University Staff Council (USC)  
Meeting Minutes  
September 20, 2016  
8:30 a.m. – 10:30 a.m.  
601 Rudder Tower


Members Excused:  Courtney Charaznza, Melissa Loyd, Cari Bishop-Smith, Mashelle Gomez, Elena Watts, Diane Oswald

Members Unexcused:  Deborah Barnett, Lisa Mata, Julie Zercher

Visitors Present:  President Michael K. Young, VP for HR&OD-Barbara Abercrombie

USC Administrative Assistant:  Rose Berryhill

I.  Call to Order (Susan Edmisson)  
   At 8:30 a.m. Susan welcomed everyone and called the meeting to order.

II.  Welcome Visitors, Introduction of Speakers

III.  President and Vice President Remarks

IV.  Presentations  
   a.  Appreciation Awards - Toni  
   b.  Recognition of Outgoing Council Members – Toni  
   c.  Recognition of Outgoing Chairperson – Susan  
   d.  Photo of President Young, Vice President Abercrombie and outgoing members  
   e.  Thank you to visitors

V.  Group Photo of FY2017 Council Representatives

VI.  Officer Installation- Toni Eubanks

VII.  Returning and New Member Installation

VIII.  Roll Call of Members-Elizabeth Scanlin
IX. Treasurer’s Report -Willie Hobbs
Current balance is $20,555.00.

X. Reports from USC Committees
No internal reports this meeting

XI. New Business
1. Chair Remarks - Susan Edmisson – President Young and Dr. Abercrombie have expressed enthusiastic support for the USC. They have asked USC to strengthen its advocacy and outreach to staff and have also provided funding for a professional development program in support of this. In support of this work, the Executive Officer Committee is:
   a. Working on partnering for operational support of our website and professional communications
   b. Creating a new Professional Development committee to develop development program for USC representatives across three year term
   c. Outreach committee will become its own committee and will be focused on outreach to staff. More information will follow on all of these changes.
2. Professional Development- Andy Armstrong

XII. Announcements:
- Submit requests, questions, concerns, help to keystone system to staff@tamu.edu
- Send out self intro when sending out monthly briefing
- Forum for Dr. Abercrombie- tomorrow 9/21/2016; She will be introducing herself and where HR willing be going. If keystones come in please let her know so she can prepare. Doug Sweet is recuiting work assignments; don’t wear USC shirts-professional attire expected; President’s cabinet will be attending-Rose to send out e-mail with pictures
- Oct. 4, 2016- President Young’s State of the University Address in the Chemistry Building
- Mary Schubert-Presidnet Young-National Reputation campaign- “Fearless on Every Front”- Week of events- USC to raise visibility about what we do as a council; asked to help staff and be available –
  1. Monday-Fearless Giving Event-Food Drive-Benefit 12th Can and Brazos Valley Food Bank-main drop off at GSC 7:30am-
  2. Tuesday-State of the University Address
  3. Wednesday-“Fearless in the workplace” series-Leadership
  4. Thursday-”Fearless Inclusion” series- Faciliated workshop on diversity and inclusion
  5. Friday- “Fearless Fitness Friday”- At the Rec Center 2:30-5pm; Free fitness sessions-donations requested to help support the Staff Emergency Fund (SEF)-End with tailgate in the Rec Plaza

XIII. Meeting Adjourned

Next USC Meeting: October 18, 2016 at 1:30 pm – 3:30 pm in Rudder Tower, Room 601
I. Call to Order (Susan Edmisson)
   At 1:30 p.m. Susan welcomed everyone and called the meeting to order.

II. Introduction
    Dr. Barbara Abercrombie, Vice President for Human Resources & Organizational Effectiveness

III. Roll Call (Elizabeth Scanlin)
     Member roll called.

IV. Approval of Meeting Minutes (Susan Edmisson)
    August Meeting Minutes- Amended for absences and Moved by Ross Jarvis. Seconded by John Kay.

V. Treasurer Report (Willie Hobbs)
   a. $8,033.64 in General Budget Available
   b. $2,520.80 in Professional Development
   c. $3,285.24 FY 16 Funds Remaining

VI. Professional Development Training (Andy Armstrong)
    a. Dr. David Wentling, Director of Undergraduate Student Services Office, College of Architecture
       i. Communicating with Purpose

VII. New Business (Susan Edmisson)
     a. Update on monthly meeting with VP Abercrombie
b. Professional Development Assignment

VIII. Reports from USC Committees (Elizabeth Scanlin)

a. Bylaws-Ross Jarvis
   i. Committee has acquired the former chairs information on bylaws updates that were completed

b. Staff Emergency Fund – Katy Dunn
   i. During Fearless Friday at the Rec the fund received $262.20 in donations. Hoping to work with the Outreach Committee soon on future fundraising options.

c. Keystone Report-Doug Sweet
   i. Total of 5 Keystone submitted. 3 have been closed with a response; 1 was tabled for further review and 1 was spam email.

IX. Reports from Special Committees, Working Groups or Appointments (Elizabeth Scanlin)

a. Texas A&M Sustainability Advisory Council (SAC) – Casey Ricketts
   i. Reviewed President Young’s vision. Kelly Wellman explained that the Sustainability office was founded to enhance the efforts and culture of sustainability in Aggieland. The program includes Social, Environment and Economical issues. Currently Texas A&M University has a Silver Standard ranking and working to get Gold Standard. STARS stands for Sustainability Tracking, Assessment and Rating System. Additional information can be located at sustainability.tamu.edu

b. Transportation Services Advisory Committee (TSAC) – Susan Edmisson
   i. Transportation Services Advisory Committee has met twice this year. The 1st meeting was a pre-introductory of the new intersection at Lot 54, Ross Street and Bizzell. During the 2nd meeting at TSAC an update on the Campus Master Plan 2016 was reviewed.

c. Task Force on Campus Emergencies- Dr. Kenneth Hackney
   i. Two Code Maroon alerts one from May 26th and the other was on June 7th, improvements to the Code Maroon System, the Special Situations Team’s activity and trends since the last meeting; the Emergency Operations Plan; infectious diseases on campus, and an overview of Campus Safety Awareness Week activities. Committee profile can be found at http://committees.tamu.edu/committees/index/index/id/110.

d. Campus Master Plan Update
   i. An open-forum last Thursday for the Campus Community. Planning for a more pedestrian driven campus with a lot of green space was shared in the presentation. CMP website is http://campusplan.tamu.edu/2016-update/.

e. University Dining Committee Meeting-Melissa Loyd
   i. Vision 2020 plan
      This plan has been introduced to Dr. Strawser and will be introduced to the University Board of Regents soon.
      • They have 2000 more meals plans bought this year than last year. Majority are voluntary plans.
With the huge growth on campus they know they are under built to meet needs
2018-2022; Academic core area
Build a Barn that is inspired by the Aggie Barn that will also have a Freight Farm (a
recycled shipping container) that grows hydroponically the vegetables used in the Barn.
Engineering Area; the Noodle Warrior
MSC-lower level
(2018) Dos Toros Mexican
(2019) Upper Level
Cava Grill Mediterranean, Jason's Deli, Laynes, and Tuscan Pizza
MSC-Rev's will be turned into a Chili's too (2019)
(2020) City Scape at West campus; Added to existing building
2021- Refresh Duncan Dining
2022- Refresh SBISA
Key is to make dining a destination place for different experiences and to expand the
flavor palette of TAMU.
The brands of restaurants mentioned are just ones they would like to bring in but are not
confirmed – similar brands can be used if partnerships are not made. Getting Staff to use
more dining options on campus is a priority. Because they are under built the hopes is
that with fresh new places staff will feel welcome and will frequent these establishments
just as much as students.

X. Questions and Announcements
a. Council representatives briefly discussed the difference between a mission statement, which is
in the USC bylaws, and a vision statement which the USC does not officially have. A mission
statement was generally agreed to represent what we're doing now while a vision statement
represents where we want to go. Representatives were asked to submit ideas for a vision
statement to Rose (rberryhill@tamu.edu).

b. This year the new Outreach Committee will be working on ideas and options for opening up
improved two-way communications between staff and representatives.

XI. Meeting Adjourned
a. Moved by Rebecca Eaton and seconded by Ross Jarvis at 3:30pm

Next USC Meeting: November 15, 2016; 8:30 am –10:30 am; Rudder, Room 601
I. Call to Order (Susan Edmisson)
   At 8:30 a.m. Susan welcomed everyone and called the meeting to order.

II. Professional Development Training (Andy Armstrong)
   a. Professor Nancy Street, Instructional Professor-Communication
      i. Communications-Public Speaking, Introduce Yourself, Know Mission
   b. Feedback Documents

III. Special Guest Speakers (Lilia Gonzales, University Architect; Dana Dixon, AIA, LEED AP BD +C, Senior Associate from Ayers Saint Gross Consulting Firm)
   a. Campus Master Plan
      i. Located on TAMU website at campusplan.tamu.edu

IV. Roll Call (Elizabeth Scanlin)
   Member roll called.

V. Welcome of Visitors

VI. Approval of Meeting Minutes (Susan Edmisson)
   October 12, 2016 Meeting Minutes- approved with amendments to be made; moved by Doug Sweet. Seconded by Jenna Truelove.
VII. Reports
   a. Treasurer Report (Willie Hobbs)
      i. $11,285.93 in General Budget Available
      ii. $2,520.80 in Professional Development Available

   b. Keystone Report (Doug Sweet)
      i. 6 total keystone reports in executive review

VIII. Reports from USC Committees
   a. Elections Committee (Mashalle Gomez/Sandra Harnden)
      i. Committee went over Election Committee SOP's and discussed additions. The committee was on board with the revisions and recommend to incorporate to standing document.
      ii. Election Process Timeline
         1. Four months before election (January): Request reports to identify any necessary representation changes due to organizational changes and division staff count
         2. USC representation guidelines:
            A. One elected representative per College
            B. One elected representative for each of the Vice President's divisions, additional representatives for every 200 staff members within a Division
            C. One elected representative for the Office of the President
            D. Extend invitation to unrepresented groups
         3. Two months before election (March): Elections Committee chair will notify outgoing members to remind them of their responsibility to conduct the election of their replacement. If the position is vacant, the Elections Committee Chair will inform unit head of upcoming election. Unit names election coordinator (submit to Elections Committee Chair) if there is no outgoing committee member to conduct the election. USC Elections Committee Chair sends nominations packet to unit elections coordinator/outgoing member.
      iii. We Discussed being more involved with Outreach to help get the word out more regarding elections and enhancing the desire for staff to serve
      iv. We would like to keep track of the number of individuals running to use as a baseline this year so that we can institute measures for the upcoming years. The Election
Committee processes will be enhanced to keep more election data for use in annual elections.

v. We discussed the process and guidelines for elections and decided to follow-up in January to go over the numbers of representatives by division/college for elections. Also worked on a process and the guidelines for yearly elections and plans to follow-up in January when reviewing the number of representatives needed by division/colleges.

vi. The Chair informed the USC representatives the Election Committee needed a chair. If a representative is interesting in serving in this capacity please contact her.

b. Staff Emergency Fund (SEF) Committee (Katy Dunn/Judi Haas)
   The Staff Emergency Fund committee met three times via WebEx
   i. reviewed 3 applications
   ii. The committee funded 1 application and have 1 application on hold due to our balance being $433 which is less than what we would like to provide for funding on the application. We hope to receive some funds from President Young soon, however we can't rely on that and we must find a way to make the fund self-sustaining.

We would like to encourage USC members to do a few things to promote the fund:

1. Include a link to donating to the Staff Emergency Fund in their email signatures
2. Talk about the fund in your brief to your constituents this month, and ask them to consider donating
3. Consider sending an email to faculty about the fund and how to donate as well
4. We are working on a letter to departments/colleges to ask for donations
5. We would love some good fundraising ideas and physical help in implementing them
6. Consider a monthly payroll deduction yourself (I have forms with me) you can donate as little as $5

For new members who may not be aware of the Staff Emergency Fund. It is a program created by the USC that has been running for about a year now. It took quite a lot of time and hard work to be implemented, and it would be a shame for it to not be successful. We receive requests for funding from staff members who are experiencing a temporary hardship due to a significant life event. Including, but not limited to:

   death of a family member
   natural disaster (fire/flooding/tornado/hurricane, etc.)
   serious illness/critical injury
To date, the SEF has provided over $9,000 in financial assistance to fellow Texas A&M Staff members.

The USC chair concluded that the Executive Committee and Vice President Abercrombie feel that fundraising should not be a major focus representatives. Hopefully, the USC can partner with a significant campus event to promote SEF donations.

c. **Outreach (Renee O’Banion/Julie Zercher)**
   - We have met twice since our last USC meeting
   - We elected our Chair-Renee O’Banion and Co-Chair-Julie Zercher
   - A poll that will be sent soon to all current USC representatives.
     1. The poll will be quick, we are looking for 100% participation. It is really important because your answers will bring guidance to our committee and show us where we can best help you reach out to your constituents.
   - We are also working on a poll to be sent to all TAMU staff

d. **Communication (Mary Lu Epps)**
   - The committee is partnering with HR to do USC website maintenance. Transition plans are in progress. The Communications committee will continue to be responsible for reviewing and providing updates for content

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

a. **Audio Visual Surveillance Technology Committee (AVST) (John Kay)**
   - Did not meet. Discussed via email several requests for placement of surveillance cameras around campus. All but one were approved.

b. **President’s Council on Climate & Diversity (CCD) (Elizabeth Scanlin)**
   - The President’s Council on Climate and Diversity met October 19, 2016, The AgriLife Center, Rm 201, 3:30-4:30pm.
     - After welcome and introductions of members by Vice Chancellor and Dean of Agriculture and Life Sciences, Mark A. Hussey; the Council Charge and Campus Diversity Update were given by Vice President and Associate Provost for Diversity, Christine A. Stanley. Dr. Hussey explained the upcoming review process.
     - Online-access to unit diversity reports will be posted by December 2016.
iii. The next meeting is scheduled for February 3, 2017 from 9-5pm where each College and Division will submit their 1 page brief and 10 minute presentation about their diversity goals.

iv. More information can be found on the TAMU Office of the Provost & Executive Vice President Web Page Climate & Diversity — Office of the Provost and Executive Vice President

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

The committee met November 2, 2016.

i. The major topic of discussion was 24-hour reserved parking spaces:
   1. Transportation Services manages 36,000 parking spaces, and of those, 2,153 are 24-hour reserved spaces, and the bulk are in Northside Garage, University Center Garage (UCG) and Lot 15. The rest are scattered mostly near the heart of campus: Lots 6, 7, 14, part of 19, 21, 22, 23, 28, and 29.

   2. We’ve managed reserved spaces since the late 1980s, but have eliminated them where demand has waned. We try to maintain supply and demand at equilibrium. There are some big inefficiencies with reserved numbered spaces.

   3. While they don’t take up a lot of our inventory of spaces, not being to free them up for big events and conferences is problematic.

   4. It was noted, however, that those spaces provide a service to faculty and staff and those who work at night.

   5. In times of budget shortfalls, our ability to provide our faculty good parking is a perk that fills the gap in some cases.

   6. There was a presentation with updated information on Lot 88 (GSC parking lot).

      A. Lot 88 has always been an “Any Valid Permit” lot, and became a radar issue recently

      B. as the student population has grown by 20% in the last four years. The lot went full on September 9th, when 150 non-affiliates attended a conference held there

      C. As a result, data was collected and there was a meeting with GSC administrators to come up with solutions. At the meeting, the GSC constituents agreed that a push toward carpooling for large meetings and shuttling in large crowds might solve some of the problems
D. It was agreed that policies would not change now, but Lot 88 would continue to be monitored, and a plan of action could be put into place if needed

E. There was specific discussion regarding some problems with Lot 6. Some suggestions were made and are being considered. Several bus route modifications were discussed, with the purpose of the changes being to have more buses running where the need is greatest and fewer buses running where there is less need.

d. University Dining Services (Melissa Loyd)

i. An update on completed locations and upcoming ones:

1. Starbucks in the Corps. Commons will have a residential style eating area, a grab-n-go area and a convenient store area.

2. Vet Med is scheduled to have improvements in the Spring

3. Next Fall will be improvements in the Engineering complex

4. Late Night Breakfast is scheduled for Dec. 7 at Sbisa Dining Hall.

5. Working on a way to raise food for local food bank- Please see the flyer about University Dining events for Thanksgiving

X. Announcements

a. The council will not have a presentation professional development in December. The December meeting will be for representatives to finalize and review committee goals.

b. Representatives asked to turn in Feedback on Goals Setting by the December meeting.

XI. Meeting Adjourned

a. Moved by Toni Eubanks and seconded by Willie Hobbs at 10:30am

REMEMBER TO DONATE TO THE USC – STAFF EMERGENCY FUND with a monthly payroll deduction, 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: December 20, 2016; 1:30 am –3:30 am; Rudder, Room 601
University Staff Council (USC)
Meeting Minutes
December 20, 2016
1:30-3:30 p.m.
Rudder Tower, Rm. 601

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

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

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

Visitors Present: none

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Susan Edmisson)
At 1:30p.m. Susan welcomed everyone and called the meeting to order.

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

a. About Title IX

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

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

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


2. Sexual and Dating Violence Survivor Resource Guidehttp://studentlife.tamu.edu/sas.supportguide%20
3. Resources, Rights, and Options Guides for staff
   http://employees.tamu.edu/media/406549/782

4. Violence Resources for students
   http://urc.tamu.edu/media/783155/ResourcesRightsOptions_Students.pdf

ii. How to Report
   1. Reports go to the following people:
      a. Student alleged offender- Dr. Anne Reber; Dean of Student Life
         http://studentlife.tamu.edu/
         College Station, TX 77843-1257
         TAMU Mail Stop 1257
         studentlife@tamu.edu
         979-845-3111

      b. Faculty alleged offender- Dr. Blanca Lupiani; Executive Assoc.
         Dean of Faculties
         Texas A&M University 108 YMCA Building
         College Station, TX 77843-1126
         TAMU Mail Stop 1126
         Dof@tamu.edu
         979-845-4274

      c. Employee and 3rd Party Related alleged offender- Dr. Anna
         Satterfield; Director Employee Support Services
         University 750 Agronomy Road Suite 1201
         College Station, TX 77843-1255
         TAMU Mail Stop 1255
         hrpolicy@tamu.edu
         979-862-3331

         or

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

b. STEP IN STAND UP Campaign
   i. See website: stepinstandup.tamu.edu

c. Green Dot By Stander Intervention
   i. See website: greendot.tamu.edu

ii. Roll Call (Elizabeth Scanlin)
iv. Approval of Meeting Minutes (Susan Edmisson)

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

v. Reports
a. Treasurer Report (Willie Hobbs)
   i. $10,990.31 in General Budget Available
   ii. $2,242.40 in Professional Development

b. Keystone Report (Doug Sweet)
   i. 3 reports were sent to sub-committees
   ii. Several reports were marked as possible initiatives by E.O.

vi. Update on monthly meeting with VP Abercrombie (Susan Edmisson)
   a. SEF Funds
      i. Dr. Abercrombie will check on the transfer of matching Staff Emergency Funds
      ii. Working to do something along with Staff Appreciation Week
          Staff Appreciation Week - The first planning meeting for 2017’s event will be in January. The week for staff appreciation is scheduled for February 27 - March 3. USC hopes to partner with SAW for fund raising for the SEF.
      iii. Reasonable responses to requests for SEF information on applications/donations
           1. information on dollars donated and awarded, rather than information on applications
           2. will be placed in USC Annual Report

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

vii. Reports from USC Committees

   a. IE&RW Committee (Sarah Henrichs/Lisa Reichert)
      i. Committee met and worked on the following items:
         1. Defined deadlines for our goals for the next 6 months
         2. Combining other USC committee members who serve on Diversity external committees in hopes of eliminating duplicate work. Currently working with Jenna to help fill her seat on the Faculty Workplace Climate & Diversity Committee
         3. Updates to the current offer letter that Human Resources utilizes to reflect more inclusion and diversity; recommendation to be submitted to the EO's in early February
4. Updates to and more specifically defining Diversity for performance evaluations; a recommendation to be submitted to the EO's for approval this coming semester

b. Outreach (Renee O'Banion/Julie Zercher)
   i. Committee has met 2 times since the November USC meeting
      1. Committee goals for FY17 were submitted to E.O.
      2. USC poll questions were submitted to the E.O.

c. Staff Emergency Fund (SEF) Committee (Katy Dunn/Judi Haas)
   i. 1 application approved
   
   ii. 2 applications pending

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

   iv. Current balance of $1,816.75

   v. Waiting for matching funds from the President’s Office.

viii. Reports from Special Committees, Working Groups or Appointments

a. Dining Task Force (Kelly Pampell)
   i. Met 12/06/2016 in the President’s Office. Charge was explained.

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

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

   iv. The Task Force’s action steps are:
      1. Benchmark with other institutions on what their dining facilities offer
      2. Inventory our existing offerings
3. Consider locations – mobile versus static; large versus small

4. Enlist help from a facilitator to help us with our vision conversations

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

b. Transportation Services Advisory Council (TSAC) (Susan Edmisson)
The December meeting discussed how parking revenues were spent:

i. Parking Inflow FY 2016
   Permit Revenue: 58%
   Visitor Parking: 23%
   Large Events: 12%
   Fines and Citations: 1%
   Miscellaneous: 1%

ii. Total Inflows: 100% $23,543,472
   Parking Outflows FY 2016
   Personnel Expense 27%
   Capital Projects 20%
   Debt Service 19%
   Operations 17%
   Repairs, Maint, Equip 14%
   Utilities 3%
   Total Outflows 100% $22,380,769

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

c. University Dining Services (Melissa Loyd)
   i. Met 11/29/2016 and discussed new possible Fair Trade Certification

   ii. Thanksgiving Day Meal for community served 900+ individuals and approx. 100 on campus

   iii. Next semester will focus on Health and Wellness Topics

IX. Business (Susan Edmission)
a. Volunteers for Staff Appreciation Week 2017 planning
   i. Additional volunteers welcome for planning and executing; 6+
   ii. Save the dates coming soon

b. New Committee Charters Read by Chairs (Renee O'Banion; Rebecca Eaton)
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

c. Complete internal survey for USC representatives for internal information gathering

d. Committee Goals

x. Announcements
   a. Early release at noon on Thursday, December 22, 2016

xi. Meeting Adjourned
   a. Moved by Doug Sweet and seconded Diane Oswald by at 2:44pm

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

Next USC Meeting: January 17, 2017; 8:30 am –10:30 am; Rudder, Room 601
University Staff Council (USC)  
Meeting Minutes  
January 17, 2017  
8:30-10:30 a.m.  
Rudder Tower, Rm. 601

Members Present: Sheila Amos; Andy Armstrong; Cari Bishop-Smith; Courtney Charanza; Rebecca Eaton; Susan Edmisson; Toni Eubanks; Pamela Gentry; Dr. Kenneth Hackney; Sandra Harnden; Sarah Henrichs; Dana Hernandez; Willie Hobbs; Ross Jarvis; John Kay; Julie Kuder; Melissa Loyd; Joy Monroe; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Elena Watts

Members Excused: Deborah Barnett; Thadeus Bowerman; Kathleen Dunn; Mary Lu Epps; Mashalle Gomez; Judi Haas; Sandra Harnden; Sharon LeMieux; Renee O’Banion; Johna Wright; Julie Zercher

Members Unexcused: Lisa Mata

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Susan Edmisson)  
Meeting officially called to order at 9:40 a.m. after professional development presentation.

II. Professional Development (Rebecca Eaton)  
“Managing Your Time” - J.J. Macias, Sr. Training & Development Consultant, HR Employee and Organizational Development  
Prioritize and schedule your tasks; start with the highest priorities. Leave unscheduled 35-50% of your time for dealing with unplanned events. Identify tools for improving time management. Learn what drives you – it will help you in planning and prioritizing.

III. Roll Call (Elizabeth Scanlin)  
Member roll called

IV. Approval of Meeting Minutes (Susan Edmisson)  
Melissa Loyd moved to approve December 20, 2016 Meeting Minutes and Kelly Pampell seconded. Minutes were approved by members.

V. Reports  
a. Treasurer Report (Willie Hobbs)  
   i. $10,943.77 in General Budget Available  
   ii. $2,242.40 in Professional Development

b. Keystone Report (Doug Sweet)  
   i. 4 received; 1- spam, 3- sent to committees for review

VI. Reports from USC Committees  
a. Staff Emergency Fund (SEF) Committee (Katy Dunn/Judi Haas)
i. The SEF committee met on Jan 11 and approved one application for funding. We are waiting for more documentation on two applications. Our current balance is $2,896.75, and we are still waiting on $3,000 from the president’s office. I would like to remind anyone who signed up for payroll deduction that if you signed up in 2016 the deductions are not supposed to continue into 2017, you will need to fill out another payroll deduction form for 2017. We plan to contact people who gave in the past to remind them. I am working with the Staff Appreciation Week committee on how to integrate fundraising for the Staff Emergency Fund into the activities that week.

VII. Reports from Special Committees, Working Groups or Appointments

a. Audio Visual Surveillance Technology Committee (AVST) (John Kay)
   i. Discussed via email several requests for placement of surveillance cameras around campus. All were approved.

b. Staff Appreciation Week (Elena Watts/Kari Curtis/Melissa Loyd)
   i. Save the date e-mail with link sent to website for events was sent out; SAW-Feb. 27-March 3
   ii. if you have shift workers, please send in numbers so that they are included
   iii. remote locations can also participate
   iv. departments can also have SAW events

c. Special Report- Dental College (Willie Hobbs)
   i. Willie and Mary Schubert visited the College of Dentistry in Dallas. Willie spoke to those she met about ideas for participating in the USC as a remote campus. Mary spoke to them about the TAMU Wellness program.

VIII. New Business

a. A summary of the Outreach questionnaire completed by USC members is being compiled and will be shared with USC members.

b. The Elections and IERW committee chairs have asked to step down from those duties so we are looking for chairs for those two committees. Please contact Chair if you are interested. As well, the Executive Officer (EO) Committee will be reviewing membership for candidates.

c. Bylaws and Elections committees still need to turn in their goals for the year

d. The EO Committee will be sending invitations to committee chairs to meet with them in February to report on progress on committee goals.

e. Before breaking out for committee work, representatives should complete Professional Development survey for the Time Management presentation.

IX. General Questions/Committee Breakout

a. Broke out into committees to do committee work.

X. Meeting Adjourned

a. Moved by Doug Sweet and seconded by Ross Jarvis to adjourn meeting at 10:30 a.m.

Next USC Meeting: February 21, 2017; 1:30 am –3:30 am; Rudder, Room 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
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.
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 23rd 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
2. New processes:
   a. 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: 4th 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. Cab we can 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
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

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
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 Chrastecky; 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%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:
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

- 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
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
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

Next USC Meeting: April 18, 2017; 1:30 am –3:30 am; Rudder, Room 601
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
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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• 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
   a. Keystone Report (Doug Sweet) The Representatives were informed that the Keystone is a ticketing system for staff to communicate with the USC.
      i. #4467 - Question about Chartwells and SSCS employees being eligible for SEF? SEF Chair responded and ticket closed
      ii. #4481 - Suggestion to consider staff having the option to do a staff sabbatical? Moved to initiatives for further review
      iii. #4483 - Notification of broken link to SSF Representative took action ticket closed
      iv. #4489 - Request for vendor information from Staff Appreciation Week Activities. Information Provided and ticket closed
      v. #4496 - Request to advertise a vendor discount? Provided information and ticket closed

VII. Reports from USC Committees
   a. Inclusion, Equality, Respect in the Workplace – Sarah Chrastecky
      i. 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.
         1. 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.”
         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

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.
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

DRAFT

2. Representatives were reminded that questions form 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
University Staff Council (USC)
Meeting Minutes
May 15, 2017
8:30-10:30 p.m.
Rudder Tower, Rm. 601

Members Present: Andy Armstrong; Cari Bishop-Smith; Thadeus Bowerman; Kathleen Dunn; Rebecca Eaton; Susan Edmisson; Toni Ebanks; Pamela Gentry; Judi Haas; Dr. Kenneth Hackney; Dana Hernandez; Ross Jarvis; John Kay; Julie Kuder; Sharon LeMieux; Joy Monroe; Renee O’Banion; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Elena Watts;

Members Absent: Sheila Amos; Deborah Barnett; Sarah Chrastecky; Kari Curtis; Mary Lu Epps; Mashalle Gomez; Sandra Harnden; Willie Hobbs; Melissa Loyd; Lisa Mata; Kelly Pampell; Lisa Reichert; Johna Wright; Julie Zercher

Visitors Present: Dr. Barbara Abercrombie, Laura Jakubik for Diane Oswald

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Susan Edmisson)
At 8:35 a.m. Susan welcomed everyone and called the meeting to order.

II. Presentation
Texas A&M Mobile App - Staff Advisory Group - Mr. Erick Beck, Director of Web Development for Division of Marketing & Communications, Texas A&M University
a. The Web Services team is reaching to USC representatives to serve on a committee to provide feedback on what they think staff needs on a mobile app for TAMU. If any USC representatives are interested in serving on this committee, they need to submit their names to webmaster@tamu.edu or contact Elena Watts. Staff members outside of the USC are welcome as well.

I. Professional Development Training (Rebecca Eaton)
a. “Followership” - Mr. Jared Scoggins, School of Military Science (SOMS)/Electronics Technician, SOMS/Offshore Technology Research Center (OTRC), Texas A&M University and Ms. Nicole Pottberg, Associate Director, Texas A&M Engineering Human Resources

The presenters discussed leadership versus followership and engagement:
Followership is doing your job and treating people well.
Credibility is critical for followership.
Credibility can be expressed as the sum of the quality of our decisions and the quality of our interactions.

To get more information about the followership program you can email n-pottberg@tamu.edu or sco gg45@tamu.edu.

III. Roll Call (Elizabeth Scanlin)
Member roll called.

IV. Approval of Meeting Minutes (Susan Edmisson)
April Meeting Minutes-Moved by Doug Sweet. Seconded by Casey Ricketts. Approved and Amended with update to the Announcements Section in regards to correction of a room number.

V. Treasurer Report (Willie Hobbs)
   a. $7,218.60 in General Budget Available
   b. $2,242.40 in Professional Development

VI. Staff Inquiries tracked via Keystone Software (Doug Sweet)
    There was a complete review of all open staff inquiries and each one is being responded to with its current status. Assignments are being made to committees where appropriate.

VII. Reports from the Executive Officer Committee
    a. April meeting with Dr. Barbara Abercrombie discussed the following items:
       i. Discussed Staff Poll created by Outreach committee, due to be distributed shortly. The poll was designed to inform staff about the USC and its activities as well as solicit information that the USC can use to determine what issues are concerning staff.
       ii. Discussed the upcoming USC elections and support from Administration.
       iii. The request for feedback on USC attire did not receive enough interest to pursue further.
       iv. Elections preparation continuing. Colleges and Divisions that will be electing or replacing members this year are:
           College of Liberal Arts
           College of Pharmacy
           College of Science
           Division of Academic Affairs
           Division of Finance & Administration
           Division of Student Affairs
           Health Science Center EVP Administration
           Law School
           School of Public Health
           Qatar

VIII. Reports from USC Internal Committees

    a. Work-Life & Benefits (WL&B) Committee (Johna Wright)
       i. Working on new committee goals

    b. Staff Emergency Fund (SEF) Committee (Katy Dunn)
       i. One application pending additional requested information
       ii. Staff Appreciation Week – total amount $525.45; breakdown from profit shares:
           Grub Burger Bar - $264.20
           Chick-Fil-a - $136.70
           Firehouse Subs - $87.70
           Spoons - $36.85
           Current SEF balance is $6,710.11

    c. Communications (Mary Lou Epps)
i. The Communications Committee would like to update rotating staff pictures on the USC website. If representatives have photos, please submit them to rberryhill@tamu.edu. Casey Ricketts suggested using A&M website bank, and Toni Eubanks added those photos would need to be credited at the bottom.

ii. An email sent to a campus listserv on behalf of Student Counseling Service notified recipients that the HelpLine closes for the Semester Break on Wednesday, May 10 at 8:00 a.m. and will not reopen until Tuesday, May 30 at 4:00 p.m. During this period of time, students are directed to use the local sources of 24-hour crisis intervention services while the SCS and HelpLine are closed. Some of the staff in our department, recognized as having official “Mentor” status, have asked if the HelpLine should/could be kept open during the Semester Break or at least until after the final grades are due as this is often a period of high stress for students. So we wondered if the USC EO could provide some insight and perspective.

IX. Reports from Special Committees, Working Groups or Appointments
a. Texas A&M Sustainability Advisory Council (SAC) (Casey Ricketts)
i. SAC’s report highlighting TAMU efforts is completed:
b. Audio Visual Surveillance Technology Committee (AVST) (John Kay)
i. Discussed via email requests to add cameras to the Law School and additional cameras to the Evans Library Annex.
   ii. Approved the request to install cameras in the renovated Commons.
c. Transportation Services Advisory Council (TSAC) (Susan Edmisson)
i. TSAC met May 3rd. Items discussed included:
   1. Plans for new garage (Polo Road Garage); 3000 spaces; completion goal is fall 2020; one of five locations set forth in Campus Master Plan for future garage sites.
   2. Citation amounts will be increasing by $5; last increase was 2005. New rates are in line with our peers.
   3. Transportation Services earned the “Accredited Parking Organization – With Distinction” award from the International Parking Institute. Furthermore, all three of the parking facilities showcased for review were recognized as “Premier Facilities.” Transportation Services is one of less than a dozen organizations internationally who have won these prestigious designations.
   4. Donations for Citations was a great success. 133 citations were reduced and 1132 pounds of food was delivered to the Brazos County Food Bank.
   5. This is the last meeting of this fiscal year; agenda item being carried forward to next year – RELLIS parking and transit options

X. New Business
a. The City of College Station Community Development has requested a meeting with Dr. Abercrombie and USC Chair to discuss collaborating on small no interest loans for staff.
b. Katy Dunn was contacted by a constituent who suggested that USC investigate the possibility of holding an annual staff retirement reception similar to the retirement reception held for faculty members. Chair requested her to send to staff@tamu.edu.
c. Pam Gentry stated she brought up in the Workday meetings that it would be great if staff members were connected or linked to their USC representatives. Susan asked her to send to staff@tamu.edu.

XI. Announcements
   a. **Staff Tuition Assistance Program will include summer classes!** The HROE website will soon have the new information for this program [http://employees.tamu.edu/benefits/wellness/StaffTuition](http://employees.tamu.edu/benefits/wellness/StaffTuition).
   b. Meeting site for June USC meeting will be in the GSC, Room 101 B&C
   c. Staff Photo Days is May 20; RSVP is required – [http://staffphotoday.tamu.edu/](http://staffphotoday.tamu.edu/)
      i. **UPDATE: Rescheduled due to weather for June 24**

XII. Meeting Adjourned
    a. Moved by Casey Ricketts and seconded by Judy Haas at 10:03am

Next USC Meeting: June 20, 2017; 1:30 pm –3:30 pm; GSC, Room B&C
I. Call to Order (Susan Edmisson)
   At 1:08 p.m. Susan welcomed everyone and called the meeting to order.

II. Dr. Abercrombie, VP for HROE
    Dr. Abercrombie informed the council that she would like to form an Ad Hoc group to review the current USC Bylaws. With going on 10 years in service, many changes, and much experience gains, it is time for a deep dive that will position the council to be more efficient and effective in its next years. The group will consist of USC representatives, past USC representatives, and staff that have never served on the council.
    Dr. Abercrombie would also like to send a survey to the current representatives for information about their experience on the council, what has worked well, what has not, what has been biggest accomplishment, and what she can do to assist or serve the council better in the future. This survey will be distributed in the fall. The summarized results will be shared with the University Staff Council representatives. She also encouraged current members to run for an Executive Officer position for 2017-2018. She reiterated the support this group has from the President and the upper administration at Texas A&M.

III. Roll Call (Elizabeth Scanlin)
    Member roll called.

IV. Welcome Visitors

V. Approval of Meeting Minutes (Susan Edmisson)
   May 16, 2017 Meeting Minutes-Approved with amendments to roll and time of June meeting. Motion made by Doug Sweet. Seconded by Rebecca Eaton.

VI. Reports from Executive Officer Committee
   a. Treasurer Report (Willie Hobbs)
i. $6,829.55 in General Budget Available
ii. $2,242.40 in Professional Development

b. Staff Inquiries/Concerns from Keystone (Doug Sweet)
   i. 16 staff inquiries were received since the last report. Inquiries were grouped into four recommendations, three notifications, seven questions, and two offers of service. The Executive Officers will be implementing a new technique through WebEx whereby they will meet on a weekly basis to review the staff inquiries for that week and make more timely determinations for action. This should significantly speed up response time while maintaining the benefit of multiple perspectives.

VII. Updates from Chair (Susan Edmission)
   a. Monthly meeting with Dr. Abercrombie
      i. The Chair and Vice Chair thanked Dr. Abercrombie for her letter of support to Divisions and Colleges involved in the new representative elections for 2017-2018. They responded quickly with election facilitators, and their election processes should be finalized by June 26th.
      ii. Informed Dr. Abercrombie of the Bylaw proposals that will be discussed later in today’s meeting.

   b. Community Loan Center (CLC) program
      i. Informed membership that Dr. Abercrombie wanted the Council’s input on a loan program for staff that would offer an alternative to “pay day” loans. The CLC would partner with Texas A&M through an MOU. The CLC would provide the loans; repayment would be through payroll deductions. HR would manage the program with payroll. The USC would not be involved in the program other than listing this loan program as a resource on its SEF committee page. Information will be mailed out to representatives to review and a vote to endorse the program will be taken at the July meeting.

   c. EO Elections will be conducted from June 22 – July 7 at 5pm.
      i. If you have the desire and the availability, you are encouraged to run for office. Don’t let not knowing exactly what to do hold you back. As Dr. Abercrombie stated, representatives are encouraged to be involved and work together.

   d. Amendments to the USC By-Laws - Ross Jarvis
      i. Presented for discussion were seven amendments to the Council that were a result of the EOC’s request to update the committee’s language and incorporate its non adhoc committees into the bylaws. Under the bylaws, the council cannot vote on the amendments until the next meeting.
         1. Amendment 1 – Relevant section of current bylaws - Article V (A). The change includes the addition of a charge for goals/metrics for all committees and addition of the 5 non adhoc committees. There is no longer a need for “standing” designation.
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

2. Amendment 2 – Relevant section of current bylaws - Article V (B). Most of the information in this article was redundant in Article V (A) and not necessary. The committee did reword the first paragraph for clarity.

3. Amendments 3 – 7 – Relevant section of current bylaws – Article V (A). These amendments added committees to the bylaws that were not previously there, either because they are new or because of a reclassification of committee type. The committees are: Inclusion, Equality and Respect in the Work Place, Outreach, Professional Development, Staff Emergency Fund and Work Life Benefit committees. Each of these committees will be identified as a committee and list their charge.

ii. Representatives will receive updated proposals that will include these concise reasons for the proposed amendments. These will be sent 3 or more days before the next USC Monthly Meeting so that a vote can be taken at that meeting.

VIII. Reports from USC Committees

a. Work-Life & Benefits (WL&B) Committee (Johna Wright)

i. Work Life and Benefits - committee has received several inquiries from staff regarding FMLA, daycare, and sick leave. In collaboration with Human Resources, specific responses were developed. These responses will be sent directly to the requester. The WLB committee has developed a survey to send to peer institutions to guide the USC for a culture of greater opportunity for our staff. Also based on the input from the Executive Officers, we have included a question about parking. All documents pertaining to the survey are attached. Please see documents, titled “USC Peer Institution Survey”, “USC Peer Institution Survey Email Blurb”, and “Vision2020 Peer Institution Contact Information Sheet”. WLB Committee would like to send the survey no later than Monday, July 10, 2017.

b. Staff Emergency Fund (SEF) Committee (Katy Dunn)

i. The SEF committee has met twice since the last USC meeting. We received two new applications over that time, one was approved the other required additional documentation. We closed one application which has been pending additional documentation since 4/13/2017, it will be reopened if we do ever receive any additional information. We currently only have one application pending. Our balance as of 6/8/17 was $7,061.18. Final numbers from the Staff Appreciation Fundraising efforts are $1,120.29 plus $280 that will be coming in the rest of the year via recurring monthly donations for a grand total of $1,400.29 raised for SEF during Staff Appreciation Week. I’d like to give a big thank you to USC members who volunteered their time during that week.

c. Professional Development (Rebecca Eaton)

i. The Professional Development Committee met on Wednesday, May 17th to discuss proposed Professional Development plans for the USC for 2017-2018. The Professional Development Committee then composed and sent a memo to the Executive Committee making the following recommendations:
1. At least three professional development reflection and discussion sessions during the USC monthly meeting (suggested for August, December, and April) to discuss the prior few months professional development sessions. Activities are also possible when appropriate.

2. Possibility of nine professional development opportunities throughout the year (September, October, November, January, February, March, May, June, and July) that could occur at the USC monthly meeting or separate from the monthly meeting.

3. Professional Development Skills & Competencies to include:
   a. Goal Setting (Critical beginning of the year component, August/September)
   b. Communication
   c. Leadership
   d. Time Management
   e. Intentionality
   f. Followership
   g. Lynda.com (Source for possible monthly professional development in place of a presentation at the meeting)

4. Add a mentoring opportunity for 3rd and 2nd year members as part of the new member orientation in August.

5. Plan a Full Day (8:30am – 4:30pm) USC all member retreat in September to include professional development sessions (full group sessions, breakout sessions (1st year, 2nd and 3rd year), and team building activities.

6. Executive Officers and Committee Chair will be meeting with Nancy Deleon of EOD to discuss how I EOD could help the USC.

d. Outreach Committee (Doug Sweet)

   Shared the outcome of the staff survey. The committee was pleased that 25% of staff responded to the survey, of those that responded:
   
   i. 15% were very familiar with the USC, 20% had never interacted with the USC, 60% did not know their rep and 90% had never brought a question/concern to the USC
   ii. 80% of staff knew the USC was associated with Staff Appreciation Week and Staff Emergency Fund and over 50% knew that the USC had connection to the established Tuition Assistance Program for staff
   iii. 90% favored email as the best communication to staff
   iv. The open-ended questions that staff would like to see addressed, about 219 staff members submitted a response. These responses will be reviewed and researched after assigned to USC committees.

IX. New Business

   a. Committees begin preparing:
      i. End of year committee reports to be turned in; used as input to draw up the USC Annual Report
      ii. Standard Operating Procedures updates
   b. Current representatives will select their committee preference toward the end of this year instead of waiting until the beginning of a new year. Hoping to have committee established mid-July so that the membership can select a chair of the committee, and can get off to a quicker start on goal setting next year.
   c. The plaque presentation for USC terms ending on August 31, 2017 will be given out in the
August meeting.

d. The presentation for the July meeting will be from Tim Lomax with TTI. He will be discussing the "Bush/Wellborn Road Project". USC representatives need to complete an online survey for this project prior to the meeting. The survey can be found at [https://www.bwx-bcs.org](https://www.bwx-bcs.org).
   i. Please share the survey with your constituents; TTI needs to have all input for this heavily used intersection on campus.

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

XI. Announcements
a. Division of Human Resources & Organizational Effectiveness’ Annual Benefits Fair is July 21 and 22, 10:00 am - 2:00 pm in the General Services Complex; [http://employees.tamu.edu/benefits/annual-enrollment/](http://employees.tamu.edu/benefits/annual-enrollment/)

XII. Open Discussion
a. Is there a way for staff or 2 spouses to share their sick leave?
   i. Mary Shubert responded to the question that there is not a program for shared sick leave however there is a way to donate leave to staff. You have to complete the documentation and apply for the sick leave donation option. [http://employees.tamu.edu/benefits/leave/sick-leave-direct-donation/](http://employees.tamu.edu/benefits/leave/sick-leave-direct-donation/)

b. The letter sent by the president yesterday concerning Faculty and Staff Guidance on Merit Pay; not a clear understanding of the information Item #3 merit will be limited to no more than 15% of budgeted employees within a unit
   i. Doug Sweet stated that he understood from information he received that the budget office is researching and addressing the issue in hopes to get more clarification out next week.

XIII. Meeting Adjourned
a. Moved by John Kay and seconded by Katy Dunn at 3:21p.m.

Next USC Meeting: July 18, 2017; 8:30 am –10:30 am; Rudder, Room 601
University Staff Council (USC)
Meeting Minutes
July 18, 2017
8:30-10:30 a.m.
Rudder Tower, Rm. 601

Members Present: Thadeus Bowerman; Rebecca Eaton; Susan Edmisson; Toni Eubanks; Pamela Gentry; Mashalle Gomez; Judi Haas; Dr. Kenneth Hackney; Aaron Hernandez-Garcia; Dana Hernandez; Willie Hobbs; Ross Jarvis; Julie Kuder; Sharon LeMieux; Melissa Loyd; Lisa Mata; Joy Monroe; Renee O'Banion; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Elena Watts; Johna Wright; Julie Zercher

Members Absent: Sheila Amos; Andy Armstrong; Deborah Barnett; Kari Curtis; Mary Lu Epps; John Kay; Jenna Truelove

Visitors Present: Newly elected representatives- Melissa Easley, Annie Crump, Darla Guerra

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Susan Edmisson)
   At 8:35 a.m. Susan welcomed everyone and called the meeting to order.

II. Presentation- “Bush/Wellborn Road Project” Tim Lomax - https://www.bwx-bcs.org
   a. Dr. Tim Lomax and Ms. Madison Metsket-Galarza from Texas A&M Transportation Institute presented a slide show and lead a discussion on the Bush-Wellborn Crossing. With this intersection’s high volume of pedestrians, bicyclists, buses, vehicles and trains, the need to redo this intersection has been recognized since 1999. The City of College Station, Texas A&M University and Texas Transportation Institute are working to engage the public in discussion and drive the availability of funding based on project interest. The last project plan developed is to create three levels that include a through road for Wellborn, a bike/pedestrian level, and a lowered road for George Bush traffic. The survey at bwx-bcs.org welcomes opinions and ideas for this project. TTI is encouraging everyone to share their input.

III. Roll Call (Elizabeth Scanlin)
    Member roll called.

IV. Welcome Visitors (Susan Edmisson)

V. Approval of Meeting Minutes (Susan Edmisson)
   June 20, 2017 Motion of approval made by Doug Sweet. Seconded by Casey Ricketts with one amendment to attendance

VI. Reports from Executive Officer Committee
a. Treasurer Report (Willie Hobbs)
   i. $6,828.50 in General Budget Available
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

II. $2,242.40 in Professional Development

b. Staff Inquiries/Concerns from Keystone (Doug Sweet)
   i. Working on reviewing all inquiries weekly and providing more frequent updates
      1. Do not have complete update for this month, but below are most recent inquiries:
         a. Smoke Free Campus Rules (http://rules-saps.tamu.edu/PDFs/34.05.99.M1.pdf)
         b. Resources for Staff Counseling: Discuss with Dr. Abercrombie
         c. USC Nomination Process
         d. Work to send only one thank you for donation through monthly payroll deduction
         e. Notification about a conduct issue: Referred to UPD
         f. Inquiry on if pictures of TAMU employees could be attached to the university directory on the TAMU website

VII. Update of Monthly Meeting with Vice President Barbara Abercrombie (Susan Edmisson)
   a. No meeting at this time- scheduling conflict and did not meet

VIII. New Business (Susan Edmisson)
   a. Proposed amendments to By-laws-Voting
      i. Simplification of committee information and removal of “Standing Committee” designation
         1. Motion by Doug Sweet seconded by Casey Ricketts; Y=25; N=0 A=0; Motion Passed
      ii. Remove redundancy in committee information
         1. Motion by Willie Hobbs seconded by Doug Sweet Y=25; N=0; A=0; Motion Passed
      iii. Committee added to bylaws- Inclusion, Equality and Respect in the Workplace Committee
         1. Motion by Johna Wright seconded by Casey Ricketts; Y=25; N=0; A=0; Motion Passed
      iv. Committee added to bylaws-Outreach Committee
         1. Motion by Doug Sweet seconded by Katy Dunn; Y=25; N=0; A=0; Motion Passed
      v. Committee added to bylaws-Professional Development Committee
         1. Motion by Rebecca Eaton seconded by Kelly Pampell; Y=25; N=0; A=0; Motion Passed
      vi. Committee added to bylaws-Staff Emergency Fund Committee
         1. Motion by Renee O’Banion seconded by Katy Dunn; Y=25; N=0; A=0; Motion Passed
      vii. Committee added to bylaws-Work Life Benefits Committee
         1. Motion by Katy Dunn seconded by Judy Haas; Y=25; N=0; A=0; Motion Passed

b. Community Loan Center (CLC) program
   i. Council members requested to a presentation from the CLC group before making the decision to include their link on our Staff Emergency Fund webpage. Mary Schubert will
make arrangements with the Community Loan Center (CLC) representative and Dr. Abercrombie to set a time and present at a monthly meeting.

c. Internal Committee Assignments

  i. 2017-2018 - Committee appointments have not been finalized at this time but the assignments will be sent to the representatives through the USC Listserv.

IX. Reports from USC Committees

a. Elections (Susan Edmisson)

Election process is complete, but College of Science has not reported its representative. Reaching out to Qatar and College of Dentistry who did not participate last year to determine if they want to participate at any level this year.

Representatives newly elected for 2017-2018:

a. Division of Academic Affairs: Melissa Easley, Annie Crump
b. Division of Finance and Operations: Darla Guerra, Wendi Brewer
c. Vice President for Student Affairs: Barbara Schumacker
d. College of Pharmacy: Sharon LeMieux
e. TAMU Athletics Dept Cathy Capps
f. TAMU Law School: Deborah Barnett
g. TAMU School of Public Health: Nicole Filger

Representatives appointed to fill existing terms:

a. College of Architecture: Aaron Hernandez-Garcia (replacing K Dunn)

2017-2018 Executive Committee:

a. Chair: Doug Sweet
b. Vice Chair: Casey Ricketts
c. Secretary: Elizabeth Scanlin
d. Treasurer: Mashalle Gomez
e. Members at Large: Kelly Pampell, Johna Wright

b. Outreach Committee (Renee O’Banion)

The committee has been working on the “toolbox” that they are creating for USC Representatives. They are looking at the content and the layout. The draft will be submitted to the EOC for approval to be added to the website.

c. Professional Development (Rebecca Eaton)

The committee received training recommendations back from Employee and Organization Development and will be meeting to discuss these recommendations and then submit a plan to the EOC.

d. Staff Emergency Fund (SEF) Committee (Katy Dunn)
The SEF committee has met twice since the last USC meeting. We requested additional documentation for one application, and denied another for not meeting requirements. We currently have two applications open which are pending more information from the applicants. Our current account balance is $8,012.72.

e. Work-Life & Benefits (WL&B) Committee (Johna Wright)
The committee has finalized their survey for peer institutions and submitted it to the Executive Officers Committee (EOC) for review. They are awaiting a couple of additional questions for the survey from the EOC. Johna will be contacting Pam in HREO to assist with the survey.

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

XI. Announcements
a. The August meeting will include be a time set aside to honor representatives whose terms are expiring in August 2017.

b. Information forthcoming on the New Representative Orientation and Annual Retreat for all USC representatives. The current and incoming Executive Officer Committees are working on plans.

XII. Meeting Adjourned
a. Moved by Casey Ricketts and seconded by Willie Hobbs at 10:05 a.m.

Next USC Meeting: August 15, 2017; 1:30 –3:30 pm; Rudder, Room 601
University Staff Council (USC)
Meeting Minutes
August 15, 2017
1:30-3:30 p.m.
Rudder Tower, Rm. 601

Members Present: Sheila Amos; Andy Armstrong; Thadeus Bowerman; Sarah Chrastecky; Rebecca Eaton; Susan Edmisson; Mary Lu Epps; Toni Eubanks; Pamela Gentry; Mashalle Gomez; Judi Haas; Dr. Kenneth Hackney; Aaron Hernandez-Garcia; Dana Hernandez; Willie Hobbs; John Kay; Julie Kuder; Sharon LeMieux; Melissa Loyd; Renee O'Banion; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Mary Schubert; Doug Sweet; Jenna Truelove; Elena Watts; Julie Zercher

Members Absent: Deborah Barnett; Cari Bishop-Smith; Kari Curtis; Ross Jarvis; Lisa Mata; Joy Monroe; Diane Oswald; Johna Wright;

Visitors Present: Newly elected representatives- Blair Alverado; Wendy Brewer; Nichole Filbger; Barbara Shumacher; Kim Zemanek; University President-Michael K. Young; Vice President of HROE-Dr. Barbara Abercrombie

USC Administrative Assistant: Rose Berryhill

I. Call to Order (Susan Edmisson)
At 1:34 p.m. Susan welcomed everyone and called the meeting to order.

II. Special Guests
a. President Young gave remarks recognizing the contribution of staff in all areas. He thanked USC members for their contributions as USC members and recognized the importance of the USC in advocating for issues affecting staff and encourages the USC to continue their work. He specifically mentioned the USC’s work in the areas of Staff Appreciation Week, the Staff Emergency Fund (to which his office makes matching contributions), the Tuition Assistance Program, and the USC support of Stand In Step Up. He looks forward to continuing working with the USC. President Young thanked Vice President Abercrombie for her guidance to the council and desire for continued partnership working to the benefit of staff.

b. Dr. Abercrombie expressed her gratitude for the work done by the council on behalf of hundreds and staff members, in addition to USC members’ regular job duties.

III. Presentation- Appreciation of Service Plaques and Certificates

Appreciation of Service Plaques – Representatives
Andy Armstrong, College of Liberal Arts
Dr. Kenneth Hackney, Division of Student Affairs
Willie Hobbs, Texas A&M Health Science Center-Administration
Sharon LeMieux, College of Pharmacy
Melissa Loyd, Division of Finance and Operations
Julie Zercher, College of Science
Judi Haas, Division of Academic Affairs
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

Shelia Amos, Division of Academic Affairs
Deborah Barnett, College of Law
Dana Hernandez, HSC - School of Public Health

Certificates to Ex-Officios:
Toni Eubanks, Former USC Executive Officer
Pamela Gentry, TAMU Systems
Julie Kuder, Committee of Senior Business Administrators
Lisa Mata, AgriLife Agencies
Mary Shubert, Division of HROE

Plaque to outgoing Chair, Susan Edmisson

IV. Roll Call (Elizabeth Scanlin)
Member roll called.

V. Welcome Visitors (Susan Edmisson)

VI. Approval of Meeting Minutes (Susan Edmisson)
July 28, 2017 Motion of approval made by Judi Haas. Seconded by Julie Zercher with several amendments.

VII. Reports from Executive Officer Committee
a. Treasurer Report (Willie Hobbs)
   i. $6,465.34 in General Budget Available
   ii. $2,242.40 in Professional Development
   iii. Anticipated FY17 year-end balance $6000
   iv. $5000 still held in reserve by HR for future professional development
b. Staff Inquiries/Concerns from Keystone (Doug Sweet)
   i. Are research assistants in TEES eligible for discounts – Yes
   ii. Save paper be reducing monthly thank you for donations to SEF
   iii. Question regarding tuition assistance applying toward certification programs; send link to website information
   iv. Posting of pictures of employees in TAMU directory, possible concerns; passed to HROE
   v. Suggestion that USC change format for information sharing - newsletter instead of monthly summary

VIII. Update from Chair
a. Monthly Meeting with Vice President Barbara Abercrombie (Susan Edmisson)
   i. No meeting at this time-rescheduled due to jury duty
   ii. The 2017-2018 committee assignments for returning council member were completed. All first choice requests were honored. Chairs are: Ross Jarvis, Bylaws; Elena Watts, Communications; Lisa Reichert, Elections; Renee O’Banion, Outreach; Susan
IX. Reports from USC Committees
   a. Staff Emergency Fund (SEF) Committee (SEF Reporting Delegate)
      The committee reviewed an application for assistance and determined that it did not meet
      requirements. Fund balance remains slightly over $8K.

   b. Work-Life & Benefits (WL&B) Committee (Johna Wright)
      Members completed the peer survey and it was emailed to peers institutions on August 7th.
      Requested participants return by August 18th.

X. Outgoing Member Comments
   a. Willie Hobbs shared she was a DOVE (her communication style as defined at the 2017 USC
      retreat) and that she has made some lasting friendships through USC. She especially
      mentioned the work of the USC in the Staff Emergency Fund and the Tuition Assistance
      Programs. These programs are prime examples of the work accomplished by the USC, and she
      encouraged returning and new members to continue their work to enhance the lives of TAMU
      Staff.

   b. Andy Armstrong shared how thankful he was to be part of the council.

   c. Sharon LeMieux shared she was initially unsure about working with the council. Now, she has
      had lots of positive experiences and seen amazing talented individuals while serving. SEF has
      been rewarding and she looked forward to her second term, where she will take what she has
      learned to the next level.

   d. Toni Eubanks encouraged new representatives; it is hard to hold a volunteer position while
      working a full-time position, but when you look back you will be amazed to see the benefits and
      how USC helps staff.

   e. Susan Edmisson thanked every member for their work on the USC and urged them to continue
      to keep the work of the council meaningful. Although term as Chair has ended, her term
      continues next year as a representative and looks forward to continue working with everyone.

XI. Announcements
   a. Work is continuing on the New Representative Orientation and the Full Member Retreat.

XII. Adjourn for Refreshments
   a. Motion made by Willie Hobbs and Seconded by Doug Sweet; Meeting adjourned at 2:18pm.

Next USC Meeting: September 19, 2017; 8:30 –10:30 am; Rudder, Room 601