

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**

**March 21, 2017; 8:30-10:30 p.m.  
Rudder Tower, Rm. 601**

**Members Present:** Sheila Amos; Andy Armstrong; Deborah Barnett; Cari Bishop-Smith; Courtney Charanza; Sarah Chrasteky; Kari Curtis; Kathleen Dunn; Rebecca Eaton; Susan Edmisson; Mary Lu Epps; Toni Eubanks; Judi Haas; Dr. Kenneth Hackney; Sandra Harnden; Dana Hernandez; Ross Jarvis; John Kay; Julie Kuder; Sharon LeMieux; Melissa Loyd; Renee O'Banion; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Elena Watts; Johna Wright;

**Members Absent:** Thadeus Bowerman; Pamela Gentry; Mashalle Gomez; Willie Hobbs; Lisa Mata; Joy Monroe; Diane Oswald; Jenna Truelove; Julie Zercher

**Visitors Present:** Shrada Sankhe, Engineering Staff Council

**USC Administrative Coordinator:** Rose Berryhill

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

At 8:30 a.m. Susan welcomed everyone and called the meeting to order.

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

Member roll called.

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

Feb. 21, 2017 Meeting Minutes-Moved by Casey Ricketts. Seconded by Judy Haas. Approved

**IV. Professional Development Training (Rebecca Eaton)**

- a. Open discussion about professional development and report of internal survey
  - i. Response Rate
  - ii. Review on communication presentations
- b. Open discussion involving improvements with professional development using lead questions:
  1. How would you improve this presentation?
  2. What would you expect from a presentation on Communication?
- ii. Presentation can be viewed by following the link:  
<http://staff.tamu.edu/media/1294049/2017%2003.21%20USC%20Professional%20Development%20Committee%20Presentation.pdf>

**V. Reports from USC Committees**

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

- i. 2 approved, 1 request for additional information
- ii. We received \$3,056.05 from the President which was for matching the funds raised in 2016. Our current balance is \$6,927.91
- iii. No donations made during Staff Appreciation Week have shown up on the foundation account yet, and we don't have exact numbers from the profit shares during SAW but we are estimating we raised:

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- A combined total of at least \$500 from the profit shares and one-time cash/check donations from the SAW events
  - A commitment of \$20 monthly donations for the next 10 months (\$200)
  - Plus whatever comes in from the University wide email sent on 2/28
  - Plus whatever was raised by the branch campuses
- Will have exact numbers at the next meeting, and remember, the president is matching whatever we raised.

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

We met the end of February.

- i. We submitted our Staff Poll that we want sent to all staff to the EO Committee for approval.
- ii. We are trying to have some joint meetings with the Elections Committee to help with the upcoming elections

### **c. Professional Development (Rebecca Eaton)**

- i. The Professional Development Committee met on Thursday, March 9th and plans to meet Wednesday, March 15th. We met to review feedback thus far and prepare for the open discussion on Professional Development presentations at the March 21st USC Meeting.

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

### **a. Texas A&M Sustainability Advisory Council (SAC) (Casey Ricketts)**

- i. As of February 6, 2017, Texas A&M officially achieved STARS Gold Status! TAMU advanced from Silver into the Gold Range with a final score of 67.06 points.
- ii. An RFP for firms to assist with the Sustainability Master Plan was distributed on December 1, 2016 and proposals were due back on January 10, 2017. Three firms responded, and one firm was found to be a best fit. The council approved the recommendation from the Sustainability Master Plan subcommittee so that negotiations may begin.
- iii. Fair Trade Campus Designation –If approved, TAMU would be the second largest university in the state and the first public university in the state with this designation. TAMU would be the largest university in the nation with this designation and one of three leading AAU public universities. The council members unanimously agreed to proceed with recommending to President Young the approval of the Fair Trade Campus Designation.

### **b. Audio Visual Surveillance Technology Committee (AVST) (John Kay)**

- i. Discussed via email a request in February for the replacement of DVR's within the TAMU Transit System. The request was approved
- ii. Discussed via email in March a request to add cameras at Evans Library. The request is currently still under discussion.

### **c. Task Force on Campus Emergencies (Dr. Kenneth Hackney)**

- i. One incident requiring Code Maroon Alerts since the last meeting in September, 2016
- ii. Dr. Cynthia Hernandez, Associate Vice President for Student Affairs, gave an update on the Special Situations Team's activity and trends since the last meeting. The team has

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added new members to ensure representation from key departments on campus. The Concerning Behaviors Response Guide has been updated and can be accessed at the following link: <http://tellsomebody.tamu.edu/wp-content/uploads/2017/02/2016-2017-Concerning-Behaviors-Guide-Final.pdf>

- iii. Advanced Threat Assessment and Threat Management Training will be offered April 4-5 from 8:30am to 4:30pm daily. This two day course will be feature Dr. Reid Meloy. More information about the training can be found here: <http://www.specializedtraining.com/p-157-college-station-texas-april-4-5-2017.aspx>
- iv. Dr. Garry Gore, Medical Director for University EMS and Staff Physician at Student Health Services, updated the committee on infectious diseases.
- v. Reviewed PowerPoint updates for:
  1. TAMU Emergency Operations Plan Annex I and O
  2. MSC Aggies United Events Reviews, By Chris Myer
  3. Integrated Emergency Notification Reviews By Marlin Crouse, Senior Lead Software Application Developer

### **d. Transportation Services Advisory Council (TSAC) (Susan Edmisson)**

- i. Bike District Plan Registration Recommendations – Ron Steedly:  
Since our university was awarded a Bicycle Friendly designation from the League of American Bicyclists and since our 2015 Bicycle District Strategic Plan was published, time to consider implementing mandatory bicycle registration, in keeping with the proposals put forth in the strategic plan.  
Questions asked:
  1. How do we notify bike owners if removing a bike?
  2. Do we capture data on how bikes are used on campus?
  3. Have we considered a university-wide bike program?
  4. Who moves bikes during construction?
  5. When would mandatory bike registration start?Mr. Steedly will look at the logistics of registration, grandfathering previously registered bikes, and which national registration vendor to use. He asked the committee to approve a mandatory bike registration concept, and it did.
- ii. Northside Garage Football Parking Fall 2017 – Lynn Wiggs – Making Game Day parking changes to Northside Garage to bring it in conformity with other garage parking on Game Day.
- iii. Donations for Citations
  1. Several Peer universities around the country have successfully implemented this idea in the past few years. Goal is to put a plan together for the spring and possibly make it an annual event. Information at <http://www.transport.tamu.edu/About/tsac.aspx#presentations>

### **e. Step IN/Stand UP (Sandra Harnden)**

- i. Have met twice to review Mar/Comm's revision of the website. Once finalized, they would like USC reps to attach to their monthly briefings and put a link on the USC website to the Step-In-Stand Up page.

## **VII. Meeting Adjourned**

- a. Moved by Julie Kuder and seconded by John Kay at 10:30am

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**Next USC Meeting:** April 18, 2017; 1:30 am –3:30 am; Rudder, Room 601