University Staff Council (USC)
Meeting Minutes
March 20, 2018
8:30-10:30 a.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Deborah Barnett; Thadeus Bowerman; Wendi Brewer; Cathy Capps; Andrea Correa; Annie Crump; Melissa Easley; Susan Edmission; Neal Ellis; Mary Lu Epps; Toni Eubanks; Nicole Filger; Jackie Gibson; Darla Guerra; Aran Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Deanna Lormand; Melissa Loyd; Kelly Pampell; Lisa Reichert; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; Johna Wright; Kimberly Zemanek

Members Absent: Deborah Barnett; Cari Bishop-Smith; Nikki Cavender; Kari Curtis; Rebecca Eaton; Mashalle Gomez; Joy Monroe; Renee O’Banion; John O’Neill; Diane Oswald; Casey Ricketts; June Vieira; Elena Watts; Jeanelle Windham

Visitors Present: Dr. Danny Pugh-V.P. for Student Affairs

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Doug Sweet)
At 8:33 a.m. Doug welcomed everyone and called the meeting to order.

II. Special Guest- Dr. Daniel Pugh, Sr. Vice President for Student Affairs
a. Dr. Pugh spoke about the importance of Staff Council, continued movement towards shared governance and thanks for what Staff Council Representatives do for staff and the University.

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

IV. Approval of Meeting Minutes (Doug Sweet)
Melissa Easley moved that the February 20, 2018 meeting minutes be approved with amendments. The motion was seconded by Susan Edmission and vote was taken. The meeting minutes were approved.

V. Reports
a. Treasurer’s Report (Mashalle Gomez)
   i. $10,318.56 beginning balance in General Budget; 1 transaction; $10,318.09 ending balance
   ii. $5,000.00 beginning balance in Professional Development; 1 transaction; $4,594.55 ending balance
   iii. $4,736.67 beginning balance in Staff Emergency Fund; 4 transactions; $220.00 in donation; $4,956.67 available
b. **Staff Inquiries (Casey Ricketts)**
   i. #4854 Partnership proposal with ECAM-EPMI Graduate School of Engineering  
      **RESPONSE:** forwarded on to Engineering, this was not a staff specific inquiry.
   ii. #4858 Service Animal Trainer  
       **RESPONSE:** Requested that inquirer contact Student Activities
   iii. #4859 Service Animal in ARTS 111  
        **RESPONSE:** Requested that inquirer contact Student Activities
   iv. #4863 Financial Help  
       **RESPONSE:** Inquiry was not a staff related issue; messaged will be sent forward to SFAID for review and reply
   v. #4865 Become editorial board members/reviewers and publish your papers  
      **RESPONSE:** SPAM email

VI. **Update on monthly meeting with VP Abercrombie (Doug Sweet)**
   a. Spirit of Texas Community Event- TAMU employees are invited to join the local community in attempting to set the Guinness World Record on the world’s longest sundae.
   b. President and Mrs. Young are looking for input about how they can better thank staff for all they do. If you have any suggestions, please let us know.

VII. **Reports from USC Committees**
   a. **Bylaws Committee (Ross Jarvis)**
      i. Chairs should have their requests for SOP’s
   b. **Communications (Melissa Easley)**
      i. Connecting you for April is at HR for editing and proofing
      ii. Reviewing the website and providing suggestions in May
   c. **Elections Committee (Lisa Reichert)**
      i. Report about staff numbers
      ii. Review of procedures and packets will be sent soon
   d. **IE&RW Committee (Kim Zemanek)**
      i. Met February 27th. Worked on goals and objectives. Each member present was assigned a task to reach goals and objectives.
      ii. Meeting next week will work on the SOP’s
   e. **Outreach (Renee O’Banion)**
      i. Met via WebEx
      ii. Save the date went out to Supervisor’s for Thank you for USC representative support, June 19, 2018
      iii. Internal Outreach contest sheet will be sent out via e-mail
f. Professional Development (Susan Edmisson)
   i. Reviewed the feedback from the February session – very positive feedback
   ii. Visited with June Vieira and Tami Overby about February development session. They requested and the committee provided summarized feedback
   iii. Our potential speaker for the March session had a conflict arise. We spoke with HROE about options – an outside resource they could recommend or doing a deeper dive into some of the areas they covered in the February session.
   iv. The outside resource they commended was available and will be presenting in March. The topic will again be Professionalism, but the focus this time will be on how to mix and mingle, protocols for members serving on external committees, and dining etiquette in various situations (formal dinners, lunch and learns, business lunch meetings). Kelly Pampell is facilitating this session.

g. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. Due to scheduling conflicts have been unable to schedule meeting to work on details for Staff Appreciation Week. Hope to do that within next two weeks. We do have some suggestions for profit shares – Newks, Chick Fil-A and Carters Burgers
   ii. January Balance 4,736.67; donations 220.00; disbursements 1,511.00; March awarded 1 application request

VIII. Reports from Special Committees, Working Groups or Appointments

a. Audio Visual Surveillance Technology Committee (AVST) (John Kay)
   i. Discussed requests from the Commons and Corps Dorms in the last meeting. The Corps Dorms discussion continued via email as well as a request from the soccer team. Two additional requests were also discussed.

b. President’s Council on Climate & Diversity (CCD) (Elizabeth Scanlin)
   i. The PCCD members reviewed all college and division submissions of their climate and diversity plans. Scores were assigned and feedback given for each report. The PCCD also discussed recommendations to the DOC to aid the Colleges and Divisions on focus of programs, and reporting – formatting reports in the future in order.

c. Diversity Operations Committee (DOC) (Annie Crump)
   i. VP of Diversity selection – Dr. Robin Means-Coleman, Council on Climate and Diversity Meeting, Update NCORE-New Orleans currently 45 staff and admin., Update of Master Plan. The DOC reviewed recommendations provided by the PCCD.

d. Staff Appreciation Week (Melissa Loyd)
   i. Campus-wide notice was emailed last week which links to our updated webpage. More specific schedule for the Staff Development Days and a few other pieces forthcoming in the next few weeks.
   ii. USC Representatives are needed to:
      1. Need Volunteers at the MSC on Monday, April 23 to direct attendees toward Bethancourt for the PMSA ceremony and to seat guests (PMSA winner’s guests have reserved seating). The PMSA ceremony starts at 3:30 pm, we would like volunteers to report to Bethancourt A/B/C around 2:40 pm.
2. USC Representatives need to promote, network, and just hang out at all the week’s events to get the word out about USC and be visible to campus-wide staff.

3. USC can set up a table outside of PMSA on the 23rd, outside MSC 2406 all day for Staff Development Day on the 24th, and at the REC on Friday the 27th. Melissa needs to let the SAW committee know the USC plans so they can add a table to the setup logistics. This table can be used to feature USC and to talk about the Staff Emergency Fund (SEF).

4. The SAW committee agreed back in the beginning of planning that we would not do profit shares at local places during SAW this year. The Committee requests that the USC plan profit shares throughout the whole year and not just that one week when staff are being celebrated.

e. Transportation Services Advisory Council (TSAC) (Susan Edmisson/Renee O’Banion)
   i. Since only a uniformed peace officer is authorized to ask customers for an ID card to match a displayed placard, Transportation will be partnering with UPD to ensure customer compliance in that area.
   ii. The Donations for Citations program will be available again this spring.
   iii. Polo Road Garage construction will probably start in December 2018 or January 2019.
   iv. The student referendum passed to two new recreation centers, one in the shell space of the Polo Road Garage and the other near the golf course across from Southside Garage.
   v. There will be no need for a physical hang tag permit at the RELLIS campus parking lots because using License Plate Recognition (LPR) technology.
   vi. The OFO dockless bike share program launched two weeks ago with 565 bikes. The bikes represented 6,000 rides in one week, and 1,600 people downloaded the app. In the fall hope to add 4,000 more OFO bikes.
      1. More information can be found at Transportation Services. http://transport.tamu.edu

IX. New Business
a. A new USC member is needed on the University Dining Committee. The committee meets once a month at 6pm to discuss food services on campus
b. 2018 Thursday night SEC game. Advisory committee as met to discuss and plan for logistics of a Thursday night game
c. Adhoc committee volunteers needed to look at the ticketing system for staff inquiries. Keystone program is up for renewal and looking at other programs.
d. Adhoc members needed for 2018 USC Forum planning.
e. If a spot is coming open for a representative for your College or Division, talk to other staff about the USC and encourage participation.

X. Professional Development-Professional Retha Youell, Risk 7 Workforce Compliance Manager, City of College Station (Kelly Pampell)
XI. Meeting Adjourned
   a. Moved by Barbara Schumacher and seconded by John Kay at 10:42 a.m.

Next USC Meeting: April 17, 2018; 1:30 p.m. –3:30 p.m.; Rudder, Room 601