University Staff Council (USC)
Meeting Minutes
February 20, 2018
1:30-3:30 p.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Nikki Cavender; Andrea Correa; Melissa Easley; Rebecca Eaton; Neal Ellis; Mary Lu Epps; Toni Eubanks; Nicole Filger; Mashalle Gomez; Darla Guerra; Aron Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Deanna Lormand; Melissa Loyd; Renee O'Banion; Diane Oswald; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; June Vieira, Elena Watts; Jeanelle Windham; Kimberly Zemanek

Members Absent: Deborah Barnett; Cathy Capps; Annie Crump; Kari Curtis; Susan Edmisson; Jackie Gibson; Joy Monroe; John O'Neill; Kelly Pampell; Lisa Reichert; Johna Wright

Visitors Present: - Raylee Merrick-Engineering Advisory Council

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)
A motion to approve the December 16, 2017 meeting minutes was made by John Kay and seconded by Kim Zemnak. A vote was taken and the minutes were approved. January meeting was not held due to weather.

IV. Reports
a. Treasurer’s Report (Mashalle Gomez)
   i. $10,748.34 in General Budget Available
   ii. $1,674.45 in Professional Development

b. Staff Inquiries (Casey Ricketts)
   i. #4834 LSU investigating to see if other universities offer benefits to part time staff or have established an employee assistance fund to assist part time staff.
   RESPONSE: You work at least 20 hours a week, and your appointment is expected to continue for a term of at least 4½ months, and You are eligible for retirement benefits as a member of the Teacher Retirement System of Texas (TRS) or you are enrolled in graduate student-level classes at an A&M System institution as a condition of employment. See page 6 of the 2017-2018 Benefits

ii. #4833 Staff Discounts

**RESPONSE:** Sent the inquirer the information about PerksConnect

iii. #4831 If there was an annual report or report that shows the donations that are incoming and the outgoing money that is given for the SEF.

**RESPONSE:** Forwarded the request to the SEF Chair

**RESPONSE:** Accountability is important. Information on the Staff Emergency Fund program is reported monthly at our USC meeting which then gets put into the minutes which are published for everyone’s availability to read on the USC website. Up until recently the committee reports were included in the briefings sent to USC representatives to send to constituents, but I believe the EO committee decided that they wanted to make the briefings shorter and now they’re just published in the minutes. If you have other questions, you can email staff@tamu.edu or staffemergencyfund@tamu.edu.

iv. #4815 Representative requesting information added to website Include on the committee page of the USC website, the Executive Officer committee. Requestor did not remember what she was thinking when she submitted this information. She is going to look at her request again to decide what she was trying to ask. Currently the EOC is listed on the website as a committee. Include on the committee pages, the minutes of their meetings, not to include any SEF Review Meeting

**RESPONSE:** Discuss was held about the request being duplicated because it was listed in the committee reports in the minutes. Also some could see how it would be beneficial but redundant. Need a transition meeting for further discussion.

v. #4827 Requesting TAMU Ford X-Plan Partner code

**RESPONSE:** Code sent to requestor

vi. #4828 Teachers Discounts Guide addition to USC website

**RESPONSE:** Sent the information about the Perks Connect program

vii. #4829 Requesting TAMU Ford X-Plan Partner code

**RESPONSE:** Code sent to requestor

viii. #4830 Requesting to add their discount information on the USC Website

**RESPONSE:** Sent the information about the Perks Connect program

V. Update on monthly meeting with VP Abercrombie (Doug Sweet)

a. Supervisor Appreciation Event, June 19, 2018; 3:30-4:30 following the USC meeting.
   i. Representatives, if your supervisor can not make the event please encourage them to send someone from their level or above to attend with you.

b. Planning for USC Fall Forum 2018
   i. The forum will be in Fall 2018 an Ad Hoc committee will be formed to pre-plan during the summer.

c. Staff Appreciation Week plans
   i. SAW 2018 is being discussed and planned. Several USC representatives are serving on this committee. The week events are still in a draft format and changes from last year’s event. The USC will have tables at the staff development day to tell staff what we
do, our processes, time commitment by representatives and how to become a representative.  https://staffappreciation.tamu.edu/saw2018/

VI. Reports from USC Committees
a. By-Laws (Ross Jarvis)
   i. E-mail will be sent to committee chairs for updating SOP’s.

b. Communications (Melissa Easley)
   i. Final production of the Connecting You was distributed. Awaiting feedback from representatives. Email box has been requested for USCnewsletter@tamu.edu for which all committee members will have access.
   ii. Next Connecting You to be distributed right before Staff Appreciation Week.
   iii. Seeking writers for articles and member spotlight feature.
   iv. 2 more Bio slides will be completed to add to the looping slideshow.
   v. Tasked by the Exec. Officers the Committee will begin reviewing the USC website especially the staff resources section and providing suggestions for updating the USC website. Committee will meet March 6th to begin the editorial process for the April edition of the newsletter.

c. Elections (Doug Sweet)
   i. Elections coming soon. If you know of a spot open up, be open to discussing your role in USC with others that might be considering running for representative.

d. IE&RW Committee (Kim Zemanek)
   i. Met with Dr. Abercrombie on 1/8/18. Committee goals will be discussed in detail at a committee meeting on February 27th.

e. Outreach (Renee O’Banion)
   i. The Outreach Committee is organizing a Supervisor Appreciation Event for the supervisors of the USC representatives. The event is scheduled for June 19th from 3:30PM-4:30PM which is following our June USC meeting. President Young is scheduled to give remarks at 4:00PM. The location has not been determined yet, but we are trying to have it in the MSC. The Outreach committee will be sending save the date emails to your supervisors around March 5th. The RSVP invitations will be sent the beginning of May.

f. Professional Development (Susan Edmisson)
   i. The Professional Presence professional development session is schedule for this meeting
   ii. We are looking at outside resources for our next session.
   iii. The feedback form for professional development session was reviewed and edited.
   iv. Meeting times have changed
   v. SOP’s have been updated

g. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
i. One application review committee meeting.
ii. Discussing ideas for fund raising during Staff Appreciation Week. If you have connections with local eateries that would participate in an evening of profit share, please let us know at staffemergencyfund@tamu.edu. We are also thinking about asking representatives to ask department to make it a part of their celebration day.
iii. Fund Status: approved one application; January Donations $220.00; January payments $500.00; and balance as of 1/31/18 is $4,736.67
iv. Payroll deductions have to be minimum of $5.00. Also, have to re-enroll each year.

h. Work Life Benefits
i. Still pulling together more detailed information from the peer institutions who were surveyed.
ii. After some discussions on elements we found that differ, we hope to focus on sharing all the data yet proposing what we can (i.e. thing that are not state mandated) to help improve the TAMU standard.
iii. How to engage retirees
iv. Meeting again in April while continuing to collect findings from these peer institutions

VII. Reports from Special Committees, Working Groups or Appointments
a. President’s Council on Climate & Diversity (CCD) (Elizabeth Scanlin)
i. Will meet on February 28th to hear presentation updates of College’s and Division’s diversity initiatives, plans, goals and outcomes for the past year. The College’s and Divisions’ are required to submit written updates which have been reviewed and together with the presentations the committee will make recommendations for action.

b. Staff Appreciation Week (Melissa Loyd, Chair - Elena Watts, Kari Curtis, Araon Hernandez-Garcia, Deanna Lormand)
i. Still finalizing Speakers for Development Day (Tuesday)
ii. Discount Day has been augmented by Chamber of Commerce help and information will soon be on website about merchants that are offering discounts for SAW
iii. Fitness Friday will now include the Maroon & White Walk to the Rec Center
iv. 4 Branch Campus proposals were submitted
v. If you have shift workers that can Not attend SAW activities please have their supervisor contact Melissa Loyd
vi. Staff Photo Day on Saturday

c. Step In Stand Up (Melissa Easley)
i. SISU website subcommittee met and provided feedback to update the website. General meeting discussion of Spring semester activities where I disclosed that the USC will have a CLEAR presentation at their April meeting for Sexual Assault Awareness Month, feature the Step In Stand Up campaign in the Connecting You, and request that the Step In Stand Up campaign logo be added to the USC website.

VIII. New Business
a. The Staff Council Consortium has met again and established meeting times and dates. These meetings are held using Web-Ex. Participation isn’t limited to University Staff Council members.
Let Doug Sweet or Casey Ricketts know if you are interested in participating or listening in on the meetings.

IX. Old Business
   a. Inquiries can be sent to staff@tamu.edu
   b. Looking into replacement of Keystone ticketing software for inquiry management. An adhoc committee may be created.

X. Professional Development (Ms. Tami Overby, Senior Training and Development Consultant, and June Vieira, TAMU Human Resources and Organizational Effectiveness)

XI. Meeting Adjourned
   a. A motion to adjourn was made by Casey Ricketts and seconded by Diane Oswalt. The meeting was adjourned at 3:29 p.m.

Next USC Meeting: March 20, 2018; 8:30–10:30 a.m.; Rudder, Room 601