I. Call to Order (Casey Ricketts)
   At 1:35 p.m. Casey Ricketts welcomed everyone and called the meeting to order.

II. Presentation- CLEAR (Dr. Kristen Harrell, Associate Director, Office of the Dean of Student Life
   a. The CLEAR program was discussed, as well as, the Step In, Stand Up (SISU) teal out. The
      SISU committee is looking to add to the faculty and staff components of the program.
   b. There are multiple ways to report sexual assault and violence on campus. Two additional ways
      are: tellsomebody.tamu.edu and clear.tamu.edu

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

IV. Welcome Visitors (Doug Sweet)

V. Approval of Meeting Minutes (Doug Sweet)
   A motion to approve the March 20, 2018 meeting minutes was made by Susan Edmisson and
   seconded by Annie Crump. The minutes were approved as they stand.

VI. Reports
   a. Treasurer’s Report (Mashalle Gomez)
      i. General – Beginning Balance - $10,318.09; 2 transactions; Ending Balance $10,308.31
      ii. Professional Development – Beginning Balance - $4,594.55 0 transactions; Ending
          Balance $4,594.55
      iii. Staff Emergency Fund – $4,807.92 Balance as of February 28; 0 awards funded
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

b. Staff Inquiries (Casey Ricketts)
   #4867 Enhancing food options in the Health Professions Education Building in Bryan for the HSC staff, faculty and students? Does Dining services handle the off campus dining options?
   RESPONSE: Your request was forwarded to the TAMU Dining Services Advisory Board
   #4868 Is there an HSC Bryan campus liaison on the committee discussing the logistics of TAMU’s first football game? Requesting the Bryan campus be considered as a potential campus population who will be affected by the game. Most staff, students and faculty on the Bryan campus use FM 2818 as part of their route to and from our campus.
   RESPONSE: Not sure on the roster of committee members and HSC having representation. Will take the concern expressed to the first meeting of the group and if there is not such representative will share your concerns.
   RESPONSE: The information you provided will be shared at the next focus group meeting for the Thursday Game Day at TAMU.
   #4869 Is there a way to use Qualtrics or Survey Monkey for the PD feedback forms? The only people who could have access are those on the PD Committee. Using those forms would truly make the form anonymous, easier to pull date and complete the form for USC reps.
   RESPONSE: Your suggestion was shared in the leadership team meeting and we are currently examining options to solicit feedback from the representatives in the future.
   UPDATE: Representatives were polled for their preference in providing feedback via paper or survey. The split was even, with 4 members expressing no preference either way. The Professional Development committee will provide this information to next year’s PD Committee for review and possible further action.
   #4870 Can the USC pay for each EO to have a business pass? After our term is over we could turn them in to Rose or someone. This would be an added perk for someone to want to be and EO along with the awesome opportunity, of course!
   RESPONSE: This was discussed in the leadership meeting and the decision was made to review this issue on a case-by-case basis in the future. If the representative occurs a monetary cost to attend USC meetings or function.
   #4874 Does the USC have a scholarship opportunity for dependents of employees?
   RESPONSE: The University Staff Council does not have scholarships available for dependents of children. The scholarship we used to manage was for current staff enrolled in a degree seeking program, but that was replaced a few years ago with the Staff Tuition Assistance program offered through the Office of the President/HROE. You may wish to contact your department/unit to see if they offer a dependent scholarship. Academic Affairs may also be able to provide information.
   # 4861 Request for stage presence during Distinguished Achievement Award Ceremony
   RESPONSE Johna Wright, Member At Large has agreed to attend on behalf of the University Staff Council on April 27 at 10 am.

c. August 30, 2018 Football Game Day, Focus Group Report (Doug Sweet)
   i. Dr. Jerry Strawser, Vice President Finance & Administration & Chief Financial Officer will present this at the May USC Meeting.

d. 2018 SAW Representative Event Work Schedule (Doug Sweet)
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

i. Visible Role during 2018 SAW-Sign Up Volunteer Sheet for PMSA, Staff Development Day and Maroon & White Wellness Friday

VII. Update on monthly meeting with VP Abercrombie (Doug Sweet)
a. This meeting was moved to later in week. Reporting will be done as soon as possible.

VIII. Reports from USC Committees
a. Bylaws Committee (Ross Jarvis)
i. Some of the committee chairs have sent in their updated SOPs
b. Communications (Melissa Easley)
i. The committee is reviewing the website and will be presenting suggestions and edits next month to the USC Executive Committee.
c. Elections Committee (Lisa Reichert)
i. The Elections committee met on April 3rd. The staff count spreadsheet was reviewed and the revised SOP was looked over. A spreadsheet was comprised to show current staff counts and last year’s count and it was determined that 1 new member would be requested for Student Affairs since their count increased to over 600 from 500+ last year and units have 1 representative for every 200 staff while college’s have 1 representative per college. Barbara Abercrombie’s office has been contacted for a memo to send with election packages and once that is received, the committee will begin contacting colleges.
d. IE&RW Committee (Kim Zemanek)
i. E-mail sent to the committee for editing of SOP
ii. Goals and Objectives were sent to By-laws committee
iii. Team members continued to work on individual assignments
e. Professional Development (Susan Edmisson)
i. Committee reviewed 15 feedback forms from the Rethal Youell Presentation. The feedback was very positive for the Professional Development. Need a signal for chair that time is running over so the presenter has proper time for their professional development program. Rose will move to back of the room to get Doug’s attention.
ii. April presentation – Working in a Team Environment will be completed on-line and Doug Sweet will facilitate the Professional Development program on Tuesday, April 17
iii. Committee would like to request to use funds from the Professional Development budget to parking and gift for guest presenter.
f. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
i. Reviewed and agreed on changes to SEF webpage
ii. Review SEF applications for clarity and additional questions that could avoid some requests for additional information
iii. Complete list of ways to facilitate long term donations to SEF – not started

IX. Reports from Special Committees, Working Groups or Appointments
a. IT Governance Group (ITG) (Susan Edmisson)
i. The Strategic IT Committee of the IT Governance Program met on February 16th. Discussion included: purpose of the committee, update on TAMUS regulation update, next steps for IT Governance, and presentation of IT Governance committee objectives.
b. **Staff Appreciation Week (Melissa Loyd)**
   i. Website is up to date on events and people need to RSVP and register for prizes – prizes are not automatically registered like in the past. 
   https://staffappreciation.tamu.edu/
   ii. USC involvement at Award Ceremony was still being decided but USC will have a table there
   iii. All USC members are encouraged to attend all event and network with people about our council. Members are encourage to wear their USC shirts and name tags.

c. **Transportation Services Advisory Council (TSAC) (Susan Edmisson)**
   i. The Transportation Services Committee met on April 4th:
   1) Construction on Polo Garage should start in January 2019.
   2) The new Recreation Center and Transportation Services offices will occupy most of the shell space of the building. Monies pledged by Engineering Department will go toward the dining facility.
   3) The Thursday Football Task Force is continuing to meet.
   4) Usage of the ofo bike program has been beyond expectations, and ofo has discussed using our program as a national model.
   5) Any Valid Parking (AVP) permits being used on gameday are being reviewed and statistics gathered.
   Complete minutes can be found at http://transport.tamu.edu/About/tsac.aspx.

d. **Diversity Operations Committee (DOC) (Annie Crump)**
   i. Introduction to new Vice President of Diversity Dr. Robin Means Coleman
   Key Strategic Efforts for the Office of Diversity:
   -Recruitment and Retention of students, faculty, and staff from underrepresented populations at TAMU, specifically African Americans.
   -Improving the feedback mechanisms of our campus climate data.
   -Collaboration and cooperation to improve data collection and methods of collection.
   - Reporting our findings in a timely manner and making them public
   - Taking it to the national stage, for example: grant writing, publishing, media presence, student activism training and more.
   ii. Dr. Means Coleman also asked some questions of the members present such as:
   - What initiatives should we pursue?
   - What are the current underused or unused resources?
   - Are we overly ambitious in our goals, or not ambitious enough?
   - What are our immediate needs?
   - Who is missing and needs a seat at the table for the committee?
   - What are some early wins for creating a diverse and inclusive environment?

X. **Old Business**
   a. Please submit all constituent requests, questions and suggestions by emailing to staff@tamu.edu for consistency and recorded official responses.
XI. **Closing of Business Meeting-Break**

a. A motion to end the official business meeting was made by Ross Jarvis and seconded by Susan Edmisson. The meeting was adjourned at 2:28 p.m. and preparation of professional development programs was made.

XII. **Professional Development-Working in a Team Environment (Doug Sweet, Facilitator)**

**Next USC Meeting:** May 15, 2018; 8:30 a.m. – 10:30 a.m.; Rudder, Room 601