

2016-2017 Executive Officers

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



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**University Staff Council (USC)  
Meeting Minutes  
February 21, 2017  
1:30-3:30 p.m.  
Rudder Tower, Rm. 601**

**Members Present:** Andy Armstrong; Sarah Chrastecky; Thadeus Bowerman; Courtney Charanza; Kathleen Dunn; Rebecca Eaton; Susan Edmisson; Mary Lu Epps; Pamela Gentry; Mashalle Gomez, Judi Haas, Dr. Kenneth Hackney; Willie Hobbs; Ross Jarvis; John Kay, Julie Kuder; Sharon LeMieux; Melissa Loyd; Joy Monroe; Renee O'Banion; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Doug Sweet; Jenna Truelove; Elena Watts; Johna Wright; and Julie Zercher

**Members Absent with Notification:** Sheila Amos; Deborah Barnett; Cari Bishop-Smith; Kari Curtis; Toni Eubanks; Sandra Harnden; Dana Hernandez; Lisa Mata; and Elizabeth Scanlin

**Members Absent without Notification:** Mary Schubert

**Visitors Present:** Christal Connly - TEES

**USC Administrative Coordinator:** Rose Berryhill

**I. Call to Order (Susan Edmisson)**

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

**Presentation- "FSLA, Pay Plan and Hiring Freeze" Elizabeth Schwartz, Director, Human Resources and Organizational Effectiveness**

- a. About FSLA, Pay Plan and Hiring Freeze
  - i. System Wide Pay Plan went into effect December 1, 2016
    - a. Salary Pay Grades are divided into three Bands:
      1. Lower – department heads can approve
      2. Middle – VP, Dean or Designee can approve
      3. Upper – Vice President and Vice President of Human Resources together approve
    - b. FLSA – was placed on hold on November 22, 2016 because a federal judge granted a nationwide injunction to delay implementation of the revised overtime regulations
    - c. Hiring Freeze – Ordered by the Governor of Texas on any positions funded by state appropriated funds. At this time we do not have any formal guidelines and waiting for future guidance.

**Professional Development- "Intentionally Intending to be Intentional – Getting there or NOT!"**

Dr. Craig Rotter, Assistant Director, Residence Life and Housing

- i. Knowing, being and doing are an integral to intentionality
- ii. Being a little ahead, success in intentions is essential and an inclusive rational communication process

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- iii. Eliminate fear or humiliation and operate on trust and inclusivity
- iv. Empowerment and self-empowerment; expert, referent, legitimate, coercive, and reward
- v. Avoid the would have, could have, and should have, "Woulda, Coulda, Shoulda," approach
- vi. You are the motivating factor in what happens, if not you, then WHO?

**II. Roll Call (Elizabeth Scanlin)**

**III. Approval of Meeting Minutes (Susan Edmisson)**

December Meeting Minutes-Moved by Doug Sweet. Seconded by Susan Edmisson. Approved

**IV. Reports**

**a. Treasurer Report (Willie Hobbs)**

- i. \$10,561.58 in General Budget Available
- ii. \$ 2,242.40 in Professional Development

**b. Keystone Report (Doug Sweet)** The Representatives were informed that the Keystone is a ticketing system for staff to communicate with the USC.

- i. Current tickets in Keystone
  - #4212 Request from a vendor to be listed as a provider of discount services to TAMU employees Action: Researching appropriate staff contact
  - #4213 Suggestion to have a USC member of the month? Action: Forwarded to Outreach
  - #4214 Suggestions for food service Action: Forwarded to USC rep on food service committee
  - #4215 Suggestion for usage of salary sweep funds Action: In discussion
  - #4216 Suggestion for TAMU funding of staff promotions Action: Moved to Initiatives for review
  - #4217 Request for a sound system from a student group Action: Responded not our area
  - #4218 Suggestion for reduced Rec fees for staff Action: Requesting input from Rec Sports on pricing policies
  - #4219 Question from TAMUQ about SEF eligibility Action: Answered. TAMUQ is eligible.
  - #4221 Schedule of UDAC meetings Action: Forwarded to UDAC member
  - #4222 Request for USC rep on SGA IT committee Action: Chair responded – Hold till filled

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

- a. Hiring Freeze – This freeze is unusual because it was ordered by Governor of Texas. Her staff is working to find out how we move forward on vacated positions.
- b. President Young has approved matching the SEF donations from 2017. USC will be sending note of appreciation to Dr. Abercrombie and President Young when funds are received.
- c. The Executive Officers met with committee chairs, and they reported progress on goals. EOs will be preparing report for Dr. Abercrombie.

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**VI. Reports from USC Committees**

**a. Outreach Committee (Renee O'Banion)**

- i. Committee met and worked on the following items:  
Evaluating the data from our USC Representative poll sent out in December. Working on a memo to request upper administration encouragement for upcoming election cycle.  
Editing our staff poll for all staff members at Texas A&M University.

**b. Professional Development (Rebecca Eaton)**

- i. Instead of a professional development presentation at the March meeting, the Professional Development Committee will be holding an open discussion with USC Representatives to: discuss feedback on professional development thus far; identify if what was learned was applicable to responsibilities as a USC Representative; if reps were able to identify ways to apply the presented information and if so provide an example; discuss where we need to go moving forward. Additionally, the Professional Development Committee is reaching out to contacts so we may get some professional assistance to help us construct the right type of program and/or framework for the USC.

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

- i. 1 application approved
- ii. 2 applications still pending
- iii. Current balance of \$4,325.61
- iv. Committee will have tables at the Staff Appreciation Week activities and scheduled profit shares every night during SAW; USC volunteers are needed for these activities and profit shares

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

**a. Dining Task Force (Kelly Pampell)**

- i. At this time the committee is meeting weekly. The committee is gathering information for a report that is due to the president by mid-March. Plan space for faculty and staff so that dining on campus is more convenient and desirable. This could be supported with a staff meal plan.

**b. Staff Appreciation Week (Melissa Loyd)**

- i. SAW is February 27 – March 3; Thursday February 23<sup>rd</sup> is the last day to RSVP for each day's event. Currently we have 421 for Monday's events; 1100 for Tuesday's event; 446 for Wednesday's event; and 620 for Thursday's event
- ii. The SAW Committee would like to remind staff about the Profit Shares for SEF during the week
- iii. This year we have included information about the remote campuses activities on the SAW website.

**c. Transportation Services Advisory Council (TSAC) (Susan Edmisson)**

- i. TSAC voted to change the waiting list process as proposed in December TSAC meeting.
  1. The goals are:
    - a. Be more transparent by changing process to reflect what is already happening
    - b. Present more realistic expectations to customer
    - c. Ensure more parking lots are available to employees year round

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2. New processes:
  - a. Turn off Turn off waiting lists after registration
  - b. Strive to have student lots available year-round to new employees
  - c. Mobility Hierarchy
  - d. Pedestrians
  - e. Bicycles
  - f. Public Transportation
  - g. Service & Delivery Vehicles
  - h. Taxi's and Ride Sharing
  - i. Multi Occupant Vehicles
  - j. Single occupant Vehicles
- ii. Most congested roads in BCS
  1. Wellborn
  2. Harvey Mitchell Parkway
  3. Texas Avenue
  4. George Bush
  5. Villa Maria
- iii. Comparisons
  1. Kyle Field Game day 120,000 people - 2 freeways
  2. Downtown Austin 125,000 people - 4 freeways
  3. Downtown Dallas: 145,000 people - 6 freeways
  4. Downtown Houston: 150,000 people - 7 freeways
  5. BCS downtown: 75,000 students, staff, faculty: 4<sup>th</sup> largest downtown Monday to Friday
- iv. Significant experience and learning across the board from game day plans and experience "Better" starts with change:
  1. Use available roads and green time efficiently
  2. More choices, better technology many benefits
  3. Communication about routes, plans and travel options
  4. Chancellor and President leadership
  5. City Council Support
  6. Business community interest and ideas
  7. Community acceptance of active, agile traffic plans
  8. Provide better mobility and quality of life
  9. Can we create a plan for Monday to Friday

**VIII. Announcements**

- a. Staff Appreciation Week is February 27 – March 3: <http://staffappreciation.tamu.edu/saw2017>

**IX. Meeting Adjourned**

- a. Moved by Ross Jarvis and seconded Jenna Truelove at 3:10 pm

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

**Next USC Meeting:** March 21, 2017; 8:30 am –10:30 am; Rudder, Room 601