University Staff Council (USC)
Meeting Minutes
December 19, 2017
1:30-3:30 p.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Deborah Barnett; Cari Bishop-Smith; Wendi Brewer; Cathy Capps; Annie Crump; Melissa Easley; Rebecca Eaton; Toni Eubanks; Nicole Filger; Jackie Gibson; Mashalle Gomez; Darla Guerra; Araon Hernandez-Garcia; Sharon LeMieux; Renee O’Banion; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; Jeanelle Windham; Johna Wright; Kimberly Zemanek

Members Absent: Thadeus Bowerman; Andrea Correa; Kari Curtis; Susan Edmisson; Neal Ellis; Mary Lu Epps; Ross Jarvis; John Kay; Deanna Lormand; Melissa Loyd; Joy Monroe; John O’Neill; Diane Oswald; June Vieira; Elena Watts

Visitors Present: Adrian Castellanos-Graduate Student 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)
Meeting Minutes for November 21, 2017 Approved/Amended. Moved by Deb Barnett. Seconded by Melissa Easley.

IV. Reports
a. Treasurer’s Report (Mashalle Gomez)
   i. $11,137.08 in General Budget Available
   ii. $1,674.45 in Professional Development

b. Staff Inquiries (Casey Ricketts)
   i. #4807 Impact of the Congressional tax bill that likely will be passed on our staff tuition assistance benefits. Wondering if that will increase the tax burden for staff who are currently utilizing the staff tuition assistance? RESPONSE: information forthcoming
   ii. #4809 inquiring about the SEF program and how it works for staff members. Wanted to apply for a fellow staff member. RESPONSE: Forwarded the request to the SEF Committee Chair
   iii. #4810 ProFlowers would like to be listed on the staff discounts page. RESPONSE: Information about Perks Connect will be forwarded.
iv. **#4812** Notice about properly short term rentals and long term leases.  
**RESPONSE:** Information about Perks Connect will be forwarded.

v. **#4815** Include on the Committees page of the USC website, the Executive Officer committee. Include on the committee pages, the minutes of their meetings, not to include any Staff Emergency Fund Review meetings. This would improve transparency and make it easier to search for information on any specific committee information. This would be a resource for perspective and incoming members.

vi. **#4794** Inquiry from out of state institution wanting more information about our composition. They are revamping their staff council and are reaching out to us.

V. **Update on monthly meeting with VP Abercrombie (Doug Sweet)**
   a. Discussion about Inquiry about presentation about Staff Freedom of Religious Rights
   b. May try to have Michael O’Quinn once a year for legislative updates
   c. Discussion about Staff Council Consortium
   d. Discussion of Ad-hoc By-laws committee that was put on hold for Workday launch
   e. Flow of information and creation of reports
   f. Discussion of USC “Connecting You” newsletter

VI. **Reports from USC Committees**
   a. **Communications (Melissa Easley)**
      i. Communications Committee will meet on January 4th to discuss feedback from Connecting You and plan for timeline for Issue #2. First Issue of Connecting You was approved by Executive Committee for distribution and will be sent on Thursday, December 14th. Email for submitting ideas and articles: USCnewsletter@tamu.edu
      ii. Revised newsletter to be resent for distribution

   b. **IE&RW Committee (Kim Zemanek)**
      i. The IERW committee will be meeting with Dr. Abercrombie in January 2018, to discuss modifying the Diversity portion of the Performance Review form.

   c. **Professional Development (Susan Edmisson)**
      The USC Professional Development Committee met on December 8, 2017 and conducted the following business:
      i. Due to new time constraints of the committee chair, the committee established a new regular meeting time.
      ii. The professional development session planned for January was moved to July to allow for a presentation requested by the Sustainability Council. Susan will send Rose a calendar of this year’s presentations so that they may be included on the USC meeting calendar and known for future scheduling.
      iii. The attending members discussed and agreed on a plan for professional development of USC members in the area of diversity. It will be reviewed with remaining PD committee members at the 12/15/2017 meeting before the plan is presented to the EO Committee in January.
iv. The attending members discussed roles and responsibilities necessary to accomplish committee work. Assignment of roles and responsibilities will be made in the 12/15/2017 meeting.

v. Discussion of Standard Operating Procedures (SOPs) will begin in the 12/15/2017 meeting.

d. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. The SEF Committee received an application and processing has begun.
   ii. All approved applications have been paid.
   iii. Donations 9/1/17 – 11/15/2017: $1,405.00
   iv. Disbursements 9/1/17 – 11/15/2017: $4,500.00
   v. Balance as of 11/15/2017: $5,464.92
   vi. All USC members were encouraged to reach out on behalf of the Staff Emergency Fund to their departments/colleges during any holiday celebrations.
   vii. Goals for the year have been set and sent in a separate email to the EOC.

VII. Reports from Special Committees, Working Groups or Appointments

a. Diversity Operations Committee (DOC) (Annie Crump)
   ii. Update of VP Diversity
   iii. University assessment on diversity.tamu.edu
   iv. University seed grants on diversity.tamu.edu-staff can apply for this money as well

b. Staff Appreciation Week (Melissa Loyd)
   i. SAVE the date: April 23-28, 2018; All USC representatives should be prepared to help out at events and wear their shirts. More details to come!

c. Step IN/Stand UP (Melissa Easley)
   i. Step In Stand Up Committee met on December 5th. Reviewed the past years activities. MarComm is focusing budget on less promotional items now that the program is visibly known and more on programming. TAMU Qatar campus has a unique situation in that the cultural language creates barriers to promoting the words “sexual” in the campaign. MarComm is working on some adaptive language. The committee asked how USC can better support the Step In Stand Up campaign: On website, in newsletter, members of USC taking the training, were discussed. April is Sexual Assault Awareness month and want to promote this in newsletter during April along with some program/speaker at that month’s USC meeting.
   ii. Call for a presentation in April as a reminder about the Sexual Assault Awareness. Also a presentation tailored to staff.
      1. Doug Sweet ask Melissa to put together a proposal for presentation to EOC

VIII. New Business

a. Doug Sweet met with Qatar Campus representatives
   i. Recruitment opportunities and communication with Staff Council representatives

b. Doug attended the Provost Office Christmas Party to socially visit as a representative of USC.

IX. Old Business
a. Turn in committee goals
b. E-mail: staff@tamu.edu
c. Website: staff.tamu.edu

X. Announcements
a. Changes to be made to the USC meeting brief to make shorter and will be included in the Connecting You newsletter when it comes out again.

XI. Meeting Adjourned
a. Moved by John O’Neill and seconded by Johna Wright at 2:09 p.m.

Next USC Meeting: January 16, 2018; 8:30 a.m. –10:30 a.m.; Rudder, Room 601