University Staff Council (USC)
Meeting Minutes
September 19, 2017
8:30-10:30 a.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Cathy Capps; Andrea Correa; Annie Crump; Kari Curtis; Melissa Easley; Rebecca Eaton; Susan Edmisson; Neal Ellis; Mary Lu Epps; Toni Eubanks; Nicole Filger; Jackie Gibson; Mashalle Gomez; Darla Guerra; Aran Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Deanna Lormand; Melissa Loyd; Joy Monroe; Renee O’Banion; John O’Neill; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; Elena Watts; Jeanelle Windham; Johna Wright; Kimberly Zemanek

Members Absent: Deborah Barnett; Jenna Truelove

Visitors Present: Lauren Douglas-Research Compliance Coordinator, VP for Research; Neal Ellis-Engineering Staff Advisory Council

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Doug Sweet)
At 8:32 a.m. Doug welcomed everyone and called the meeting to order.

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

III. Welcome Visitors (Doug Sweet)

IV. Installation of Executive Officers and Representatives
a. Susan Edmisson, past chairperson of the USC installed the 2017-2018 USC Executive Officer Committee. Doug Sweet, Chairperson; Casey Ricketts, Vice-Chairperson; Elizabeth Scanlin, Secretary; Mashalle Gomez, Treasurer; Kelly Pampell, Member At Large and Johna Wright, Member At Large
b. A special presentation was made to Susan Edmisson which included a signed picture on poster board of 2016-2017 members
c. Doug Sweet installed the 2017-2018 representatives

V. Ex-Officio Appointments
a. VP for HROE- June Vieira
b. CSBA – John J. O’Neill
c. TAMU Systems – Jackie Gibson
d. TEES – Neal Ellis
e. Past USC-EOC Rep – Toni Eubanks
2017-2018 Executive Officers
Chairperson: Doug Sweet
Vice Chairperson: Casey Ricketts
Secretary: Elizabeth Scanlin
Treasurer: Mashalle Gomez
At-Large: Kelly Pampell
At-Large: Johna Wright

VI. Approval of Meeting Minutes (Doug Sweet)
a. A motion for approval of August 15, 2017 expressed by John Kay and seconded by Ross Jarvis. Amendments were discussed. A vote taken and the minutes were approved with amendments.

VII. Reports
a. Treasurer’s Report (Mashalle Gomez)
   i. $10,000.00 in General Budget Available
   ii. $2,242.40 in Professional Development
   iii. E.O’s received a quote from I.T. for the purchase of a laptop for USC use. The E.O’s recommended that we ask for a quote for a model that was more cost effective.

b. Staff Inquiries (Casey Ricketts)
   i. All chairs received a copy of a spreadsheet that contained open inquiry tickets. In the next EOC meeting he will give more details to the committee chairs on these inquiries. We have had only 2 (two) inquiries submitted since September 1:
      1. #4716 Information from the University Dining Advisory Council meetings; this information was shared with the USC representative serving on this committee and ticket was closed.
      2. #4718 Requesting and SEF application; Sent the link to retrieve the SEF Application to requestor and ticket was closed.

VIII. Update on monthly meeting with VP Abercrombie (Doug Sweet)
a. Meeting is set for Sept. 21st.
b. Dr. Abercrombie mentioned at the retreat that if you have an interest in the ad-hoc by-laws committee, please let her know.

IX. Reports from USC Committees

a. Bylaws Committee (Ross Jarvis)
   i. The committee will begin updating the Standard Operating Procedures to present to the EOC. Committee Chairs will be contacted and sent a copy of the SOP. IREW, Outreach, and Professional Development committee chairs will need to write a complete SOP since these are new committees.

b. Communications (Elena Watts) presented by Melissa Easley
   i. The committee is sharing ideas on a possible USC newsletter; hope to share the layout soon for this newsletter

c. IE&RW Committee (Kim Zemanek)
   i. The committee has been reviewing the goals and objectives from last year to see what’s applicable and to recommend possible additions.
d. Outreach (Renee O’Banion)
   i. Executive Officers of the USC approved to have the Representatives “Tool Box” added
      the USC website under the Resources Tab

e. Professional Development (Susan Edmisson)
   i. The committee members completed a brief history review of the professional development program; the goals from last year; discussed some of the challenges of a USC Professionals Development Program; and she provided the recommendations the USC – EOC received from the Texas A&M HR Professional Development (EOD) group for them to review before the next committee meeting.

f. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. The committee met and determined some initial challenges; conflict of schedule, funding; remote representatives on committee unable to participate if conflicts arise and personal experiences (but this was also viewed as a strength). Rapid response to applications was also considered a strength for the committee. The committee has completed processing on 5 (five) applications and working on 9 (nine) other open applications.

g. Work-Life & Benefits (WL&B) Committee (Barb Schumacher) Johna Wright presented
   i. Johna reported on the peer survey that was sent last fiscal year when she was the committee chair. There was good feedback from the peer institutions. Barbara is the committee chair for this next year and they will begin assigning the peer institution data to WLB committee members to begin searching the websites for the detailed information for comparisons. The Committee will have updates at a later date.

X. Reports from Special Committees, Working Groups or Appointments
a. Staff Appreciation Week (Melissa Loyd)
   i. The 2018 Staff Appreciation Week has been changed this year to include National Administrative Professional Day and because staff requested to move it a little later in the Spring. MARK THE DATES – April 23-28, Monday through Saturday (a family event). Itinerary for the week is being developed.

b. Step IN/Stand UP (Melissa Easley) presented by Elizabeth Scanlin
   i. The committee started with a review of the purpose of the campaign, the campaign statement, annual goals and objectives and campaign activities for Fall ’17.

      1. Goals and Objectives
      2. Generate impactful and meaningful opportunities for student, faculty and staff engagement through strategic campus alliances and programming
      3. Inform, educate and empower students and student organizations to engage in ongoing dialogue
      4. Enhance strategic community partnerships to spread community awareness.

   ii. For more about the Step In Stand Up campaign at Texas A&M University see the website at http://stepinstandup.tamu.edu/
c. **Texas A&M Sustainability Advisory Council (SAC) (Casey Ricketts)**
   i. Texas A&M University is now designated as a fair-trade campus.
   ii. End of year SAC report sent to President Young on September 15, 2017
   iii. Ayers Saint Gross was selected to assist with the Sustainability Master Plan for Texas A&M University. This firm met with SAC in April for the first time for initial guidance and questioning for a kickoff. They returned to campus in September to complete group workshops for advancing concepts and principles. They will return for additional workshops through the fall term before drafting and finalizing a plan at the turn of the year.

**XI. New Business**
a. Parliamentary Procedure – The USC meetings follow basic parliamentary procedures. One will need to make a motion, the motion will be seconded, and then discussions; after the discussions the chair will then call for a vote.

b. Monthly and committee meeting attendance – Doug stated that attendance at general meetings and committee meeting is very important for representatives. In his role as a leader for the USC he needs to provide you the support you need to attend these meetings. Should you miss two meetings in a row you can expect a call inquiring if you need assistance or if there is something that he can do to assist your ability to attend the meetings.

**XII. Old Business**
a. Please submit all constituent requests, questions and suggestions by emailing to staff@tamu.edu for consistency and recorded official responses.

**XIII. Announcements**
a. Toni Eubanks reminded the representatives about the Campus Safety Awareness Week. There is a scheduled event everyday September 18 – 22. For additional information visit: http://www.tamu.edu/emergency/safetyweek/index.html

b. Texas A&M Employee Wellness Fair/Flu Shot Clinics
   https://maestro.tamu.edu/list/q6jogz9c/170824F/qoyu5f.vib?a0=0DEF

**XIV. Meeting Adjourned**
a. Moved by Susan Edmisson and seconded by Mashalle Gomez at 9:40 a.m.

**Next USC Meeting**: October 17, 2017; 1:30 p.m. –3:30 p.m.; Rudder, Room 601