promotional-items.html](http://marcomm.tamu.edu/requests/promotional-items.html)

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

1. **Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney**
   The AV committee discussed a court rulings in 2 different federal district courts that video at schools is protected by FERPA and how to deal with release of video showing students in activities and whether it was possible to redact the faces of students. Consensus: general release of video must be carefully screened to prevent FERPA violations. Technology is lacking to blur faces on video, but if it can be achieved it will be one less issue for concern. Official requests for release by police authorities override that and are not an issue. Two requests for authorization of video equipment: one in Architecture and another in Athletics were reviewed via email by the committee. Approved both.

2. **Campus Carry Task Force – Toni Eubanks**
   September 24th & October 8th meetings: Currently, subcommittees are finalizing the campus carry information webpage and a survey that will be distributed to the campus community for gathering input implementation of SB11. Possible open forum to be hosted by Faculty Senate to include USC. Information will be collected via the survey, not the forum.

3. **Council for the Built Environment – Andy Armstrong and Leslie Uptain**
   Approved schematic design for the Teaching Gardens Complex on West Campus. The committee was
given an update regarding the campus master plan. The firm conducting the review, Ayers Saint Gross, was selected and given a contract back in July. They will be here in November to provide the campus community with their plan of evaluation. Expected completion date of August 2016. Dr. Strawser did announce $6 million was added to the deferred maintenance budget; $1.5 million was designated for classroom renovation; $500,000 was designated for classroom technology. More information concerning the new budgets will be distributed soon.

4. **Diversity Operations Committee (DOC) – Sonia Jimenez**  
Will meet October 26th.

5. **Faculty Workplace Climate & Diversity – Jenna Truelove**  
Did not meet.

6. **Finance Working Group – Willie Hobbs**  
The Finance Working Group met with President Young on October 1. President Young shared his desire to provide transformational learning experiences to students (i.e. study abroad, mission/service learning, and internships), with a goal of improved retention and graduation rates. Dr. Strawser provided a financial overview of TAMU, as well as proposed designated tuition increase information. TAMU Designated Tuition Hearings dates are Monday, October 26 from 4:00 p.m. – 6:00 p.m. in room 301 Rudder and Tuesday, October 27 from 9:00 a.m. – 11:00 a.m. in room 601 Rudder.

7. **President Council on Climate & Diversity – Reneé Weidemann**  
Did not meet.

8. **Quality Enhancement Plan (QEP) – John Lingsweiler**  
Met on September 17th: Discussed the digression of the Aggies Commit project and the transition for planning the new Quality Enhancement Plan. The Provost is requesting a report from each unit that received funds in the reallocation. Next meeting will be on November 19th.

9. **SEBAC – John Lingsweiler**  
Met on September 17th: discussed System Regulations 31.02.03, terms and definitions, acronyms, a timeline depicting an annual cycle of typical benefit activities, contacts for assistance with benefit issues, premium/enrollment information for all plans, A&M Care medical and dental financial statements, summaries of the FY15 SEBAC meetings. Information requested from the HR Employee Benefits Manager regarding the 30 minutes of leave 3 times per week wellness exercise program. Currently, there is no pilot program; however, a System policy has been drafted that covers 30 minutes of leave 3 times/week for purposes of wellness (such as working out). This is with the Office of General Council for final review. They hope to have it finalized for the Chancellor’s approval within the next month or two.

10. **Sexual Assault/Sexual Violence Campaign Committee – John Lingsweiler**  
This committee has ended. There are no more planned meetings at this time. The campaign has launched with the email from President Young sent out on September 16th and the website was created by representatives across campus to provide a single, comprehensive source of information and tools. [http://stepinstandup.tamu.edu/](http://stepinstandup.tamu.edu/)
11. **Task Force on Campus Emergencies – Dr. Kenneth Hackney**
   The committee discussed the Disaster Recovery initiative and proposed timeline for implementation. UPD Chief Mike Ragan updated the committee on Concealed Carry on Campus. The committee discussed the distribution of the Concerning Behaviors Folders and the Step In. Stand Up. Campaign.

12. **Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry and Robbie Lukeman**
   An update was given on the bike master plan – a report will be made available soon. Parking priority for office moves was also discussed. Problems occur when an office move happens after permit registration. It is being proposed that employees affected by a move be placed on the waiting list based on years of service. This may cause a shift, mostly down, for other employees already on a waiting list for a particular lot. More information to come.

13. **University Dining Services – Melissa Lloyd**
   September 22nd: All dining facilities have had a face-lift to help ease lines and give better options. The Meal Trade Plan was discussed a lot; better communication and explaining of the plan needs to be addressed.
   January 2017 – Common area for White Creek Dining
   West Campus needs more food options, especially late night options.
   Faculty and Staff meal plans will be coming out.
   Meeting occurred October 6th; representative unable to attend.

14. **University Strategic Communication Working Group – Rebecca Eaton**
   October 7th: Met to discuss with the firm about the information they presented. The firm was to present to the Executive Committee late last week.

15. **Academic Calendar Task Force – Sandra Harnden**
   Did not meet.

   Did not meet.

X. **New Business**
1. Fall Forum – November 3, 10am – 12pm. USC members are needed to sign-up to work the event.
2. Search committees for Vice Presidents (HR, IT, Marketing/Communications) names have been submitted.
3. New USC Shirts – If you would like to purchase an additional USC shirt, please email Toni.

XI. **Old Business**
1. Annual Report is complete. It has been sent to President Young and can be found on the USC website.
2. Staff input on selection/retention of Department Heads, Deans, and Provost - Toni and Andy met with Faculty Senate. They unanimously agreed that the SAPs should say that staff must be represented on each search/retention committee as an ad-hoc (non-voting) member at minimum. USC will propose language to change the SAP.
3. Staff Tuition Assistance – see item VII for update
4. Sick leave donation has been suspended until further notice.

XII. Announcements
1. Campus Sustainability Day – October 21, 10am – 2pm, Rudder Plaza
   http://sustainability.tamu.edu/campus-sustainability-day.aspx
2. EOD Coffee Conversations: Sustainability at Texas A&M, November 13, 8:30 – 10am, GSC 101A
   http://eodinfo.tamu.edu/programs/coffee

XIII. Meeting Adjourned
Moved by Susan Edmisson and seconded by Robbie Lukeman.

Next USC Meeting: November 17, 2015 at 8:30 am – 10:30 am in the Houston Building, Room 110
University Staff Council (USC)
Meeting Minutes
November 17, 2015
8:30 a.m. – 10:30 a.m.
110 Houston Building


Members Excused: Sandra Harnden, Sonia Jimenez, Ashley Kelly, Casey Ricketts, Veronica Sprayberry, Jenna Truelove

Members Unexcused: Dr. Kenneth Hackney, Paula Maldonado

Visitors Present: Robert Dorosky, Graduate Student Council; Jesus Palomo, College of Education (attending on behalf of USC Member Casey Ricketts); Jessica Rubie, Office of the President

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Toni Eubanks)
   At 8:35 AM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members (Leslie Uptain)
   Member roll called.

III. Welcome Visitors

IV. Presentation
   Rescheduled Dr. David Breeding, Assistant Director for Environmental Health and Safety
   USC Chair, Toni Eubanks, announced the upcoming changes for reporting structure of the University Staff Council. Jessica Rubie, Liaison to the President, spoke to the USC regarding the new partnership with the Vice President for Human Resources. This transition will help the USC move the organization forward more efficiently by giving the USC direct contact with the VP for HR, who will be able to provide resources to move USC ideas forward more strategically and quickly. Starting in December, USC will report through Janelle Ramirez, Interim VP for HR, and meet monthly with her for exchange of information and dissemination of ideas. Executive Officers will still meet twice a year with the President, staff forums will still occur, and Executive Officers will still have access to Jessica when needed.
   Question: Why is the reporting structure to HR when not all USC issues are HR-related?
   Answer: HR is typically the voice of staff in any entity. Some of the big tasks this year have been tuition assistance and child care concerns, which are big comprehensive benefits issues. The benefit is for these to go through HR to be vetted with the appropriate VPs. President Young relies on his VPs for day to day operations. Jessica is currently going to Dr. Strawser and Janelle for their expertise on many of these issues. For big-picture issues, most of the concerns staff have are HR-related.
Extended comments: Concern is that sometimes when a staff group reports through HR, the organization becomes a social focus and not a shared governance situation.
Jessica: This depends on what we want the organization to be and what we design it to be.
Question: Clarification is that we’re working with the VP of HR and not for the VP of HR.
Answer: Yes.
Toni: We met the day after this announcement and the VP of HR is very strong in supporting us and not directing us. It’s a good move for the USC.

V. Approval of Minutes from Previous Meeting (Toni Eubanks)
Susan Edmisson moved to approve minutes from meeting on October 20, 2015. Seconded by Doug Sweet. Approved unanimously.

VI. Treasurer Report – Willie Hobbs
1. $11,867.33 Account balance, includes deduction of pending expenses.

VII. Update on Monthly Meeting with Jessica Rubie, Liaison to the President – Toni Eubanks
Discussed the changes of the reporting structure from the Office of the President to the HR Office.
Working with the President’s Office to address emails that came in before, during, and after the forum.
President Young requested USC to host a spring Forum.

VIII. Reports from USC Committees
1. Bylaws – Sonia Jimenez
   Did not meet.

2. Communications – Veronica Sprayberry
   Did not meet.
   a. Outreach – Rebecca Eaton
      Attended the New Employee Welcome Orientation at the GSC on Wednesday, November 11th and presented about the USC to approximately 40 new employees. Secured our December speaker for Green Dot Bystander Intervention Overview Presentation, Risa Bierman. Have reached out to Dr. David Parrott’s office for the January Presentation.

3. Elections – Julie Bishop
   Did not meet.

   Did not meet.

5. Staff Appreciation Week 2016 – Ashley Kelly
   Met October 20th; Jessica Rubie attended and advised that the President would like to have TAMU HR become the lead on this event with our committee’s input and support. The President feels that all staff should be able to enjoy this week without the stress of preparation. The committee members are all in favor of this suggestion.
Questions: Will HR now sponsor this event?  
Answer: HR will focus on the preparation of the event. The event will be sponsored by USC, with at least two USC members on the committee, and USC Staff will still be able to volunteer the day of the event.  

Question: Will this internal committee then be dissolved from the USC?  
Answer: Will be discuss in the next EO meeting.

6. Staff Emergency Fund – Susan Edmisson  
The primary discussion was centered around the "Committee Guidelines and Member Specifications" document which explains the basics of how an application is received and processed from beginning to end.  
Specific areas of discussion: Established guidelines cannot be changed without going back to the VP of Human Resources and OGC for approval, applications are to be reviewed by a group of five voting members, verification of employment for any applicant can be done through HR, and a basic requirement of the process is to protect an applicant's privacy (confidentiality agreements will be reviewed and signed at the next meeting).  
Decisions made: The members of the voting group would rotate per application or group of applications if there is more than one active at a time. The first 5 to answer the call for the first application to be processed will be the first voting group. Rotations will occur based on previous participation in the voting group and availability.  
Actions items for the next meeting: Next meeting time TBD.  
Chair will obtain documentation on last year's procedures.

7. Staff Scholarship – Susan Edmisson  
The committee met 10/21/2015 to discuss the Staff Scholarship process.  
The committee discussed the Executive Officers' request for a more standardized process, with the Staff Emergency Fund being an example of a consistent, thorough process. Qualifications will not change, but the process will. Elements of the process to examine include: essay criteria, rubric for ranking applications and essays, and why Galveston and Qatar have been excluded in the past.  
Actions items for the next meeting: Committee members will bring examples of rubrics they currently use in their departments. Chair will obtain documentation on last year's procedures. 

Next scheduled meeting is November 24th.  
Care.com proposal was sent to Janelle Ramirez for review.  

Working on many emails from the forum, taking to the President’s Office.  
The USC Executive Officers are looking into another system for managing email. Keystone system is $2700. Can switch to other options such as an exchange account or other recordable accounts.
IX. Reports from Special Committees, Working Groups or Appointments
1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   Discussed camera for women’s volleyball team to use in practice.

2. Campus Carry Task Force – Toni Eubanks
   Campus Carry Task Force met October 22nd and November 5th. The survey closed on November 9th. A
   subcommittee is currently analyzing the results. Other subcommittees were formed to take a closer look
   at specific activities on campus that may need to be addressed.

3. Council for the Built Environment – Andy Armstrong and Leslie Uptain
   The committee reviewed a proposed parking lot next to Foundation Building. Looked at design and
   placement. The motion was approved. Designated park area outside of Peterson Building. This will
   impact and remove 10 parking spaces outside of building. The motion was approved. An electrical
   substation was proposed with a location on West Campus near Research Park. The area crosses the BTU
   transmission line. The motion was approved. All recommendations were forwarded to President
   Young. The committee received a presentation from Ayers Saint Gross. The company was hired for the
   campus master plan. Defined what areas they are evaluating (TAMU + HSC). There is a 12-month
   timeframe working with various groups and entities across campus.

4. Communications Working Group – Rebecca Eaton
   This Committee will meet on Friday, December 4th.

5. Diversity Operations Committee (DOC) – Sonia Jimenez
   The committee met October 26th. Primary information is the upcoming Texas A&M University Climate
   Matters Conference: A Dialogue on Climate, Inclusion, and Respect which will occur in the MSC
   Bethancourt Ballroom Wednesday, March 9th, 12:30-5:00pm (Reception 5:00-6:30pm) and Thursday,
   March 10th, 9:00am-4:00pm. Contact Nancy Hutchins to assist with the conference at:
   nhutchins@cehd.tamu.edu

6. Faculty Workplace Climate & Diversity – Jenna Truelove
   Next meeting is December 4th.

7. Finance Working Group
   Did not meet.

8. President Council on Climate & Diversity – Reneé Weidemann
   First meeting was November 10th led by Dr. Mark Hussey and Dr. Christine Stanley. The committee
   reviewed the charge of the council which is to: provide counsel to the President, Provost, and Executive
   Vice President on ways of attracting and retaining culturally diverse students, faculty, and staff; promote
   A&M’s diversity efforts in support of Vision 2020 goals; and assist Dr. Stanley in planning appropriate
   assessment and evaluation of all university units regarding diversity-related endeavors.
   All campus departments have diversity reports due to Dr. Stanley by December 8th. The council will be
   reviewing these reports to assess strengths, weaknesses, and areas of improvement.
Dr. Stanley shared with the council current campus statistics. If anyone is interested they can see these on the A&M’s website. The next meeting will be in February.

9. Quality Enhancement Plan (QEP) – John Lingsweiler  
   Next scheduled meeting is November 19th.

10. SEBAC – John Lingsweiler  
    The committee reviewed Annual Enrollment Statistics, FY14 Financial Statements, A&M Care (medical & dental), Life Insurance, Demo of My Evive (a personalized website/App that uses secure, cutting-edge healthcare technology to help people live healthier lives) coming soon to TAMU, and an I.D. Theft protection opportunity to be offered at no charge around January 1st to Blue Cross members.

11. Task Force on Campus Emergencies – Dr. Kenneth Hackney  
    Did not meet.

12. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry/Robbie Lukeman  
    An update on the Kyle Field Transportation plan was given. They are continuing to monitor the current procedures and are tweaking as necessary. People are encouraged to use the Destination Aggieland app to help navigate game day traffic and parking.  
    Destination Aggieland is being expanded to be used 365 days/year. It will cover all special events on campus (Ring Day, graduation, all sporting events, etc.).  
    The parking wait list policy proposed last month was approved. The changes are in red below:  
    Faculty and Staff who are current permit holders who request to be assigned a different lot and complete registration by July 7, 2015 or who have a mid-year office relocation are considered mandated by the University. Assignments are made based on months of service with the University and space availability. Inserting customers mandated to move office locations mid-year into wait lists based on their months of service with the university will cause other customers’ positions on the lists to fluctuate during the permit year. 
    A detailed transit report was given. They are working to respond to shifts in student populations in certain residential areas (e.g. growth on Holleman corridor) and to new buildings on campus (e.g. new vet school location). They are combining routes and reducing the number of stops on routes to improve efficiency. A new off-campus route will be added to include service sought off 2818. They will continue to study trends in the spring semester and any changes will be effective in Fall 2016. 
    2015 Bicycle District Strategic Plan is available at http://transport.tamu.edu/Alternative/bicycles/updates.aspx

13. University Dining Services – Melissa Loyd  
    Met November 3rd. Main focus was to determine hours and locations to be open during Thanksgiving break and during the reading day on the 25th.

14. Vice President of HR Search Committee  
    Toni Eubanks will serve on this committee.
15. Vice President of IT Search Committee  
   Mary Lu Epps will serve on this committee.

16. Vice President of Marketing Communications Search Committee  
   Katy Dunn will serve on this committee. The committee met Oct 23rd to discuss how to handle the selection process. Meeting November 20th to interview search companies they’re looking at utilizing in this process.

X. New Business
   1. USC Forum Debrief  
      To watch the video, visit http://staff.tamu.edu/Our-Work/Forums.  
      Feedback was that discussions were derailed from staff issues, topics were vague and not concrete. Some had questions they wanted to ask but they were concerned about anonymity. Staff did appreciate President Young’s time, what he had to say, his sincerity in his desire to answer questions, and that he was available for the reception afterwards.

XI. Old Business
   1. Staff input on selection/retention of Department Heads, Deans, and Provosts. 
      Met with Faculty Senate Executive Committee. They will schedule a time for USC Reps to give a presentation of the changes at a future Faculty Senate Executive Committee meeting. They unanimously agreed that they should have a staff representative at all search committee meetings.

   2. Staff Tuition Assistance.  
      Jessica Rubie gave the numbers to Dr. Strawser to review.

XII. Announcements:
   1. Reading Day, no classes on November 25th.  
   2. Official University Holidays, November 26 & 27, 2015  
   3. President’s Meritorious Service Award nominations close November 30th. Recipient numbers have increased and award amounts have increased, in line with staff focus. Former university staff that are now a part of an outsourced organization are eligible for nomination.  
   4. Rose Berryhill will relocate to GSC with changes of reporting structure of USC.  
      Susan, Julie Bishop.

Next USC Meeting: December 15, 2015; 1:30 pm – 3:30 pm; ETB, Room 3002
University Staff Council (USC)  
Meeting Minutes  
December 15, 2015  
1:30 – 3:30 PM  
ETB, Room 3002


Members Excused: Kristine Brisco, Mary Lu Epps, Judi Haas, Dr. Ann Kellett, Melissa Loyd, Robbie Lukeman, Paula Maldonado, Rebecca Morgan, and Leslie Uptain

Members Unexcused: Dr. Kenneth Hackney, Sandra Harnden, Sonia Jimenez,

Visitors Present: Mary Schubert

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Toni Eubanks  
At 1:32 PM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members – Renee’ Weidemann  
Member roll called.

III. Welcome Visitors

IV. Presentation – Risa Bierman, Student Assistant Services, Offices of the Dean of Student Life  
Live the Green Dot Ending Violence in Aggieland-One Green Dot at a Time: Green dot engages faculty, staff, and students to change the culture, to become bystanders, and to get involved to stop violence. The Green Dot Program teaches participants to Detract, Delegate, and Direct, and to role model these actions to prevent violent behaviors. Individuals can sign up to attend a 3-hour training or request a presenter to give a 15-minute to 1-hour overview to a group. Information about the program or to request a Green Dot presentation, visit greendot.tamu.edu.

V. Approval of Minutes from Previous Meeting – TToni Eubanks  
Veronica Sprayberry moved to approve minutes from meeting on November 17, 2015. Seconded by Julie Zercher. Approved unanimously.

VI. Treasurer Report – Willie Hobbs  
$12,159.53 Account balance, includes deduction of pending expenses.

VII. Update on Monthly Meeting with Jessica Rubie, Liaison to the President – Toni Eubanks  
Meeting on 12/10. Discussed transcript for the forum, leadership development for USC, SEF announcement,
and funding for the Staff Scholarship.

VIII. Reports from USC Committees
1. Bylaws – Sonia Jimenez
   Did not meet.

2. Communications – Veronica Sprayberry
   Did not meet.
   a. Outreach – Rebecca Eaton
      New Employee Welcome Orientation was on Wednesday, December 09, 2015, Toni Eubanks presented.
      Confirmed the following speakers: January – Dr. David Breeding, Environmental Health and Safety and February – Dr. David Parrott, Executive Associate Vice President and Chief of Staff Student Affairs

3. Elections – Julie Bishop
   Did not meet.

   Did not meet.

5. Staff Appreciation Week 2016 – Toni Eubanks
   The President’s office has given $35,000 for SAW. This will enable the committee to plan a bigger and better event for staff. SAW week is Feb. 29- March 5. Saturday, March 5 the President’s Office will be hosting a Portrait day for all staff families on campus. More details to come as they develop. The committee is asking for ideas to show appreciation to shift workers and remote campuses. Email suggestions to Melissa Lloyd at mloyd@tamu.edu

6. Staff Emergency Fund – Susan Edmisson
   With the President Young’s contribution of $5,000, the SEF has met its goal of $2,000 in donations to begin accepting applications. The committee is working to begin accepting application after the holiday break. An announcement is being drafted to send to University employees. The current SEF balance is $6552.86.

7. Staff Scholarship – Susan Edmisson
   The committee will develop a more defined procedure, similar to the SEF program, which was vetted through Human Resources and the Office of General Counsel. A complete recommendation will be presented to the Executive Officers when complete. Changes will include:
   1) Chairperson will become non-voting member and will redact personal information from the applications and essays before presenting to other members for review.
   2) Points will be based upon standardized criteria.
   The committee will be requesting funding for next fiscal year.
   Did not meet.

   A question was submitted asking about staff awards – this has been forwarded to the ex-officio for Human Resources for a response.

IX. Reports from Special Committees, Working Groups or Appointments
1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   No information

2. Campus Carry Task Force – Toni Eubanks
   Campus Carry Committee met on 11/19. Subcommittee is working to analyze results of the survey. Other subcommittees have begun meeting to address specific activities on campus that may be of concern.

3. Council for the Built Environment – Andy Armstrong and Leslie Uptain

4. Communications Working Group – Rebecca Eaton
   This committee met on Friday, December 4th. A follow up meeting has not yet been scheduled.

5. Diversity Operations Committee (DOC) – Sonia Jimenez
   No information

6. Faculty Workplace Climate & Diversity – Jenna Truelove
   Did not meet.

7. Finance Working Group
   Did not meet.

8. President Council on Climate & Diversity – Reneé Weidemann
   President’s Council on Climate & Diversity will not meet again until February.

9. Quality Enhancement Plan (QEP) – John Lingsweiler
   Did not meet.

10. SEBAC – John Lingsweiler
    Did not meet.

11. Sexual Assault/Sexual Violence Campaign Committee – John Lingsweiler
    Meeting set for Wednesday, December 16th at 8:00am Koldus 117.

12. Task Force on Campus Emergencies – Dr. Kenneth Hackney
    No information
13. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry or Robbie Lukeman
   TSAC met on 12/2/15.
   Chang in Citation Collection Policy - There is a proposal for Transportation Services to begin using a
   collection agency to collect on unpaid citations. This would only be for those not routinely on campus.
   Outstanding balances for students are already applied to their student accounts after 22 days and
   outstanding balances for faculty/staff are typically collected when the employee is unable to renew
   his/her parking permit for the following year. Individuals receiving citations will continue to get
   courtesy reminders on days 1, 7, and 15. The unpaid balances would be sent to the collections agency
   after 90 days. This proposal was brought before TSAC for feedback. If there are no serious concerns,
   Transportation Services plans to move to this process in late spring.
   Vehicle Towing and Booting – Transportation Services has a towing policy for vehicles parked illegally
   (reserved spaces, fire lanes, driving lanes, without permits, delinquent account balances). Typically 5-10
   vehicles are towed each day. Towing is costly and time consuming. At times, it also poses an undue
   hardship on the driver if he/she doesn’t have transportation to the impound lot, etc. A new booting
   policy is being considered. Rather than towing an illegally parked vehicle, a boot would be applied. This
   would require fewer man-hours for TS and UPD, and it would be easier for the driver to pay the fine and
   be on his/her way again. Towing will still be enforced if the parked vehicle is posing a danger to others.
   Also, boots applied during the day would be removed at 2:00 a.m. when TS closes. Any vehicles that still
   have boots applied at that time would then be towed.

14. University Dining Services – Melissa Loyd
    Did not meet.

15. Vice President of HR Search Committee – Toni Eubanks
    VPHR Search Committee met on 11/23 and were briefed on the charge given to the committee as well
    as timeline, process, and expectations.

16. Vice President of IT Search Committee – Mary Lu Epps
    No information.

17. Vice President of Marketing Communications Search Committee – Katy Dunn
    No information.

18. Academic Calendar Task Force – Sandra Harnden


X. New Business
1. USC Past Chair Ex-Officio Position – The council voted to have Lisa Blum replace Jennifer LeGrevellec in
   the role of ex-officio. Julie Zercher motioned to approve the vote. Seconded by Elizabeth Scanlin.
   Approved unanimously.
2. Staff Appreciation Week February 29th – March 5th
3. March 2016 Meeting Date – will be moved to March 8 at the Donald L. Houston Building.
4. President’s Spring Forum April 20, 2016 – seeking input on a topic

XI. Old Business
1. Staff input on selection/retention of Department Heads, Deans, and Provosts.
2. Staff Tuition Assistance.

XII. Announcements:
1. Commencement and Commisioning, December 18th

XIII. Adjourn
A motion was made to adjourn by Susan Edmisson and seconded by Elizabeth Scanlin.

Next USC Meeting: January 19, 2016; 8:30 am – 10:30 am; Houston Building, Room 110
University Staff Council (USC)  
Meeting Minutes  
January 19, 2016  
8:30 a.m. – 10:30 a.m.  
110 Houston Building

Members Present: Andy Armstrong, Kristine Brisco, Courtney Charanza, Katy Dunn, Rebecca Eaton, Susan Edmisson, Mary Lu Epps, Toni Eubanks, Mashalle Gomez, Dr. Kenneth Hackney, Willie Hobbs, John Kay, Sharon LeMieux, Robbie Lukeman, Paula Maldonado, Rebecca Morgan, Kathy Nelson, Lisa Reichert, Casey Ricketts, Elizabeth Scanlin, Doug Sweet, Jenna Truelove, Leslie Uptain, Reneé Weidemann, Johna Wright

Members Excused: Julie Bishop, Judi Haas, Dr. Ann Kellett, Melissa Lloyd, Cari Smith, Veronica Sprayberry, Julie Zercher

Members Unexcused: Lisa Blum, Sandra Harnden, Sonia Jimenez

Visitors Present: Jens, Decker, Student Intern in the College of Architecture; Mary Schuber, President’s office

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Toni Eubanks  
At 8:30 AM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members – Leslie Uptain  
Member roll called.

III. Welcome Visitors

IV. Presentation - Dr. David Breeding, Environmental Health and Safety  
Unit of the Office of Safety and Security, Division of Finance and Administration. The purpose is to protect the health and safety of affected populations: the Texas A&M University campus and surrounding community, campus visitors, etc. Second priority is to protect the safety of the infrastructure and property. Programmatic areas: Environmental (i.e. Asbestos, Chemical Waste, Fire & Life Safety, etc.). Training is available for your staff for sending, receiving, and managing hazardous materials. Any concerns you have can go directly to this office. For more information and to access their quarterly newsletter, visit their website at ehsd.tamu.edu.

V. Approval of Minutes from Previous Meeting – Toni Eubanks  
Susan Edmisson moved to approve minutes from meeting on December 15, 2015. Seconded by Robbie Lukeman. Approved unanimously.

VI. Treasurer Report – Willie Hobbs  
$11,623.39 Beginning balance pending this month’s expenses.

VII. Update on Monthly Meeting with Jannelle, VP HR – Toni Eubanks  
Toni and Andy met with Jannelle on 1/14 and briefed her on the progress of the Leadership Development
initiative for the USC. Information has been gathered from various leadership programs that currently exist on campus and will be reviewed to determine what kind of program we can develop that will be best for the USC. Janelle was also briefed on the progress of Staff Emergency Fund and Staff Scholarships.

**VIII. Reports from USC Committees**

1. **Bylaws – Casey Ricketts**
   
   Did not meet. Casey Ricketts will move forward with Chairing this committee.

2. **Communications – Veronica Sprayberry**
   
   The Communications Committee did not meet in December; however, Doug Sweet finished the updates on the USC rack card and the design was submitted to the EOs for review and approval. Rose has placed an order for the cards. Also, the USC website is up to date with any prior requested revisions from council members. Veronica is contacting Sean Shields to try to schedule a Kentico training session so others on the Communications Committee can assist in making website updates.

   a. **Outreach – Rebecca Eaton**
   
   February’s guest speaker will be Dr. Dave Parrott, Executive Associate Vice President and Chief of Staff Student Affairs.

3. **Elections – Julie Bishop**
   
   Did not meet. Will be working on replacing members that have left the USC.

4. **Parking, Transportation, Facilities & Infrastructure – Doug Sweet**
   
   Did not meet. Doug Sweet will move forward with Chairing this committee.

5. **Staff Appreciation Week 2016 – Melissa Loyd**
   
   Rebecca Morgan reported that meetings are occurring weekly. Save the date went out to 10,000+ employees in College Station.
   
   All planned activities are available on the website. [www.tamu.edu/saw2016](http://www.tamu.edu/saw2016)
   
   President Young is looking for 100% participation with the Department Day on Friday. Staff appreciation or professional development grants, value of $1,500, can be won by sharing photos from Friday’s departmental events and utilizing the #saw2016. Target audience is TAMU (Galveston, HSC, Law School & Qatar included) and local personnel from TAMUS and Agencies. Focus is to include as many individuals as possible. SSC and Chartwell employees will be invited as well.

6. **Staff Emergency Fund – Susan Edmisson**
   
   Staff Emergency Fund program is now accepting applications. A bulk email was sent last Friday, and there will be an announcement in Texas A&M Today. The fund balance is $6,654.68. The donation from the President allowed us to reach our target (and more) for implementing this program. The committee is asking each USC representative to think about possible fund raising opportunities – large and small – and submit them to the SEF committee. Opportunities can include partnering or promoting at other
events. If your department is having an event, perhaps you could include an SEF collection basket or at least a minute to advocate for the program. Please send your ideas to Katy Dunn – email address kdunn@arch.tamu.edu.

The team met on January 8, 2016 and voted to take two items on the Confidentiality Form to the EO committee for clarification.

Clarified that all SEF committee members may attend the application review meetings, but only the designated voting members may vote. All committee members will sign Confidentiality forms. The form would be changed to leave off voting (SEF Committee Members) or add ‘and Non-Voting’ to SEF Voting Members. Clarified that SEF Committee members will not discuss verbally or in writing any confidential application information outside of SEF Committee meetings.

7. **Staff Scholarship – Susan Edmisson**
   One of the scholarship recipients for the 2015-2016 awards graduated early, so we will be giving the Spring award in the amount of $750 to the next qualified candidate.
   Updating the form link on the USC website to clarify when the application process is open (generally in May for the following fall and spring semester scholarships). At that time, there will be a link available to the application form.
   Judi Haas gathered some procedural information from Nora Cargo that looks very helpful. The committee will meet on January 19th and will review procedures for updating the SOPS.
   A request has been drafted to President Young asking for continuation of funding for next year’s fall and spring scholarships.

8. **Work-Life & Benefits – Vacant**
   Still seeking to fill this Chair. Cannot be an executive officer or an ex-officio.

9. **Keystone Report – Andy Armstrong**
   Still working through the President’s Forum pending questions.
   First Keystone is shift workers curious if there will be other options during Staff Appreciation Week.
   Second Keystone focused on how to increase staff community service opportunities.

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

1. **Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney**
   Did not meet. Meetings are generally by email. Next meeting schedule for Thursday, January 28, 2016.

2. **Campus Carry Task Force – Toni Eubanks**
   Campus Carry met on January 14, 2016. Survey analysis is near completion. Survey Subcommittee is working on a report to distribute the results. Other subcommittees continue to meet and discuss specific activities on campus that may be of concern.

3. **Council for the Built Environment – Andy Armstrong and Leslie Uptain**
   Did not meet.
4. Diversity Operations Committee (DOC) – Sonia Jimenez
   Next meeting is scheduled for January 25, 2016.

5. Communications Working Group – Rebecca Eaton
   Did not meet.

6. Faculty Workplace Climate & Diversity – Jenna Truelove
   Did not meet.

7. Finance Working Group – Willie Hobbs
   Did not meet.

8. President Council on Climate & Diversity – Reneé Weidemann
   Received access to reports and will meet next month to discuss.

9. Quality Enhancement Plan (QEP) – Vacant
   Did not meet.

10. SEBAC – Vacant/WLB Chair
    Did not meet.

11. Step In/Stand Up Committee (SISU)– Vacant
    Meet this Friday, January 22, 2016.

12. Task Force on Campus Emergencies – Dr. Kenneth Hackney
    Next meeting schedule for next month. Anticipating direct 9-1-1 calling will be available within the year.

13. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry and Robbie Lukeman
    Did not meet. Next meeting scheduled for February 3, 2016.

14. University Dining Services – Melissa Loyd
    Did not meet.

X. New Business
1. Representative for QEP, SISU Committees
   Reneé Weidemann will do SISU, Lisa Reichert will do QEP
2. Chair for WLB (SEBAC) and Bylaws
   Casey Ricketts will take Bylaws. Need a WLB Chair who will also do SEBAC.
3. KICK OFF of Staff Emergency Fund (SEF)
   Huge thank you to Reneé and Susan, as well as all committee members! Exciting new opportunity for staff in need.

XI. Old Business
1. Staff input on selection/retention of Department Heads, Deans and Provosts
   Working on proposals.
2. **Staff Tuition Assistance**  
   No update.

3. **President’s Spring Forum, April 20, 2016**  
   Same time and format as the last forum. Still in need of a topic.  
   Fall forum transcript is now available online. Available under the “Our Work” section of the USC website.

4. **Staff Appreciation Week  February 29 – March 5**  
   Mary Schubert represents the Office of the President. She is the Engagement Coordinator. Her mission is to determine what organizations exist on campus that are in service to staff. She is in her discovery objective at the moment. If there is anyone out there who would like to meet with her to discuss what your organization does for staff, please reach out to her. She has met with many across campus thus far: the Colleges, Assistant to the Dean, the USC Representation, etc. Thus far she’s met with Architecture, Bush School, Education and Human Development, Engineering, Liberal Arts, Libraries, Medical School, Pharmacy, and Galveston. If she hasn’t met with you, she wants to know what you are up to.  
   What are you doing within your units to improve staff experience, formal or informal? She is trying to identify how can the President’s Office contribute to these efforts? What support do you need? The efforts are not exclusive to College Station.  
   Contact: mschubert@tamu.edu  
   She also brought the message that staff appreciation is very near and dear to President Young. There are large activities this year as part of Staff Appreciation Week and our attendance can show our appreciation for our new leadership.

   Motion to adjourn, Willie Hobbs, then Robbie Lukeman seconded. 9:44 AM.

**Next USC Meeting:** February 16, 2016; 1:30 pm – 3:30 pm; ETB, Room 3002
University Staff Council (USC)
Meeting Minutes
February 16, 2016
1:30 PM – 3:30 PM
ETB Room 3002


Members Excused: Deborah Barnett, Kristine Brisco, Susan Edmisson, Mary Lu Epps, Robbie Lukeman, Elizabeth Scanlin, Cari Smith, Reneé Weidemann

Members Unexcused: Julie Bishop

Visitors Present: Robert Dorosky, Graduate Student Council

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Toni Eubanks
At 1:32 PM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members – Leslie Uptain
Member roll called.

III. Welcome Visitors

IV. Presentation – Janelle Ramirez
Guest speaker was Ms. Janelle Ramirez, Interim Vice President of Human Resources & Organizational Effectiveness. Ms. Ramirez welcomed the representatives and is excited to have the group within the HR umbrella. She discussed briefly the remarks by TAMU students to high school visitors on our campus last week. She stated that every employee has the right to come to a workplace environment that is inclusive and welcoming. She hopes that staff will use this incident as a learning tool and move forward. EOD has training programs for employees, and in March the College of Education is having a Climate Matters Conference (http://calendar.tamu.edu/cehd/?calendar_id=102&y=2016&m=03&d=09&eventdatetime_id=24632&) that will give tools for faculty, students, and staff concerning this issue. She encouraged representatives to say something or stand up when something is said that is not appropriate. She requested representatives to let HR know when there is any way they can help or any programs that they can create for staff.

V. Approval of Minutes from Previous Meeting – Toni Eubanks
Jenna Truelove moved to approve minutes from meeting on January 19, 2016. Seconded by Doug Sweet. Approved unanimously.
VI. Treasurer Report – Willie Hobbs
   1. $11,009.12  Beginning balance pending this month’s expenses.

VII. Update on Monthly Meeting with Janelle Ramirez, VP HR – Toni Eubanks
Discussed progress on leadership development programming for USC. President Young has challenged us to come up with a leadership development program for USC representatives. Toni has been doing research. Next step is to have Executive Officers meet with a facilitator to discuss the implementation of this within USC. This will likely be implemented in the Fall Retreat along with continuous development throughout the year.
Discussed upcoming Spring President’s Forum and possible topics. Location will be Rudder Theater.

VIII. Reports from USC Committees
   1. Bylaws – Casey Ricketts
      Will email committee members later this month to solicit feedback regarding the USC attendance policy and end of term plaques.

   2. Communications – Veronica Sprayberry
      Did not meet.
      Updates: USC Rack Cards are redesigned and have been delivered. The Staff Emergency Fund application as well as Staff Appreciation Week Information have been posted to the USC website.

      a. Outreach – Rebecca Eaton
         Attended New Employee Welcome Orientation on Wednesday, February 10th to present to new employees about the USC.

   3. Elections – Julie Bishop
      Did not meet.

   4. Parking, Transportation, Facilities & Infrastructure – Doug Sweet
      Did not meet.

   5. Staff Appreciation Week 2016 – Melissa Loyd/Rebecca Morgan
      Email sent out from President Young February 16, 2016 with summarization of all RSVP required events. Please remember to RSVP.
      Thursday morning session of the guest speaker will be streamed.
      www.tamu.edu/saw2016 fliers are available to post around the workplace with summarizations of the events.

   6. Staff Emergency Fund – Susan Edmisson
      The program is active. Several applications have been received, and the committee has worked through them in a timely manner. A weekly meeting has been set up for review. Thank you to the team members for their commitment to this responsibility. Team members are Cari Bishop Smith, Sharon LeMieux, Katy Dunn, Casey Ricketts, Jenna Truelove, Courtney Charanza, and René Weidemann.
7. Staff Scholarship – Susan Edmisson
   Did not meet. Next meeting scheduled for February 25th.

8. Work-Life & Benefits – Johna Pettit-Wright
   Did not meet.

   Staff Emergency Fund questions, forwarded to the committee.
   Sales inquiry to post a digital employee bulletin board.
   Fitness center specific to staff and faculty.
   Staff Appreciation Week for shift workers and off campus employees, forwarded to the committee.

IX. Reports from Special Committees, Working Groups or Appointments
1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   Scheduled for Thursday, February 25th. Parking garage security is to be a focus.

2. Campus Carry Task Force – Toni Eubanks
   Met Thursday, February 11th. Deadline has been shortened to February 29th. Reviewing and discussing
   subcommittee reports for areas with special considerations. Need to have time for Board of Regents to
   review in their next meeting. Other universities have put their recommendations out and are available
   online (UT and Texas State).

3. Communications Working Group – Rebecca Eaton
   Did not meet.

4. Council for the Built Environment – Andy Armstrong or Leslie Uptain
   -Provost Watson gave the CBE new working procedures for the year. Agencies/departments will
   continue the submission request to the co-chairs (Provost Watson and VP Strawser). Proposals will go
   to either “Track A” or “Track B.”
   -Track A is based on monetary amount (over $4million), modifications to campus master plan,
   appearance, or politically sensitive projects. This also includes capital plan submissions. The proposals
   will then go to sub-councils as directed by the co-chairs before going to CBE. CBE will then recommend
   to the president.
   -Track B are all other considerations sent as informational to CBE. There are three possible routes: co-
   chairs determine reallocations; campus architect with input from sub-councils determines approval; or
   the determination is based on the campus master plan, district plan, space utilization or maintenance
   plans. The determination is then sent to the CBE as information or comments (for reconsideration)
   before going to the co-chairs, then to the president.
   -A task force was convened with current and former students to evaluate a proposal to place a Reveille
   statue on the Texas A&M campus. Dr. Bob Strawser volunteered to serve on the task force.

5. Diversity Operations Committee (DOC) – Vacant
   Did not meet.
   No information

7. Faculty Workplace Climate & Diversity – Jenna Truelove
   Meeting February 22nd.

   Met February 16th. Chartwells presented proposed changes to the student mealplans. Proposal is to increase minimum number of meals on the required student meal plan, while keeping the cost per meal below $10.00.

9. President Council on Climate & Diversity – Reneé Weidemann
   Will meet February 29th.

10. Quality Enhancement Plan (QEP) – Lisa Reichert
    Have not heard from this committee.

11. SEBAC – Johna Pettit-Wright
    Active employees and spouses who are enrolled in the A&M Care health plan will have a new webpage to call home. MyEvive will be your personalized health, benefits, and everyday well-being experience located at tamus.myevive.com. The website (not app) will be accessible to current BCBS members (employees and spouses). For now, the site will be only available to active employees. The employee and spouse will each need to register separately. Dependent children won’t be able to register for a MyEvive account. In order to register the spouse will use the employee’s UIN, but will have his/her own password. Employees and spouses will be able to check on their wellness incentive status. They can also get information on when their incentive starts and ends and the timeframe for completing their next wellness exam.
    BCBS is preparing to offer identity (ID) theft coverage to those employees enrolled in BCBS sometime after 01/01/16. The program is called ID Shield and should be available March 1st. BCBS will be sending out an e-mail communication about it before the end of 2015 letting members know the vendor they’ve chosen and how to log-on to the site. It will be offered for free of charge to BCBS members ($30.00 per person savings) and is similar to the LifeLock program.
    TAMUS is looking at changing our vision plan through Eye Med. The new plan may offer glasses once a year instead of every two years and increase the frame allowance. They are expecting the changes to increase rates by 18%.

12. Step In Stand Up – Reneé Weidemann
    Committee met on January 22nd.
    -As a reminder, the purpose of the committee is to create a greater public awareness of sexual assault and sexual violence and engage the TAMU community in dialogue on the subject in an effort to stop this issue. This campaign is aimed at educating and empowering the student body, faculty, and staff. We want everyone to understand that TAMU is committed to stopping sexual assault and violence.
Dr. Stanley is asking for the USC’s help with this initiative. She is asking USC to take ownership and help with campaign efforts to get the word out. USC members can contact MarComm to get promotional items (swag) for their departments (flyers, posters, bracelets, etc.). The flyers/posters currently include student images, but staff images can easily be incorporated.

-Currently the SISU campaign video is being shown at all home basketball games, bus signage started on 1/29, digital signage where available. Visit the SISU web site at stepinstandup.tamu.edu to view the campaign video, campus resources, campaign tool kit, and to get involved.

-If you have any ideas to help campaign efforts and to get the word out, please send them to me at r-weidemann@tamu.edu

13. Task Force on Campus Emergencies – Dr. Kenneth Hackney
   Did not meet. Scheduled to meet February 23rd.

14. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry or Robbie Lukeman
   Met February 3rd.
   -Cain Garage Update: Construction on “Cain Garage” (no official name yet) has begun. 1,000 spaces should be available by September and the entire garage should be complete by October. This garage will have both permit and visitor spaces. The Transportation Services offices will be moving back onto campus and will be housed in the new “Cain Garage” structure.
   -Citation Collections: Research was collected from peer institutions. Collection Agencies have not been found to have brought unintended consequences. If new TAMU policy is approved, students wouldn’t be affected. Visitors and employees are who have unpaid balances turned over to collections. New policy language is being drafted and will go to TSAC for a vote.
   -Citation Escalations: Citation fee structure is in line with other peer institutions, although handicap penalties are higher than most other institutions. No plans for across the board increases, but there is a need to address repeat offenders. In the past two fiscal years there were over 250 students with 10 or more citations (over 4,000 citations each year). 1,500 students accumulated five or more citations. Utilizing polices/procedures from SMU and OSU to develop a proposal for new TAMU policy/procedures:
     Tickets 1-4 maintain face value ($40)
     Tickets 5-9 to be face value + 50% ($60)
     Greater than 10 tickets to be face value + 100% ($80), as well as a boot placed on the vehicle

15. University Dining Services – Melissa Loyd
   Met February 9th. Reviewed cost value of each type of plan. There is a new faculty and staff dining plan with three different levels. These plans do not expire and can roll to the new semester and new year.

16. Campus Master Plan Focus Group – Andy Armstrong
   The company tasked with creating the new campus master plan, Ayers Saint Gross (ASG), gave an overview of what a campus master plan includes and asked participants to provide insight into whether the previous master plan met expectations. They also asked if there was a need for a new master plan to meet expectations.
   The second phase of the meeting focused on participants providing input on what was important to the campus community. By using a map of main campus and their modified version of SWOT analysis, each
participant evaluated areas of campus that we thought were utilized in a positive manner (strengths), needed improvement (weaknesses), we could utilize better (opportunities), and areas that might be threatening (threats). Participants were asked to place green, red, yellow or blue dots on the map. The company is combining all of the feedback from each group. They are three months into the review process. They hope to start writing their final plan towards the end of the spring.

X. New Business
1. Esteemed Staff Nomination
   Received one nomination. The committee has been assembled to review and vote and will bring to the Executive Officers in March.
2. External Committees
   Diversity Operations Committee – Katy Dunn is replacing Sonia Jimenez.
   Energy Action Plan 2020 Advisory Committee – Ann Kellett will serve on this committee.
   Campus Master Plan Task Force – Andy Armstrong will serve on this committee.
3. Sick Leave Donation Update
   Finalized information can be found on the HR website: http://employees.tamu.edu/benefits/leave/sick-leave-direct-donation/
4. USC’s message as part of campus wide initiative for student visitors from Uplift Hampton Preparatory.

XI. Old Business
1. Staff input on selection/retention of Department Heads, Deans and Provosts
   Working with Faculty Senate to change the wording in search committee policies to include staff.
   Background is that a keystone came to the system in 2014-2015 to include staff in hiring committees for Department Heads and Deans. Most departments and colleges already do this; looking to include this in the SAP. Will be seeking to be included in the vote for the committee.
   Next meeting with the Faculty Senate is Monday, February 22nd.
2. Staff Tuition Assistance
   Have not received an update.
3. President’s Spring Forum, April 20th
4. President’s Meritorious Service Awards, February 29th at 3:30 PM in the MSC Bethancourt Ballroom.
   Kick off for Staff Appreciation Week, which is February 29th – March 5th www.tamu.edu/saw2016

XII. Meeting adjourned
Moved by Veronica Sprayberry and seconded by Katy Dunn at 2:52 PM.

Next USC Meeting: March 8, 2016; 8:30 am – 10:30 am; Houston Building, Room 110
University Staff Council (USC)
Meeting Minutes
March 8, 2016
8:30 a.m. – 10:30 a.m.
110 Houston Building

Members Present: Andy Armstrong, Julie Bishop, Kristine Brisco, Courtney Charanza, Katy Dunn, Rebecca Eaton, Susan Edmisson, Mary Lu Epps, Toni Eubanks, Mashalle Gomez, Judi Haas, Dr. Kenneth Hackney, Sandra Harnden, Willie Hobbs, John Kay, Dr. Ann Kellett, Sharon LeMieux, Melissa Loyd, Robbie Lukeman, Paula Maldonado, Rebecca Morgan, Kathy Nelson, Lisa Reichert, Casey Ricketts, Cari Smith, Veronica Sprayberry, Doug Sweet, Jenna Truelove, Leslie Uptain, Reneé Weidemann, Johna Wright

Members Excused: Elizabeth Scanlin, Julie Zercher

Members Unexcused: Lisa Blum, Laura Jakubik

Visitors Present: Robert Dorosky, Graduate Student Council

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Toni Eubanks
   At 8:31 AM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members – Leslie Uptain
   Member roll called.

III. Welcome Visitors

IV. Presentation – Step In Stand Up
   Sexual violence and awareness campaign in its foundational year. This is a promise, statement, and pledge to challenge students, faculty, and staff to change the culture and create a dialog around this topic while creating awareness of how to report.
   Currently reviewing the newest AAU survey of 150,000 plus students, including Texas A&M students.
   11% of students identified that they had experience non-solicited sexual contact in the last academic year. Can seek out “activation kits” for your department.
   Working with the office of CLEAR, Consensual Language Awareness and Relationships, a new office specifically focusing on this awareness.
   April will commence Sexual Assault Awareness Month. Pledge will roll out online April 1st. David Lisak will put together a workshop series. Partnering with student organizations for a 5K.
   Departments can reach out to have training come into the office and additional resources given for communication and distribution of the message.
   Should you think of another mechanism for them to reach out and communicate this message, reach out. Working with TAMUG to ensure they have the resources as well. HSC was brought up as another extension needed to be reached out to for this campaign.
V. **Approval of Minutes from Previous Meeting** – Toni Eubanks
Doug Sweet moved to approve minutes from meeting on February 16, 2016. Seconded by Robbie Lukeman. Approved unanimously.

VI. **Treasurer Report** – Willie Hobbs
1. $10,928.31  Beginning balance pending this month’s expenses.
   Willie presented a proposal to move funding for Staff Appreciation Week to the President’s Forum budget expenses to bring the budget in line with expected expenses. Willie Hobbs moved to approve this budgetary change. Susan Edmisson seconded. Approved unanimously.

VII. **Update on Monthly Meeting with Janelle Ramirez, Interim Vice President of HR** – Toni Eubanks
Toni and Andy met with Janelle on March 3 and discussed selecting a facilitator for USC Leadership Development Program, and Spring forum location and logistics.

VIII. **Reports from USC Committees**
1. **Bylaws – Casey Ricketts**
   Did not meet. Sent email to committee to review Standard Operating Procedures and Bylaws.

   2. **Communications – Veronica Sprayberry**
   Did not meet.
   Members of the committee are scheduled to be trained on Kentico (web content management system) on March 10. Also, the homepage banner pics have been updated. We need more photos of “staff at work” to feature on the site in the coming months (photos are featured for a duration of around 3 months). The photos need to be landscape-oriented and high-quality. The size needs to be 1170px X 428px. If representatives have the ability to crop to the appropriate size before submitting them, it would be helpful. Pics should be sent to Veronica Sprayberry at vsprayberry@mays.tamu.edu. Please include the college/unit represented in the text of the e-mail.

   a. **Outreach – Rebecca Eaton**
   Please contact Rebecca if you have any suggestions for any guest speakers for upcoming meetings.

   3. **Elections – Julie Bishop**
   Will be kicking off elections for next year. Change for this year, member that is rolling off will be responsible for coordinating the election for his/her unit. Elections for Executive Officers will be in May. Those that are not in their final year are able to run for a position on the Executive Committee.

   4. **Parking, Transportation, Facilities & Infrastructure – Doug Sweet**
   Did not meet. Collecting information to look into safety initiative for parking.

   5. **Staff Appreciation Week 2016 – Melissa Loyd/Rebecca Morgan**
   Great success and great attendance. Survey has gone out for feedback. Will hold a follow up meeting.
6. Staff Emergency Fund – Susan Edmisson
   Balance in fund - $6805. Applications slowing down from first couple of weeks. Still meeting weekly as needed to review.

7. Staff Scholarship – Susan Edmisson
   Met Feb 25th and reviewed scoring rubric. Meeting later this month to review SOPs.

8. Work-Life & Benefits – Johna Pettit-Wright
   Did not meet.
   Sarah Tobola with HR presented on the new initiative allowing staff to directly donate sick leave. Authorized by HB 1771, sick leave direct donation became effective September 1, 2016 and can now be found in LeaveTraq. Does not have an impact on the sick leave pool process.
   Eligibility: donor and recipient must be in the same agency (i.e. Texas A&M System vs. TEES), recipient must have utilized all sick leave balance, must have exhausted any previous hours donated to them, and must have exhausted the full allocation of hours from the sick leave pool for that particular condition.
   Two step process for eligibility.
   Donor submits the Donor Form. Donor can request the contingency to determine if they will be taxed or not prior to actually giving the leave. Then HR will reach out to the recipient.
   Two categories: Sick Leave Direct Donation Taxable and Sick Leave Direct Donation (emergency situation confirmed). No expiration for donated sick leave.
   Emergency situation threshold is that the condition would equate to 40 hours or more of leave required.
   Processing time is generally 5 business days for completed forms. The utilization of donated leave cannot be retroactive.
   Approval is not needed by the department. Recipient’s department is still paying the salary when given sick leave.
   Galveston and HSC both operate separately under a different tax ID with a separate sick leave pool and similar processes.

   -volunteer service ideas for staff
   -topics for upcoming President’s Forum
   -office closure during the lunch hour

IX. Reports from Special Committees, Working Groups or Appointments
1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   Did not meet.

2. Campus Carry Task Force – Toni Eubanks
   Met Friday, March 4, 2016. Final recommendations will be given to the president from the committee this week and should be public in the upcoming weeks. President will then work to determine a rule to present to the Board of Regents. Committee is complete.

3. Campus Master Plan Focus Group – Andy Armstrong
   Did not meet.
4. Communications Working Group – Rebecca Eaton
   Did not meet.

5. Council for the Built Environment – Andy Armstrong or Leslie Uptain
   Will meet Tuesday, March 8, 2016.

6. Diversity Operations Committee (DOC) – Katy Dunn

   Did not meet.

8. Faculty Workplace Climate & Diversity – Jenna Truelove
   Met February 22, 2016. Reviewed workplace bullying. Putting together a taskforce to reopen previous focus on this issue.

   Did not meet.

10. Inclusion and Equality Task Force – Toni Eubanks
    New initiative of the President. Met Friday, March 4, 2016. This is an initiative that has been in development, and with the on-campus recruitment incident, was expedited. Task force will initiate action plan with goals for March 31, end of semester, and end of summer.

11. President Council on Climate & Diversity – Reneé Weidemann
    Met February 29, 2016. Reviewed all division and college diversity reports that were due in December.

12. Quality Enhancement Plan (QEP) – Lisa Reichert
    Did not meet.

13. SEBAC – Johna Pettit-Wright
    Did not meet.

14. Step In Stand Up – Reneé Weidemann
    Did not meet.
    Any ideas of how to extend the message, please contact Renee.

15. Task Force on Campus Emergencies – Dr. Kenneth Hackney
    Met February 23, 2016. Reviewed recent Code Maroon alerts, discussed how they’re updating registration of Code Maroon (concerns with 30 minutes for Code Maroon emails to go out at times). Reviewing disaster recovery plans from across campus. Reviewing campus lighting situation and updating equipment. Aggiework@tamu.edu can be reached for any concerns.

16. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry or Robbie Lukeman
    Citation Collections – The previous proposal to turn unpaid citations over to a collection agency was approved. This will take effect on September 1, 2016. The policy will be outlined on the Transportation
Services website. It will also be detailed in the 15 day-letter and monthly statements sent to those with citations. This will be for citations that are unpaid as of 60 days of the issue date. Citations turned over to the collections agency will not be reported to the credit agencies. The sole purpose of this policy is to collect debt.

-Citation Escalation – The previous proposal to implement a citation escalation policy was approved. Transportation Services will begin communicating this now and will implement in Fall 2016. The policy will be outlined on the Transportation Services website, and individuals falling under this policy will be notified by mail as of September 1, 2016.

Tickets 1-4 @ face value ($40)
Tickets 5-9 @ face value + 50% ($60)
≥ 10 tickets @ face value + 100% ($80); boot will also be placed on car

-Visitor Parking Rates – A proposal to increase visitor parking rates was discussed and approved. The reason for the increase is to support garage construction and maintenance of parking areas. The rate adjustment is approximately 3%. The daily parking rate maximum of $15 will remain the same. This will take effect in Fall 2016.

-Renovation of Lots 16 and 54 – These lots near the Administration Building are scheduled for renovation in Summer 2016. The plans have been presented to the Council for the Built Environment (CBE), several focus groups, and the Campus Master Plan committee. The main goals are as follows:
  • Convert from asphalt to concrete
  • Lighting upgrade (to bring to campus standard)
  • Restrict vehicular traffic between the two architecture buildings
  • Realign the lot entrances with Bizzell Street (the intersection @ Bizzell and Ross will be completely reconfigured)
  • Bring handicapped ramps and motorcycle parking into compliance

-Slow Moving Vehicles (SMV) on Campus – There are approximately 215 SMVs on campus, but only 35 of them are registered with Transportation Services. The SAPs state that all SMVs must be registered. There have been complaints of reckless driving; however, there isn’t an entity on campus responsible for enforcing rules/policies related to SMVs. SAPs also require drivers to complete an online training, but this isn’t being enforced. Transportation Services will begin a communication campaign to remind users across campus of the regulations and to try to increase compliance.

17. University Dining Services – Melissa Loyd
   Meet March 8, 2016.

X. New Business
   1. Esteemed Staff Nomination
      Approved: Paula Bender of Architecture.

XI. Old Business
1. **Staff input on selection/retention of Department Heads, Deans and Provosts**
   Met with Faculty Senate February 22, 2016. Made changes suggested, sent back to Executive Committee, and are awaiting their final review.

2. **Staff Tuition Assistance**

3. **President’s Spring Forum: April 20, 2016**
   Reviewing location.

**XII.** Motion to adjourn: Susan Edmisson, Veronica Sprayberry 9:52 AM.

**Next USC Meeting:** April 19, 2016; 1:30 pm – 3:30 pm; ETB, Room 3002

Members Excused: Andy Armstrong, Kristine Brisco, Sandra Harnden, Robbie Lukeman, Cari Smith, Reneé Weidemann

Members Unexcused: Julie Bishop, Jenna Truelove

Visitors Present: Robert Dorosky, Graduate Student Council

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Toni Eubanks
   At 1:34 PM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members – Leslie Uptain
    Member roll called.

III. Welcome Visitors

IV. Presentation – Dr. Dave Parrot
   Through looking at the university/student relationship it is our responsibility to uphold the constitutional rights and laws for students. It’s easy to stay in the boundaries of the law within our roles at the university. The goal is to be safe in what we’re doing. We must provide constitution rights: inconvenience, inefficiency, frustration, and/or budgetary constraints are not a reason to refrain from providing students’ needs. As employees of the state, we act on behalf of the state. We cannot deprive any rights, privileges, or immunities secured by the Constitution and laws according to the Civil Rights Act of 1871.
   The law protects us unless we lose our immunity by violating clearly established law, operating outside the role of employment, or operating outside the scope of employment. We understand the role and scope from our position descriptions. Case law has established through Tinker v. DesMoines that faculty and students do not shed their rights due to their involvement at the university. With the new Campus Carry rule, staff should be aware that we cannot make it conditional for students to enter our office nor search their belongings. The difference with a sporting event is that there is a leasing agreement for the ticket. If you’re concerned, you can contact the authorities.

V. Approval of Minutes from Previous Meeting – Toni Eubanks
   John Kay moved to approve minutes from meeting on March 8, 2016. Seconded by Susan Edmisson. Approved unanimously.
VI. **Treasurer Report** – Willie Hobbs  
1. $5728.42 Beginning balance pending this month’s expenses.

VII. **Update on Monthly Meeting with Janelle Ramirez, VP HR** – Toni Eubanks  
Discussed forum topics, budget, communications, and set up; briefed on new USC committee.

VIII. **Reports from USC Committees**  
1. **Bylaws** – Casey Ricketts  
   Did not meet.

2. **Communications** – Veronica Sprayberry  
   Did not meet.
   
   a. **Outreach** – Rebecca Eaton  
      Did not meet.

3. **Elections** – Julie Bishop  
   Time for annual membership elections. If you are outgoing, will need to coordinate your own replacement. Review of full time employees for number of representatives will be conducted soon. Executive officer elections will follow general elections.

4. **Parking, Transportation, Facilities & Infrastructure** – Doug Sweet  
   Did not meet.

5. **Staff Appreciation Week 2016** – Melissa Loyd/Rebecca Morgan  
   Summary of surveys will be reviewed.

6. **Staff Emergency Fund** – Susan Edmisson  
   The committee continues to meet weekly. We currently have two applications for which we’re awaiting additional information. We need to discuss fund raising plans – will either plan for an extended meeting or maybe have a week with no applications to review.

7. **Staff Scholarship** – Susan Edmisson  
   The committee sent recommendations on the application period, revised SOPs, and website updates; they were approved. Worked with Veronica to update the website. Waiting on HR to give go-ahead to send out public communication.

8. **Work-Life & Benefits** – Johna Pettit-Wright  
   Met 3.22.16 regarding the email received. Request was for other options, besides the Rec Center, for faculty/staff to work out. Met to discuss three other options. Looking at potential workout facility for faculty/staff in future building. Also reviewed local gym discounts. President’s Office identified that drawing up a proposal would be a good idea and to take it to CBE. Meeting again later in April.
   Received some questions regarding the forum. Will be addressed at the forum.

IX. Reports from Special Committees, Working Groups or Appointments

1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   Did not meet. Voting electronically for new equipment to survey electronically the Military Sciences building.

2. Campus Carry Task Force – Toni Eubanks
   The President’s Rule, as well as the Task Force’s Report, was announced by President Young on 4/13/2016. http://www.tamu.edu/statements/campus-carry.html

3. Campus Master Plan Focus Group – Andy Armstrong
   No update received.

4. Communications Working Group – Rebecca Eaton
   Did not meet.

5. Council for the Built Environment – Andy Armstrong or Leslie Uptain
   Did not meet.

6. Diversity Operations Committee (DOC) – Katy Dunn
   Met March 28, 2016. President Young issued a call to action and established an “Inclusion and Equality Task Force.”
   The Council of Deans have included a standing agenda item “Diversity” for them to discuss at all their meetings
   Fall 2016 applications to TAMU show a 13.8% increase in African American applicants since last fall. Presentations from the College of Architecture, Geosciences, and Division of Academic Affairs about what they are doing to improve diversity and inclusion in their departments. One item that arose from these presentations that could especially be of interest to staff is that the Division of Academic Affairs awards “mini-grants” to staff members for diversity development (attending conferences, etc.). Award amounts are: $2500 for individuals, $5000 for groups. Details are here: http://provost.tamu.edu/initiatives/aacdc-mini-grant-program

   Did not meet.

8. Faculty Workplace Climate & Diversity – Jenna Truelove
   Didn’t receive anything.
Did not meet.

10. Inclusion and Equality Task Force – Toni Eubanks  
The Staff Inclusion & Equality Task Force submitted an action plan to President Young on March 31. As part of that plan, we would like to create a new USC Committee – Inclusion, Equality, & Respect in the Workplace.

11. President Council on Climate & Diversity – Reneé Weidemann  
Did not meet.

12. Quality Enhancement Plan (QEP) – Lisa Reichert  
Meeting schedule for Friday.

13. SEBAC – Johna Pettit-Wright  
Will meet again in May.

14. Step In Stand Up – Reneé Weidemann  
Meeting 4/20/16

15. Task Force on Campus Emergencies – Dr. Kenneth Hackney  
Did not meet.

16. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry or Robbie Lukeman  
Bus route naming results: Route 40 will be called Century Tree and Route 9 will be Vet School  
Peter Lange gave a construction update on campus construction. He basically went through the map that is located at http://transportmap.tamu.edu/parkingmap/constructionmap.htm  
Here are the highlights:  
Zachary – progressing – estimated completion January 2018  
University Drive phase II from the Post Office to Bizzell is currently under review. Probably will not start until after football season and take approx. 1 year to complete  
Lot 54 & 16 – Summer renovation project. Entrance work starting next week.  
Commons renovation – ongoing – year away from completion  
Corps Dorm phase II – start early summer  
Corps Dorm laydown area will be home to the new band hall.  
Cain Hall – garage 3rd deck has started – possibly complete before 1st football game. Student Services Bldg – estimated completion Fall 17 and hotel Spring 18  
The Kyle Field construction parking area by the TAM Foundation will be turned into a parking lot with approx. 175 spaces  
2818 & Stotzer – new intersection planned called a Diverging Diamond Intersection  
AgriLife Bldg 4 – estimated completion Jan 2017
TVMDL – 10 months or so from completion
The next meeting will be May 4th in 301 Rudder.

17. University Dining Services – Melissa Loyd
Met 3/8 and discussed Staff Meal Plan. Will Meet 4/19/16.

X. New Business
1. Committees
   a. Add Internal Committee: Inclusion, Equality, & Respect in the Workplace
      Feedback: there are many committees that exist already across campus. Desire is to collaborate, not
      reinvent the wheel. Need to create a safe space for communication.
      Toni Eubanks moved to create this as a new committee. Doug Sweet seconded. Unanimously
      approved.
   b. Committee change: SAW from Internal to External Committee
      Concern is that ex-officios wouldn’t be able to be a part of the external committee.

2. Elections
   Encourage any of those interested in an executive office to reach out to the current officers to ask
   questions.

XI. Old Business
1. Staff input on selection/retention of Department Heads, Deans and Provosts
   No update.
2. Staff Tuition Assistance
   No update.
3. Leadership Training
   Executive Officers meeting with Dr. Cummins 4/22.
4. President’s Spring Forum, April 20, 2016; MSC 2300, Bethancourt Ballrooms D&E

XII. Announcements
1. Reneé Weidemann agreed to serve as the USC Interim Secretary beginning in May.
2. Meeting sites needed for 2016-2017, please contact Rose Berryhill.
   The room needs to be able to house approximately 50. This would start in September. We need sites for
   both West Campus (morning meetings) and Main Campus (afternoon meetings).
3. Living WELL Aware Conference with Patricia Sulak, M.D.; May 25th at 8:30 am – 12:45 pm; MSC Gates
   Ballroom
   tees.tamu.edu/personnel/events/living-well-aware/

XIII. Meeting adjourned
Moved by Julie Zercher and seconded by Willie Hobbs at 2:48 PM.

Next USC Meeting: May 17, 2016; 8:30 am – 10:30 am; Houston Building, Room 110
University Staff Council (USC)  
Meeting Minutes  
May 17, 2016  
8:30 AM – 10:30 aM  
Donald L. Houston, Room 110

Members Present: Andy Armstrong, Deborah Barnett, Lisa Blum, Courtney Charanza, Katy Dunn, Susan Edmisson, Mary Lu Epps, Toni Eubanks, Judi Haas, Dr. Kenneth Hackney, Sandra Harnden, Laura Jakubik, John Kay, Dr. Ann Kellett, Melissa Loyd, Robbie Lukeman, Paula Maldonado, Rebecca Morgan, Kathy Nelson, Lisa Reichert, Casey Ricketts, Cari Smith, Doug Sweet, Jenna Truelove, Reneé Weidemann, Johna Wright, Julie Zercher

Members Excused: Rebecca Eaton, Mashalle Gomez, Sharon LeMieux, Willie Hobbs, Elizabeth Scanlin, Veronica Sprayberry

Members Unexcused: Julie Bishop, Kristine Brisco

Visitors Present: Dr. Dick Cummins, Director of Hollingsworth Leadership Program, Corps of Cadets

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Toni Eubanks  
   At 8:30 AM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members – Renee’ Weidemann  
    Member roll called.

III. Welcome Visitors

IV. Presentation – UPD Chief Mike Ragan, Campus Carry Rule  
   Campus Carry Rule was presented by Chief J. Michael Ragan, Texas A&M University Police Department. Concealed Carry has been in effect on campus since 1995, but not allowed in buildings. Senate Bill 11 will go into effect August 1, 2016 and will allow Handgun License holders to carry a concealed firearm into buildings on campus, excluding campus daycare, counseling centers, health care facilities, collegiate and interscholastic sporting events, and at locations with official 30.06 signage. More information, including links to the Texas A&M University System Member Campus Carry Rules, can be found at http://www.tamu.edu/statements/campus-carry.html. If you would like a presentation for your college or department please contact Lieutenant Allan Baron at 862-8125 or by email at abaron@tamu.edu.

V. Approval of Minutes from Previous Meeting – Toni Eubanks  
   Doug Sweet moved to approve minutes from meeting on April 19, 2016. Seconded by Casey Ricketts. Approved unanimously.

VI. Treasurer Report – Willie Hobbs  
   1. $11,170.01 Beginning balance pending this month’s expenses  
   2. $3,627.73 Current uncommitted balance as of 5/16/16.
VII. Update on Monthly Meeting with Janelle Ramirez, VP HR – Toni Eubanks
Meeting with Janelle – Chair discussed with Janelle progress of USC Leadership Development program, Elections, Staff Emergency Fund, and Staff Tuition Assistance.

VIII. Reports from USC Committees
1. Bylaws – Casey Ricketts
   The Bylaws committee did not meet, but suggestions for changes to the Bylaws and SOP were synthesized into a working document and sent out to committee members. Some of these items were addressed at the last EO meeting (prompted by Toni), and these items are in process of gaining USC approval.

2. Communications – Veronica Sprayberry
   Did not meet. The video and transcript of President Young’s forum have been posted to the website. We are awaiting details on the Staff Tuition Assistance program. Once received, this will be added to the site.
   a. Outreach – Rebecca Eaton
      No updates

3. Elections – Willie Hobbs
   Fifteen elections for the 2017 term, four one-year terms and eleven three-year terms. Two elections are complete: College of Agriculture and Life Science, Kari Curtis (three-year term) and the College of Nursing, Diane Oswald (one-year term). Member elections will be completed by May 31, 2016. Remaining 13 elections underway:
   One year terms – replacements for vacancies created members who left during the year:
   -Law School
   -School of Public Health
   -EVP and Provost (Academic Affairs)
   Three year terms:
   -College of Medicine
   -Mays Business School
   -TAMU Galveston
   -TAMU Qatar – the Chair of their Staff Council serves
   -Office of the President/Athletics/Marketing-Communications
   -Division of Student Affairs
   -Division of Research
   -Executive Vice President & Provost Division (Adacemic Affairs)
     Includes: Administration, Dean of Faculties, Graduate Studies, Academic Affairs, External Affairs, Academic Services, Undergraduate Programs and Academic Services, Institutional Diversity
   -VP for Finance and Administration Division – 2 positions
     Includes: Annenberg Presidential Conference Center, Budget and Planning, Business Services, Controller, Facilities and Operations, Safety and Security, Transportation Services and University Risk and Compliance

4. Inclusion, Equality & Respect in the Workplace – Toni Eubanks
   First meeting was 5/10. Elizabeth Scanlin agreed to serve as the Committee Chair. Committee reviewed I&E Task Force Report to begin discussing which action items could be handled before the end of the
fiscal year.

5. Parking, Transportation, Facilities & Infrastructure – Doug Sweet
PTFI Committee met on April 22. Draft proposal was discussed to conduct a study of existing parking lot / garage safety in order to identify needed improvements. A Powerpoint presentation was presented which explained the proposal and gave examples of potential improvements. Comments and contacts were discussed and a final draft will be presented to the committee for an email vote by the end of May, 2016. Upon approval by the PTFI committee, the proposal will be presented to the executive team for their consideration.

6. Staff Appreciation Week 2016 – Melissa Loyd
   No longer meeting.

7. Staff Emergency Fund – Susan Edmisson
   Current balance of the SEF is $6506.11, they have received 2 applications over the past month.

8. Staff Scholarship – Susan Edmisson
   Have not met since President Young announced the new Tuition Assistance Program.

   WLB Committee will meet later this month.

    7 Keystones have come in, several from the forum, a discount program for Fitbits, and other have been forwarded to the appropriate committee or campus office.

IX. Reports from Special Committees, Working Groups or Appointments

1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   Did not meet, however discussed via email the placement of camera’s at All Faith’s Chapel and MSC.

2. Campus Carry Task Force – Toni Eubanks
   Did not meet.

3. Campus Master Plan Focus Group – Andy Armstrong
   A consulting firm presented for restructuring of main campus and how to extend west campus. Another meeting will be held next week to improve signage on campus, flow of visitors and student traffic.

4. Communications Working Group – Rebecca Eaton
   Did not meet

5. Council for the Built Environment – Andy Armstrong
   Same as Campus Master Plan Focus Group

6. Diversity Operations Committee (DOC) – Katy Dunn
   Met on May 3. Presentations were given by the College of Agriculture and the Division of Athletics about what they are doing to improve diversity and inclusion in their departments. A list of “Insensitive Campus Incidents” that have occurred among our peer research universities spanning from January
2013- April 2016 was distributed. This was to give an idea of how often racially/culturally insensitive incidents like what happened on our campus in February are happening around the nation. Katy would be happy to share the list with anyone interested.

   No update received.

8. Faculty Workplace Climate & Diversity – Jenna Truelove
   Did not meet in April.

   No update received.

10. President Council on Climate & Diversity – Reneé Weidemann
    Did not meet.

11. Quality Enhancement Plan (QEP) – Lisa Reichert
    Colleges and co-curricular units gave updates on the High Impact Learning Practices that have been offered to students in their area.
    Institutional Evaluation & Effectiveness spoke briefly about possible upcoming brown bag lunches and assessment plans. Discuss what are other colleges are doing or wanting to do.
    Aggies Commit report is due in 2018.

12. SEBAC – Johna Wright
    Looking at a flat premium (employees only) and lower co-pay for employee plans—the change will be to benefit more employees. Identity theft link added to MyEvive and now available on the Blue Cross Blue Shield website. These services are provided through Experian as long as you remain employed by (or are retired from) the A&M System and are enrolled in one of the A&M Care Plans. Employees can sign up dependents, but spouses would sign themselves up. An announcement was sent out.
    Covia Health is a 3D mobile mammography and bone density testing unit. This service is available to any system member to come out and do an exam. If you wish the unit to come to your campus, they will need to be contacted for a set date and time. The unit is primarily set up for early detection. Covia Health can be scheduled for lunch–and–learns to explain their service and the benefits. Mammography screening is covered at no cost to employee and Covia Health will help members contact a physician.
    TAMU has scheduled a Lunch N’ Learn on June 7th prior to scheduling appointments.
    TAMUS has changed the vision plan through Eye Med. The new plan may offer glasses once a year instead of once every two years and increase the frame allowance.

13. Step In Stand Up – Reneé Weidemann
    Met on 4/20/16, unable to attend.

14. Task Force on Campus Emergencies – Dr. Kenneth Hackney
    Did not meet

15. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry or Robbie Lukeman
    The committee met on 5/4/16. Transportation Services is proposing a contractor parking permit. This will be sold to construction companies and sub-contractors working on campus instead of the service permit that was originally used. Contractor parking will be further away from buildings and will help leave
the service contract spaces closer to buildings open for those who need easy access. The contractor parking permits would only be valid for the length of a specific project.

Cain Student Services (CSS) Parking Garage – Scheduled to have at least 1,000 spaces complete by the first football game. The total garage capacity will be 1,434. It will have a mixture of permit and visitor parking. The hotel will be built between the parking garage and Kyle Field. Construction is set to begin in August and should take two years to complete. The new Student Services building will be on the north side of the garage. Construction is set to begin in August and should take one year to complete.

This was the last meeting of the year. The next meeting will be in September.

16. University Dining Services – Melissa Loyd
   No more meetings will be held this fiscal year.

X. New Business
1. Bylaws
   i. Toni Eubanks motioned to change Article III Section A – Eligibility
      ▪ Remove: “with a minimum of two years of service at Texas A&M University. If no staff employees in a unit have met the required two years of service, this requirement shall be waived.”
      To Read: “Council Members will be classified or non-classified staff employees. All voting council members shall be selected through an election process of their peers.”
      ▪ Katy Dunn seconded the motion and the majority approved.
   ii. Toni Eubanks motioned to change Article IV – Officer Terms
      ▪ Add: “…unless that member has already been re-elected to serve another term on the Council.”
      To Read: “Members whose terms are expiring in August are not eligible for the next year’s Executive Committee unless that member has already been re-elected to serve another term on the Council.”
      ▪ Lisa Reichert seconded the motion and the majority approved.
2. Annual report – USC members need to send their College/Division awards information to Renée Weidemann and Julie Zercher. Committee chairs need to send annual committee updates. Please see Annual Report 2014-15 at staff.tamu.edu for reference
3. SOPs – Committee chairs please have your committee review and update the SOPs. Executive Officers please review and update your Officer SOPs. Updates can be emailed to Rose rberryhill@tamu.edu
4. Monthly lunches have been suspended due to lack of participation. One more lunch planned for this fiscal year, and then perhaps 4-5 lunches/year following.

XI. Old Business
1. Staff input on selection/retention of Department Heads, Deans and Provosts – information forthcoming
2. Leadership Training – Dr. Dick Cummins will be the facilitator for USC Leadership Development Program. The EOs met with Dr. Cummins on 4/22 to address the needs of the USC and to discuss opportunities for increasing efficiency and effectiveness. He has been invited to attend USC meetings to observe our process. We are moving forward with a plan for next year that will include changing the structure of our
meetings to increase productivity and utilizing monthly meeting time for formulating a strategic plan for the USC, productive committee business, professional/leadership development.

3. Staff Tuition Assistance – Moving forward with Student Business Services and Financial Aid. Program will be assistance, not reimbursement, with no GPR requirement. Employee must be in good standing with their degree program. The plan is to launch in the fall.

XII. Announcements
1. Meeting sites needed for 2016-2017 please contact Rose Berryhill

XIII. Meeting adjourned
Moved by Doug Sweet and seconded by Susan Edmission at 9:45 AM.

Next USC Meeting: June 21, 2016; 1:30 pm – 3:30 pm; ETB, Room 3002
Members Present: Andy Armstrong, Deborah Barnett, Lisa Blum, Courtney Charanza, Rebecca Eaton, Susan Edmisson, Toni Eubanks, Mashalle Gomez, Judi Haas, Willie Hobbs, Melissa Loyd, Rebecca Morgan, Casey Ricketts, Elizabeth Scanlin, Cari Smith, Veronica Sprayberry, Doug Sweet, Jenna Truelove, Renée Weidemann, Johna Wright, Julie Zercher

Members Excused: Kristine Brisco, Katy Dunn, Mary Lu Epps, Dr. Kenneth Hackney, John Kay, Sharon LeMieux, Robbie Lukeman, Paula Maldonado, Kathy Nelson, Lisa Reichert

Members Unexcused: Sandra Harnden, Laura Jakubik, Dr. Ann Kellett

Visitors Present: Ian Muise, Ross Jarvis

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Toni Eubanks
At 1:30 PM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members – Renée Weidemann
Member roll called.

III. Welcome Visitors

IV. Presentation – Learn, Grow, and Success with EOD – Anne Mayer, Director of EOD
Employee Organization and Development (EOD) exists to help employees succeed, providing career development that can be applied immediately. EOD offers a variety of workshops, programs and consulting services designed to enhance the professional growth and effectiveness of Texas A&M University’s staff and faculty. You can choose from instructor led classes, online classes, and several certificate programs. Visit their website to view their course schedule and learn about what they can offer to you at http://eodinfo.tamu.edu.

V. Approval of Minutes from Previous Meeting – Toni Eubanks
Julie Zercher moved to approve minutes from meeting on May 17, 2016. Seconded by Elizabeth Scanlin. Approved unanimously.

VI. Treasurer Report – Willie Hobbs
1. $3848.84 Projected year end balance.

VII. Update on Monthly Meeting with Janelle Ramirez, VP HR – Toni Eubanks
Chair, Vice Chair, and Incoming Chair met with Janelle on June 16, and discussed Tuition Assistance official announcement, Staff Emergency Fund funding, and Leadership Development for USC.
VIII. Reports from USC Committees

1. Bylaws – Casey Ricketts
   Did not meet

2. Communications – Veronica Sprayberry
   Have not met, no meetings have been scheduled.
   
   a. Outreach – Rebecca Eaton
      Presented information about the USC at the New Employee Welcome Orientation on June 8.

3. Elections – Willie Hobbs
   All Elections are complete.
   USC Election Results – One-Year Terms:
   Law School – Deb Barnett
   Provost/EVP – Sheila Amos
   College of Nursing – Diane Oswald
   School of Public Health – Dana Hernandez

   USC Election Results – Three-Year Terms
   VP for Finance & Administration – Sarah Henrichs and Renee O’Banion
   College of Medicine – Johna Wright
   VP for Research – Ross Jarvis
   College of Agriculture & Life Sciences – Kari Curtis
   VP for Student Affairs – Doug Sweet
   Mays Business School – Kelly Pampell
   TAMU Galveston – Cari Bishop-Smith
   Provost/EVP/Academic Affairs – Thadeus Bowerman
   TAMU Qatar – Lovai Shipchandler (their Staff Council rep changes in January)
   Office of the President – Joy Monroe
   VP for Marketing/Communications & Athletics – Elana Watts

   USC Executive Officer Election Results:
   Chair: Susan Edmisson
   Vice-Chair: Doug Sweet
   Secretary: Elizabeth Scanlin
   Treasurer: Willie Hobbs
   At Large: Andy Armstrong and Casey Ricketts

4. Inclusion, Equality & Respect in the Workplace – Toni Eubanks
   Committee met on June 7 and discussed action items for accountability, they have requested
   information from USC representatives to help identify diversity committee representatives within
   divisions and colleges, and they are contacting Human Resources and Diversity for guidance.

5. Parking, Transportation, Facilities & Infrastructure – Doug Sweet
   Did not meet
6. Staff Appreciation Week 2016 – Melissa Loyd
   No longer meeting.

7. Staff Emergency Fund – Susan Edmisson
   Current balance is $6584.99; four applications have been submitted for payment, five applications are pending additional information, and two applications have been received for review.

8. Staff Scholarship – Susan Edmisson
   Did not meet

   Will meet on June 28

    #3500 – Inquiry about converting sick leave to “healthy leave.” Also a suggestion about a “free” parking lot to promote exercise.
    #3764 – Financial counseling for staff. Referred employee to the HR Benefits Office.
    #3753 & 3748 – Details regarding staff tuition assistance. Waiting on more information before responding. USC is waiting on word regarding the staff tuition assistance announcement.
    #3754 – Staff discounts for purchasing a new computer.

IX. Reports from Special Committees, Working Groups or Appointments

1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   No information received

2. Campus Carry Task Force – Toni Eubanks
   The Task Force is complete. UPD is providing an overview presentation on the implementation of Campus Carry Rule for members of the Texas A&M University community. To sign up, please log into TrainTraq and select Course 2112752: Texas A&M University Campus Carry Presentation.

3. Campus Master Plan Focus Group – Andy Armstrong
   A joint focus group was conducted on May 18. Ayers Saint Gross provided an overview of what all focus groups have completed up to this point. More information about the campus master plan can be found on the website: http://campusplan.tamu.edu.

4. Communications Working Group – Rebecca Eaton
   Did not meet

5. Council for the Built Environment – Andy Armstrong
   Did not meet

6. Diversity Operations Committee (DOC) – Katy Dunn
   Did not meet
   Did not meet

8. Faculty Workplace Climate & Diversity – Jenna Truelove
   Did not meet

   Did not meet

10. President Council on Climate & Diversity – Reneé Weidemann
    Did not meet

11. Quality Enhancement Plan (QEP) – Lisa Reichert
    Did not meet

12. SEBAC – Johna Wright
    Did not meet

13. Step In Stand Up – Reneé Weidemann
    Meeting scheduled for June 22

14. Task Force on Campus Emergencies – Dr. Kenneth Hackney
    Did not meet

15. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry or Robbie Lukeman
    Did not meet

16. University Dining Services – Melissa Loyd
    No more meetings will be held this fiscal year

X. New Business
   Not enough members were present to vote on the proposed items; items were discussed and tabled for
   voting in July.
   1. Staff Appreciation Committee – Move to External Committee
   2. Staff Scholarship Committee - Disbandment

XI. Old Business
   1. Staff input on selection/retention of Department Heads, Deans and Provosts; currently on hold
   2. Leadership Training – finalizing conversations with Dick Cummins; proposal has been submitted to
      Janelle Ramirez with a timeline for trainings
   3. Annual Report & SOP Updates - information for the annual report is due to Reneé’ Weidemann and Julie
      Zercher by July 31 (awards, committee reports and activities, SOP updates, etc.)

XII. Announcements
   1. 2016-17 USC Officers and Representatives acknowledgement
2. Dr. Barbara Abercrombie has been named the Vice President for Human Resources and Organizational Effectiveness effective August 1, 2016
3. Amy Smith has been named the Senior Vice President & Chief Marketing and Communication Officer.
4. Human Resources recently announced two notable changes to the Sick Leave Pool Regulation (System Regulation 31.06.01). These changes will allow more employees to benefit from the generosity of those who have donated hours to the sick leave pool. To qualify for sick leave pool:
   i. The waiting period (the minimum amount of time an employee must be absent related to the specific condition) has been reduced from 160 hours to 80 hours for a full-time employee. The waiting period for part-time leave eligible employees is prorated based on current percent effort.
   ii. The condition of pregnancy and childbirth will now be treated as any other illness or condition for Sick Leave Pool purposes, as the restricting stipulation that limited eligibility to only difficult pregnancies and childbirths has been removed.

More information on sick leave pool and other leave benefits is available online. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 with any questions regarding the revisions to the sick leave pool.

XIII. Meeting adjourned
       Moved by Susan Edmisson and seconded by Deborah Barnett at 2:38 PM.

Next USC Meeting: July 19, 2016; 8:30 AM – 10:30 AM; Houston Building, Room 110
University Staff Council (USC)
Meeting Minutes
July 19, 2016
8:30 AM – 10:30 AM
Donald L. Houston, Room 110

Members Present: Andy Armstrong, Cari Bishop-Smith, Katy Dunn, Rebecca Eaton, Susan Edmisson, Mary Lu Epps, Mashalle Gomez, Dr. Kenneth Hackney, Willie Hobbs, Laura Jakubik, Sharon LeMieux, Robbie Lukeman, Mary Schubert, Kathry Nelson, Johna Pettit-Wright, Lisa Reichert, Elizabeth Scanlin, Veronica Sprayberry, Doug Sweet, Jenna Truelove, Julie Zercher

Members Excused: Lisa Blum, Courtney Charanza, Toni Eubanks, Sandra Harnden, Judi Hass, John Kay, Melissa Loyd, Paula Maldonado, Casey Ricketts, Reneé Weidemann

Members Unexcused: Deborah Barnett, Kristine Brisco, Dr. Ann Kellett

Visitors Present:

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Andy Armstrong
At 8:30 AM Andy welcomed everyone and called the meeting to order.

II. Roll Call of Members – Willie Hobbs
Member roll called.

III. Welcome Visitors

IV. Presentation – Mary Schubert, Engagement Coordinator, for Human Resources presented an overview about the Wellness Works at Texas A&M University. There are three pillars of wellness: Physical, Financial and Interpersonal. This program is designed to encourage employees to live healthier lifestyles, to support a healthy workplace, and to create a culture of holistic wellness. Please visit their website for additional information at http://wellness.tamu.edu or to request a presentation for your group, email wellness@tamu.edu.

V. Approval of Minutes from Previous Meeting – Andy Armstrong
Susan Edmisson moved to approve minutes from meeting on June 21, 2016. Seconded by Elizabeth Scanlin. Approved unanimously.

VI. Update on Monthly Meeting with Janelle Ramirez, Interim Vice President of Human Resources – Andy Armstrong
USC Vice Chair, Chair-Elect, and Vice Chair-Elect met with Janelle on July 16 and discussed Tuition Assistance official announcement which was sent to all staff on July 18, USC officer transition for next year, Staff Emergency Fund funding, 4% budget cut for next fiscal year and title changes that will go into effect Dec 1.
VII. Reports from USC Committees

1. Bylaws – Casey Ricketts
   Did not meet

2. Communications – Veronica Sprayberry
   Did not meet
   
   a. Outreach – Rebecca Eaton
   Doug Sweet presented information about the USC at the New Employee Welcome Orientation on July 13.

3. Elections – Willie Hobbs
   All Elections are complete.

4. Inclusion, Equality & Respect in the Workplace – Elizabeth Scanlin
   Committee met on June 7 and discussed action items for accountability, they have requested information from USC representatives to help identify diversity committee representatives within divisions and colleges, and they are contacting Human Resources and Diversity for guidance.

5. Parking, Transportation, Facilities & Infrastructure – Doug Sweet
   Did not meet

6. Staff Emergency Fund – Susan Edmisson
   Meeting weekly. Funded 3 applications and received one new one.

7. Work-Life & Benefits – Johna Wright
   Did not meet


   #3785 – Sick Family Definition: “Ailing parent-in-laws are defined in the “Death of a Family Member”, but are not defined in “Sick Family Member” leave
   #3779 – 4% budget reductions at state agencies requested by Governor Abbott

VIII. Reports from Special Committees, Working Groups or Appointments

1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   Got approval for all cameras from previous discussions. Three new locations are in progress.

2. Campus Master Plan Focus Group – Andy Armstrong
   Did not meet  More information about the campus master plan can be found on the website: http://campusplan.tamu.edu.
3. Communications Working Group – Rebecca Eaton
   Did not meet

4. Council for the Built Environment – Andy Armstrong
   Did not meet

5. Diversity Operations Committee (DOC) – Katy Dunn
   Did not meet

   Did not meet

7. Faculty Workplace Climate & Diversity – Jenna Truelove
   Did not meet

   Did not meet

9. President Council on Climate & Diversity – Reneé Weidemann
   Did not meet

10. Quality Enhancement Plan (QEP) – Lisa Reichert
    Did not meet

11. SEBAC – Johna Wright
    Did not meet

12. Step In Stand Up – Reneé Weidemann
    No information received.

13. Task Force on Campus Emergencies – Dr. Kenneth Hackney
    Did not meet.

14. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry/Robbie Lukeman
    Did not meet.

15. University Dining Services – Melissa Loyd
    No more meetings will be held this fiscal year.

IX. New Business

1. Staff Appreciation Committee – Move to External Committee
   Julie Zercher motioned, Willie Hobbs seconded and 19 voting members approved.

2. Staff Scholarship Committee – Disbandment
   Susan Edmisson motioned, Doug Sweet seconded and 19 voting members approved.
3. Splitting the Staff Emergency Fund Committee into two committees was discussed and tabled at this time.

X. Old Business
1. Leadership Training – August meeting returning representatives will receive notice with information to begin the Strength Quest Training and new representatives will received their notice at the Orientation meeting on August 18th.
2. Annual Report & SOP Updates – information for the annual report is due to Renée Weidemann and Julie Zercher by July 31 (awards, committee reports and activities, SOP updates, etc.)
3. Staff input on selection/retention of Department Heads, Deans and Provosts: currently on hold

XI. Announcements
1. Enrollees of A&M Care Plans through BCBS – Offered Identity Protection Services
   http://www.tamus.edu/business/benefits-administration/employee-retiree-benefits/id-protection/

XII. Meeting adjourned
Moved by Katy Dunn and seconded by Susan Edmisson at 9:52 AM.

Next USC Meeting: August 16, 2016; 1:30 PM – 3:30 PM; Emerging Technologies Building, Room 3002
University Staff Council (USC)
Meeting Minutes
August 16, 2016
1:30 PM – 3:30 PM
Emerging Technologies Building, Room 3002

Members Present: Andy Armstrong, Lisa Blum, Courtney Charanza, Rebecca Eaton, Susan Edmisson, Mary Lu Epps, Toni Eubanks, Katy Dunn, Mashalle Gomez, Judi Haas, Dr. Kenneth Hackney, Willie Hobbs, John Kay, Melissa Loyd, Robbie Lukeman, Rebecca Morgan, Kathy Nelson, Lisa Reichert, Elizabeth Scanlin, Mary Schubert, Cari Smith, Doug Sweet, Reneé Weidemann

Members Excused: Kristine Brisco, Sandra Harnden, Sharon LeMieux, Casey Ricketts, Veronica Sprayberry, Jenna Truelove, Johna Wright, Julie Zercher

Members Unexcused: Deborah Barnett, Laura Jakubik, Dr. Ann Kellett, Paula Maldonado,

Visitors Present: Pamela Gentry, Systems Office
Emily Biel, Division of Student Affairs
Rachell Ball, TAMUG USC Co-Chair
Paula Morris, TAMUG USC Representative

USC Administrative Assistant: Rose Berryhill

I. Call to Order – Toni Eubanks
At 1:30 PM Toni welcomed everyone and called the meeting to order.

II. Roll Call of Members – Reneé Weidemann
Member roll called.

III. Welcome Visitors

IV. Presentation – System-Wide Pay Plan Adjustment & Overtime Regulations – Elizabeth Schwartz, Director of Workforce Management for Human Resources presented an overview about the System-Wide Pay Plan and Overtime Regulations. The System-Wide Pay Plan was created with the aid of the PricewaterhouseCoopers (PWC) consulting group following an audit. The Overtime Regulations are due to revised federal regulations under the Fair Labor Standards Act (FLSA). Both become effective beginning December 1, 2016. Please visit the HR website: http://employees.tamu.edu/compensation/pay-plan/ or review the presentation at http://staff.tamu.edu/Resources/Staff/Presentations.

V. Approval of Minutes from Previous Meeting – Toni Eubanks
Doug Sweet moved to approve minutes from meeting on July 19, 2016. Seconded by Elizabeth Scanlin. Approved unanimously.

VI. Treasurer Report – Willie Hobbs
1. $3929.19 Projected year end balance.
VII. Update on Monthly Meeting with Dr. Barbara Abercrombie, Vice President for Human Resources & Organizational Development – Toni Eubanks
Met on 8/15/16 and had an open discussion about the following:
- Plans for the upcoming year
- Developing a 3-5 year plan for the staff council
- Setting goals with measurable results to showcase accomplishments

VIII. Reports from USC Committees
1. Bylaws – Casey Ricketts
   Did not meet.

2. Communications – Veronica Sprayberry
   Did not meet. Working with Rose on update file/USC Website.
   a. Outreach – Rebecca Eaton
      Looking for presenters starting in November, please email Rebecca if there is a topic/group/organization you believe the USC could benefit from at a monthly meeting.

3. Elections – Willie Hobbs
   Have not met, SOP update under review.

4. Inclusion, Equality & Respect in the Workplace – Elizabeth Scanlin
   Did not meet.

5. Parking, Transportation, Facilities & Infrastructure – Doug Sweet
   Did not meet.

6. Staff Emergency Fund – Susan Edmisson
   The committee has met and reviewed four applications. Currently six applications have been approved and three are pending. The fund balance at the end of July was $3,212.96.

7. Work-Life & Benefits – Johna Wright
   Did not meet. Facility proposal for Employee Wellness sent to Mary Schubert

   #3785 - Sick Family Definition - leave for sick family member does not match definition for death in family leave. Specifically, "in-laws" were mentioned as an example in the keystone.
   #3787 - Staff Tuition Assistance - Question about announcement being made.
   #3789 - HSC Question - Who is USC rep for HSC?
   #3792 - Reynolds Concern - Handicap designated spaces in Lot 73, however the doors to Reynolds are not ADA accessible.

IX. Reports from Special Committees, Working Groups or Appointments
1. Audio Visual Surveillance Technology Committee (AVST) – Dr. Kenneth Hackney
   Met to discuss old projects, but no decisions were made.

2. Campus Master Plan Focus Group – Andy Armstrong
   CMP is planning a series of meetings the first week of the fall semester.

3. Communications Working Group – Rebecca Eaton
   Did not meet.

4. Council for the Built Environment – Andy Armstrong
   This month Provost Watson addressed members and guests of the CBE about some of the upcoming construction projects on the College Station campus [see attached][ET1].

5. Diversity Operations Committee (DOC) – Katy Dunn
   Did not meet.

   No information received.

7. Faculty Workplace Climate & Diversity – Jenna Truelove
   Did not meet.

   Did not meet.

9. President Council on Climate & Diversity – Reneé Weidemann
   Did not meet.

10. Quality Enhancement Plan (QEP) – Lisa Reichert
    Did not meet.

11. SEBAC – Johna Wright
    Did not meet.

12. Staff Appreciation Week
    Will not meet again until FY17.

13. Step In Stand Up – Reneé Weidemann
    Meeting scheduled for August 30.

14. Task Force on Campus Emergencies – Dr. Kenneth Hackney
    Did not meet.

15. Transportation Services Advisory Committee (TSAC) – Veronica Sprayberry or Robbie Lukeman
    Did not meet.
16. University Dining Services – Melissa Loyd  
Will not meet again until FY17.

X. New Business  
1. Executive Officers met with President Young and discussed leadership training, new Inclusion, Equality and Respect Committee, and funding for the Staff Emergency Fund.  
2. Dissolve Parking, Transportation, Facilities & Infrastructure Committee – Doug Sweet motioned to dissolve this committee, Dr. Kenneth Hackney seconded, and the USC unanimously approved. Incoming issues will be referred to the Transportation Services Advisory Committee or USC WorkLife Benefits Committee.  
3. 2016-2017 Internal and External Committees – Committee Chairs gave a brief description of committees and Susan Edmisson advised returning members to sign up for the committee preferences.

XI. Old Business  
1. Staff input on selection/retention of Department Heads, Deans and Provosts: currently on hold  
2. Leadership Training – Returning members received instructions for Strengths Quest Training and new representatives will receive instructions at the USC orientation on August 18.  
3. Annual Report – information still needed, submit information ASAP.  

XII. Announcements  
1. HSC Parking – any valid permit is acceptable in HSC lots. Employees with HSC permit may park in Any Valid Permit lots on Main Campus.  
2. Move-in week is Sunday, August 21 through Wednesday, August 24. Please be patient and allow more time as you visit campus. More information about move-in week can be found on Transportation Services’ website: http://transport.tamu.edu/move.  
3. The September University Staff Council meeting will be held in Rudder, Room 601

XIII. Meeting adjourned  
Moved by Reneé Weidemann and seconded by Elizabeth Scanlin at 3:09 PM.

Next USC Meeting: September 20, 2016; 8:30 am – 10:30 am; Rudder, Room 601