University Staff Council (USC)
Meeting Minutes
October 17, 2017
1:30-3:30 p.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Deborah Barnett; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Cathy Capps; Andrea Correa; Melissa Easley; Rebecca Eaton; Susan Edmisson; Mary Lu Epps; Toni Eubanks; Jackie Gibson; Mashalle Gomez; Darla Guerra; Araon Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Deanna Lormand; Joy Monroe; Renee O’Banion; John O’Neill; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; June Vieira, Elena Watts; Jeanelle Windham; Kimberly Zemanek

Members Absent: Annie Crump; Kari Curtis; Neal Ellis; Nicole Filger; Melissa Loyd; Diane Oswald; Jenna Truelove; Johna Wright

Visitors Present:
USC Administrative Coordinator: Rose Berryhill

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

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

III. Approval of Meeting Minutes (Doug Sweet)

IV. Reports
   a. Treasurer’s Report (Mashalle Gomez)
      i. $9,790.36 in General Budget Available
      ii. $2,242.40 in Professional Development
   
   b. Staff Inquiries (Casey Ricketts)
      i. #4722 “as employees of TAMU (a state entity), do we qualify for Student loan forgiveness?"
         1. RESPONSE: This information is available through the Federal Student Aid Website which is a department of the US Department of Education. Link for student loan forgiveness opportunities is: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service#qualifying-employment.
ii. #4723 Suggestion to change TAMU annual merit increase program
   1. RESPONSE: Doug sent information forward to Dr. Abercrombie to discuss with President Young. We are currently waiting for feedback on this suggestion brought forward by the USC.

iii. #4742 Status of Teachers Discount Guide for USC resource page;
   1. RESPONSE: The USC is not an organization representing teachers

iv. #4746 concerned that Chartwells Employees wear caps in the MSC.
   1. RESPONSE: Referred question to University Dining Advisory Council or to Chartwells as a concern for them to consider.

v. #4750 Dr. Strawser’s Continuous Improvement Team for Professional Development is working through a list of ideas to implement regarding professional development in his division. They include things like a mentor program, supervisor training requirements, allocation of central funds to departments for training and other ideas that were derived from the first team. However, we have finite list of items to implement. If your group would like to suggest any programs or ways to improve Professional Development in the Division of Finance and Administration, please send them to me and we will consider them and if able work to implement them.
   1. RESPONSE: Sharing question with USC representatives will send listing to requestor.

Reminder: When submitting an inquiry to staff@tamu.edu it is not a secure way to obtain information about the staff emergency fund (SEF). If they have a constituent needing assistance or information from the SEF they should submit those type of questions to staffemergencyfund@tamu.edu.

V. Update on monthly meeting with VP Abercrombie (Doug Sweet)
   a. Salary Sweeps – President Young announced that beginning September 1, 2017 (Fiscal Year 2018) the university will begin to automatically return 25% of funds swept from vacant staff positions to the originating College or Division on a quarterly basis. How these funds will be used and/or disbursed will be determined by the originating College or Division within certain developing criteria. USC feels it is important to have staff voice in this process. The USC will send a survey to staff for them to rank several options. There are no restrictions at this time on the salary sweeps. Hope to have the survey out by October 30 with it ending on or before November 6.

   b. The Human Resource and Organizational Effectiveness (HROE) area is completing some renovations on their suite. You will need to check in with the receptionist as you enter the suite. Instead of student workers the guests will be greeted by a full time employee.

   c. HROE is also going to assist the USC office by doing a work share with other HROE Staff Member and the part time USC assistant. This will assist the USC Officers when a critical issue arises when the part time USC assistant is off duty.

   d. Forum – The USC By-Laws state that the Council shall hold at least one university-wide open forum each year. Discussed that we will ask USC representatives to volunteer to serve on an
AdHoc Committee to plan the yearly forum. Please let Doug Sweet know if you are interested in serving on this AdHoc Committee. A panel will be organized for the spring forum with possible panel members being President Young and the new vice presidents.

e. Faculty Senate – The USC would like to connect crossing representations on the Faculty Senate and University Staff Council. One non-voting seat on each of the respective groups and hoping to have this in place by 1st of the calendar year.

f. Dr. Abercrombie is a big supporter for the USC. She is working to form an AdHoc Committee to look at and review peer universities staff councils or staff senates. It would be a great outcome if these groups surveyed could meet together and share ideas.

VI. Reports from USC Committees

a. Communications (Melissa Easley)
   i. Newsletter Template/Name Connecting You will be the name of the USC Newsletter with articles contributed by the USC Chair, Dr. Abercrombie, USC Committee members, constituents, etc. To be published quarterly with the first in December. Melissa E. will be writing an article about the Fitbit storefront offered through TAMU Wellness Works. Committee approved the template to be presented to the Executive Committee with a logo of a chain link representing the theme of Connecting for this year.
   ii. Bio Slide Template Committee approved template of photo strip slide. After Executive Committee approves, communications committee members will send to pics to Melissa E. for creation of slides of first USC meeting.
      1. A survey will be emailed to USC Representatives requesting for them to volunteer for the pre-meeting BIO slides and newsletter material after today’s USC meeting.
   iii. Annual Report-Melissa E. shared after meeting with Chair that the committee would be doing the annual report for this year. Discussion on continuing the theme of connectivity for use in it.

b. IE&R W Committee (Kim Zemanek)
   i. The IERW committee met on 9/26/17 with everyone present. This is what was discussed:
      1. Aron Hernandez was voted as Co-Chair of the IERW committee
      2. The IERW monthly meeting has been set to be every 4th Tuesday from 3-4 PM in GSC 1214.
      3. We are currently looking at the original charge and president’s call to action to re-evaluate goals, objectives, etc.
      4. Annie Crump and Liz Scanlin are attending the VP for Diversity interviews
      5. Goals/Objectives
         a. Review and update the IERW SOP
         b. Work with HR to incorporate an annual Diversity training to be implemented in the 2018-2019 FY
         c. Work with HR to incorporate examples of Diversity for the annual evaluations to be implemented in the 2018-2019 FY
         d. Work with all calendars across campus to have a centralized point to find workshops, seminars, etc. on IERW topics
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

**c. Outreach (Renee O’Banion)**  
1. Committee goals have been completed and submitted the Executive Committee.  
2. The USC Toolbox is now live for representatives, please review at [https://staff.tamu.edu/resources/representatives/tool-box/](https://staff.tamu.edu/resources/representatives/tool-box/)  
   1. Working on additional tools to add to the USC Representative Toolbox.  
   2. Committee welcomes any ideas or suggestions that have worked well with your constituents.  
   3. A checklist for representatives will be passed around at every monthly meeting. USC Representatives will earn points for putting outreach of the USC into action. The Outreach Committee will calculate the points and there will be recognition at the end of the year for the winning representative.

**d. Professional Development (Susan Edmisson)**  
1. The Committee reviewed last year’s PD Committee goals and are combining them into one goal that we are carrying forward to this year. Two additional goals have been added which we will share after approval by the EO Committee.  
2. For now, if anyone has suggestions for professional development that they would like the Committee to consider, the Committee would love to hear them. Email those to s-edmisson@tamu.edu

**e. Staff Emergency Fund (SEF) Committee (Susan Edmisson)**  
1. The SEF Committee has held two review sessions since the September meeting. Because of time constraints, it has been difficult to have a regular committee meeting to refine our draft goals, but we hope to do that before the next EO meeting.  
2. Approved applications (September and October to date)-8  
3. Applications pending receipt of additional information-6  
4. Applications awaiting initial review-0  

<table>
<thead>
<tr>
<th>September donations:</th>
<th>$950.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>September disbursements:</td>
<td>$1500.00</td>
</tr>
<tr>
<td>October donations:</td>
<td>not posted yet</td>
</tr>
<tr>
<td>October disbursements:</td>
<td>$2500.00</td>
</tr>
<tr>
<td>Current balance:</td>
<td>$5,521.17</td>
</tr>
</tbody>
</table>

**VII. Reports from Special Committees, Working Groups or Appointments**  
**a. Audio Visual Surveillance Technology Committee (AVST) (John Kay)**  
1. We met on 9/21/17. We discussed the new IT Policy website that has AVST links. We briefly discussed the review process. We discussed the Joint Library Facility request at the Rellis Campus. It was later approved via email. By email, we reviewed the White Creek Community Center request. We will be meeting on 10/19/17 to discuss the White Creek Community Center.

**b. President’s Council on Climate & Diversity (CCD) (Elizabeth Scanlin)**
i. The 1st meeting of this semester was held on 10/11/2017. Jorge A. Vanegas, Chair of the CCD lead introductions for all members. President Young spoke to the group about the importance of its work.

ii. Provost Fierke read the Charge/Purpose of the CCD, which is to provide counsel to the President and the Provost and Executive Vice President on all ways of attracting and retaining culturally diverse students, faculty, and staff to Texas A&M University and to strengthen, sustain, and promote our diversity efforts in support of Vision 2020 goals. In addition, the CCD assists the Vice President and Associate Provost for Diversity in planning appropriate assessment and evaluation of all university units regarding diversity-related endeavors.

iii. During the meeting a question and answer period was held to update new committee members of the operation of the committee. An update on the timeline for the interview process for the VP and Assoc. Provost for Diversity was given to those members that haven’t been able to attend the committee interview participation time.

iv. Membership of this committee is listed on the Office of Diversity Website 
http://diversity.tamu.edu

c. Diversity Operations Committee (DOC) (Annie Crump)
   i. Did not meet due to interviews for the VP and Assoc. Provost for Diversity which were held at the same time as the sanding meeting for the committee. The charge of the DOC is:
   
   ii. This standing university-wide committee, functioning similar to the Academic Operations Committee (AOC) and the Graduate Operations Committee (GOC), serves as an advisory body to the Vice President and Associate Provost for Diversity. The Committee is charged to:
   
   1. Ensure that all existing and planned policies, operations, procedures, and all major plans for organizational change are pursued with careful attention to their impact on our diversity goals;
   2. Ensure strategic coordination of university-wide diversity-related activities;
   3. Consider processes for the collection of equity and climate data, diversity initiatives, as well as recruitment and retention strategies and outcomes; and
   4. Consider means for enhancing the effectiveness of our collective diversity initiatives, taking into account current practices, and the distinctive cultures of our various units.

   iii. Membership of this committee is listed on the Office of Diversity Website
http://diversity.tamu.edu

d. Staff Appreciation Week (Melissa Loyd)
   i. April 23-28th; USC needs to have representation and tables at events to be seen by all. (Not just a Staff Emergency Fund table.) Also, that the USC members serving on the SAW committee would not be manning that table since they would have other responsibilities that week. We will also need help like last year at the PMSA to direct people through the building to the ceremony. Further direction of USC members will come as we flesh out the details of the week.

   e. Step IN/Stand UP (Melissa Easley)
i. Will meet on December 5th for the first time with Melissa Easley serving as the USC Representative.

f. University Dining Services Advisory Board (Kelly Pampell)
   i. The board met on Tuesday September 26 in the University Club. Representatives from Chartwells gave a presentation on how their TAMU offerings compare with peer university dining services. TAMU appears to be a leader in food offered, value, and use of organics.
   ii. The Chartwells representatives also reminded us that suggestions and comments are welcome and can be submitted through their web page, twitter, and instagram @dining. The comments and suggestions go directly to the Chartwells leadership team with a response given almost immediately. You can share if lines are too long, food not prepared well, food outstanding, venue needs attention, staff helpful, or not, suggestion for a new dish.....
   iii. The council selected the October Burger of the Month, Jalapeño Slaw Burger, sold at Rev's.
   iv. The next meeting is scheduled for October 24, 2017.

g. Transportation Services Advisory Council (TSAC) (Renee O'Banion)
   i. The committee met on Oct. 4th and discussed motorcycle and moped parking on campus, what Transportation Services is doing and ideas for moving forward.

h. ADHOC – Chief Information Executive Officer Search Committee (Doug Sweet)
   i. This will be conducted through a nation-wide search/search firm.

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

IX. Announcements
   a. Reminded representatives that the inquiry email address staff@tamu.edu is not a secure way to submit requests about the Staff Emergency Fund. The SEF requests need to be submitted by using staffemergencyfund@tamu.edu

X. Meeting Adjourned
   a. Moved by Casey Ricketts and seconded by Cathy Capps at 2:50 p.m.

Next USC Meeting: November 21, 2017; 8:30 a.m. –10:30 a.m.; Rudder, Room 601