

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
April 18, 2017
1:30-3:30 p.m.
Rudder Tower, Rm. 601**

Members Present: Sheila Amos, Andy Armstrong, Thadeus Bowerman, Kari Curtis, Rebecca Eaton, Susan Edmisson, Pam Gentry, Mashalle Gomez, Dana Hernandez, John Kay, Julie Kuder, Renee O'Banion, Kelly Pampell, Casey Ricketts, Cari Bishop-Smith, Doug Sweet, Jenna Truelove, Elena Watts, Johna Wright, and Laura Jakubik for Diane Oswald

Members Absent: Deborah Barnett, Sarah Chrastecky, Katy Dunn, Mary Lu Epps, Toni Eubanks, Judi Haas, Dr. Kenneth Hackney, Sandra Harnden, Willie Hobbs Ross Jarvis, Sharon LeMieux, Melissa Loyd, Lisa Mata, Joy Monroe, Lisa Reichert, Elizabeth Scanlin, Mary Schubert and Julie Zercher

Visitors Present: - Shraddha Sankhe ESAC

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.
- II. Remarks by Vice President** Dr. Barbara Abercrombie, Human Resources and Organizational Effectiveness addressed the council to discuss the forums and meeting times for the position of Provost and Executive Vice President Position finalists. Three candidates will be visiting the campus with open forums for Staff and Faculty to ask questions. Dr. Abercrombie informed the representatives that this is the right hand person to President Young. It is important for them to understand the importance of staff on the academic side. Things to think about are what you want from a provost and they should know how well Dr. Watson interacts now with staff members. Think about what you would like to see done from a new provost. This is a great opportunity for staff to meet our next provost and for the future of our university. Don't be afraid to ask questions, you are a vital part of how this campus stays opened and running.
- III. Presentation**
Doug Sweet, member of the Outreach Committee and Vice Chair of USC, gave a presentation on the results of the USC Membership Survey conducted several weeks ago. Only 71% of USC members completed the survey. Based on the responses of the 71%:
 - 77% of responding members are in their 1st or 2nd year with the USC
 - 52% of responding members were only slightly familiar with the USC prior to being elected to the USC
 - Prior to becoming a representative, only 32% had read updates from their USC representative and only 32% had previously spoken with their USC representative
 - 52% of responding members feel their constituents do not understand the role of the USC
 - 55% of responding members have been approached by a staff member with a concern
 - 62% of responding members have had the opportunity to explain the role of a USC representative
 - Over 70% of responding members feel supported by their department in their USC work
 - 78% of responding representatives spend 10 or less hours on USC work
 - Only 8% of responding members felt it was difficult to balance USC work with their regular position work

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- 33% of responding members feel their experience as a USC representative has been very valuable in their career

At the conclusion of the survey, representatives offered ideas on how the USC can increase awareness and outreach to constituents. Any additional ideas can be submitted to staff@tamu.edu.

IV. Roll Call (Rose Berryhill)

V. Approval of Meeting Minutes (Susan Edmisson)

December Meeting Minutes-Moved by Casey Ricketts. Seconded by Doug Sweet. Approved

VI. Reports

- Keystone Report (Doug Sweet)** The Representatives were informed that the Keystone is a ticketing system for staff to communicate with the USC.
 - # 4467 - Question about Chartwells and SSCS employees being eligible for SEF? SEF Chair responded and ticket closed
 - #4481 - Suggestion to consider staff having the option to do a staff sabbatical? Moved to initiatives for further review
 - #4483 - Notification of broken link to SSF Representative took action ticket closed
 - #4489 - Request for vendor information from Staff Appreciation Week Activities. Information Provided and ticket closed
 - #4496 - Request to advertise a vendor discount? Provided information and ticket closed

VII. Reports from USC Committees

- Inclusion, Equality, Respect in the Workplace – Sarah Chrastecky**
 - Committee has been working via email to propose changes to the Human Resource Offer Letters and Performance Evaluations. The recommended action was to include language indicating the exception to promote inclusion and equality as part of employment in those areas. The following are the proposed changes submitted to the Executive Officers on Tuesday April 11th, along with the approved verbiage by the Executive Officers to be submitted to Dr. Abercrombie at their next scheduled meeting.
 - Current Offer Letter verbiage: “We support the university’s goals to recruit and retain a quality workforce and encourage life-long learning practices. We will do our part to assist you in your new position and encourage you to take advantage of training and development opportunities that are available to help you be successful.”

Proposed Offer Letter verbiage: “Texas A&M University is committed to providing a diverse workplace and embracing the uniqueness of each employee. We support the university’s efforts to foster a nondiscriminatory and quality work environment and encourage you to take advantage of the diversity development and various other training opportunities to help further your success.”
 - Current Performance Evaluation verbiage: “Employee welcomes, includes, and demonstrates respect for individuals from all groups, including the various characteristics of persons in our community.’ Rating definitions and behavioral examples: http://eodinfo.tamu.edu/media/309171/pathways-diversityrespect_definitions.pdf.

Proposed Performance Evaluation Changes: “Employee shows respect for and includes and engages all individuals. Helps encourage an inclusive work space. Promotes a safe work environment free of judgement of people with diverse backgrounds, characteristics, and

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needs.” Rating definitions and behavioral examples:

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- b. **Outreach Committee** - Renee O'Banion
 - i. Worked on our results from the USC representative poll and created a presentation
 - ii. Arranged a joint meeting with the Elections Committee to help with the upcoming elections
 - iii. Worked on editing the election documents to make them current
 - iv. The Outreach Committee survey to staff will be emailed Mid-May; Dr. Abercrombie suggested for the USC to send out staff email prior to the survey informing and promoting the survey
- c. **Professional Development Committee** – Rebecca Eaton
 - i. The Professional Development Committee met to discuss the notes from the March 21st open discussion during the March meeting regarding Professional Development for USC Representatives. Questions and comments regarding items not pertaining to Professional Development will be addressed by the EOs. Based on our committee discussion, we made the request to the EOs to start the conversation with Employee and Organizational Development to design a 1st year professional development program. We are still looking for ideas and suggestions on how to provide a 3 year (non-repetitive) professional development program for our representatives and what other types of professional development/skills/competencies would benefit a USC Representative.
- d. **Staff Emergency Fund** – Katy Dunn
 - i. The committee met on April 12, 2017 and requested more information on the application they were reviewing. This is the only application the SEF has pending.
 - ii. On February 28, 2017 the fund received \$3,056.05 from the President's Office which was for matching the funds raised in 2016.
 - iii. Current Fund Balance is \$6347.50
 - iv. Profit share during Staff Appreciation Week (SAW) at Grub Burger Bar was \$264.20; Checks were delivered to TAMU-F and deposited to SEF account. Amount should be reflected soon if not already visible.
 - v. Chick-fil-A profit share during SAW should be deposited soon; earned \$140.00 from Chick-fil-A. A conservative estimate of total raised during SAW is \$1300.00

VIII. Reports from Special Committees, Working Groups or Appointments

- a. **Audio Visual Surveillance Technology Committee** – John Kay
 - i. Discussed via email a request in March and April to add cameras in and around Walton Hall due to an increase in vandalism. The request was approved.
- b. **Transportation Services Advisory Committee** – Susan Edmisson
 - i. The Transportation Services Advisory Committee met on April 12th. The agenda was a presentation from Dr. Tim Lomax on the plans for the redo of the intersection at George Bush Drive and Wellborn Road. It will be a massive project, and TTI is beginning to open communication channels to receive input.

IX. New Business

- a. Representative requested documentation on the process of how the USC developed the staff tuition assistance program
- b. Representatives were reminded that it is important for the USC to be seen at events either sponsored or co-sponsored by the USC. The representatives showing up as a committee shows the group is working together.

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- c. Representatives were reminded that questions from them or their constituents is very important. Please send the questions through the USC listserv, emailed to Rose Berryhill at rberryhill@tamu.edu or emailed to staff@tamu.edu

X. Old Business

- a. Chair informed the representatives that recommendations made in the March USC Monthly Meeting were sorted and categorized. All comments and suggestions are being considered by the EO's. Some can be implemented now into the procedures and some will be implemented with the activities in the beginning of next year.
- b. Communication is two-way and EO's need to hear the representatives ideals. Representatives are encouraged to send those via the USC listserv, emailing Rose or emailing them to staff@tamu.edu
- c. Lots of important information was discussed, and it is being reviewed and considered. The idea of a mentoring program for new representatives is good, and we'll be working on that.
- d. The representatives are encouraged to think about how we can put ourselves out there more – how can we reach out to our constituents and learn the issues that are most meaningful to them.

XI. Announcements

- a. 1st Open Forum for the Provost and Executive Vice President finalist is Friday, April 21st at 8:30 – 10:30 am in Rudder, Room 601
- b. CSBA annual Spring 2017 Conference “Together Towards Tomorrow” is May 15 in the MSC; additional information can be found at <http://csba.tamu.edu/Conference%20Program.pdf>

XII. Meeting Adjourned

- a. Moved by Doug Sweet and seconded Casey Ricketts at 3:22 pm

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: May 16, 2017 8:30 – 10:30 am Rudder, Room 601