I. Call to Order (Doug Sweet)
At 8:31 a.m. Doug welcomed everyone and called the meeting to order.

II. Presentation (Dr. Jerry Strawser, Executive Vice President Finance & Administration & Chief Financial Officer)- Thursday, August Football Game
a. Draft of Pre-game Timeline
b. Thursday Football Game Capture Lots Map
c. Thursday Football Game Clear Lots Map
d. How do we accomplish a Thursday Game Day
e. Question and Answer Period
f. Final plans will be released ASAP through multiple media modes

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

IV. Welcome Visitors (Doug Sweet)

V. Approval of Meeting Minutes (Doug Sweet)
A motion was made by Casey Ricketts to approve the April 17, 2018 meeting minutes with amendments. The motion was seconded by Susan Edmisson. A vote was taken and minutes were approved.
VI. Reports

a. Treasurer's Report (Mashalle Gomez)
   i. General – Beginning Balance: $10,308.31. There was 1 Transaction; Ending Balance $10,307.37
   ii. Professional Development: $4,594.95

b. Staff Inquiries (Casey Ricketts)
   i. #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 employees. 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. Students can also check on their Apply Texas Application that their parent is an employee of the university then complete a scholarship application for undergraduates with Financial Aid.
      FOLLOW UP RESPONSE: Currently there is a university level consideration of awards for dependents of staff members. This process is managed by the Scholarships and Financial Aid office. You are welcome to contact that office for more information about the opportunities that may exist at 979-845-3236.
   ii. #4896 Is there an Ombudsman person for staff?
      RESPONSE: Human Resources has an area currently that assists staff or non-faculty employees, Complaint & Grievance Process for Non-faculty Employees, https://employees.tamu.edu/ocrm/complaint/
   iii. #4897 Speaker at the 2018 SAW mention a no a$$hole policy based on the book by Robert Sutton, Is this something TAMU could look into?
      RESPONSE: a response was discussed by the USC Executive Officer Committee
   iv. #4901 "I am happy to offer employees and retirees of the Texas A&M System access to a new and affordable option for health care," said Texas A&M University System Chancellor John Sharp. "With this partnership, our people can save more of their hard-earned dollars while gaining access to quality medical providers." What does this mean for people that primarily use S&W services? Will there be separate insurance options like there used to be when we had an S&W policy option? Will the cost of my care go up in the event I choose to stay with S&W doctors? Is there any way they can take S&W doctors/facilities out of the network?
      RESPONSE: You will see more about this new network tier as we get closer to the start date of June 15. The emphasis for communication will be here in Bryan/College Station, even though the new network benefits are available to all employees and retirees in the A&M Care plan. The tier will be outlined more specifically by ZIP code and/or provider list when it becomes available, but it can only be used in the Brazos Valley. The System Office has provided additional FAQs that we have added to the HROE website at: https://employees.tamu.edu/spotlight/news/.
v. #4903 replacing BCBS health plan with a CHI only plan is not a good thing  
RESPONSE: Under consideration

VII. Update on monthly meeting with VP Abercrombie (Doug Sweet)  
a. Update on Staff Appreciation Week  
b. Working on developing a relationship with MAR/COMM for producing the USC Spotlight  
c. Next meeting scheduled next week

VIII. Reports from USC Committees  
a. Bylaws Committee (Ross Jarvis)  
i. No report  
ii. Announcement- Committees, please submit changes  

b. Communications (Melissa Easley)  
i. Communications committee-submitted web site suggested edits to exec. Committee  
ii. More pictures to add to the website of employees working. Can take with cell phone in any direction  
iii. Meeting set for discussion of future of Connecting You.

c. Elections Committee (Lisa Reichert)  
i. All but one college Dean or other contact has been identified  
ii. Elections deadline May 23rd, facilitator  
iii. Packets updated to send out  
   1. Shared descriptions of the elected officer duties and encouraged council member to consider filing for one of the positions for the 2018-2019 year.  
   2. The committee is working with the elections coordinators from each of the colleges and divisions to fill the terms expiring on August 31.  
iv. Internal handout for description of leadership positions

d. IE&RW Committee (Kim Zemanek)  
i. Next meeting is Tuesday, May 22nd  
ii. By-laws have been submitted

e. Outreach (Renee O’Banion)  
i. The Supervisor Appreciation Reception will be June 19th from 3:30-4:30. Invitations will be going out the week of May 14th. We need the USC representatives as well as their supervisors to RSVP by June 8, so we can get an accurate food count. If your immediate supervisor is unable to attend, please invite your supervisor’s supervisor. You may contact Renee O’Banion to give the substitute’s RSVP or if you have additional questions. Remarks by President Young and VP for HROE- Dr. B. Abercrombie.

f. Professional Development (Susan Edmisson)  
i. The Professional Development Committee met on 5/4/18. Reviewed the feedback from ‘Working in a Team Environment’.19 forms were turned in.
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At-Large: Kelly Pampell
At-Large: Johna Wright

ii. Feedback was positive along with some recurring themes we’ve seen this year - 1) being rushed at the end and 2) would like presentations to be more interactive. We included the question about paper or electronic surveys on the form, and responses were an even split for those who had a preference; 4 people said it didn’t matter. In the meeting it was discussed that this would be a good goal for next year’s committee to look into the effort, feasibility, and advantages/disadvantages of offering the survey online.

iii. June presentation – Communication – Effective Listening. Susan to be facilitator, and I have already reached out to begin final planning.

iv. Professional Development for Diversity HROE-PD certificate included in supervisor consent form

v. July presentation on diversity

g. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. May 8, 2018. The SEF has not met since the last EO meeting, but we do have an application to review tomorrow.
   ii. We will try to schedule a meeting this next month to address the following items:
       1) Recommendations for highlighting the SEF on the USC site
       2) Long term fundraising efforts for SEF
       3) Modifications to SEF application

   iii. Year to date numbers as of 3/31/2018:
       Assistance provided: $6,500.00
       Donations received: $3,213.00
       Fund balance (as of 3/31/18): $5,144.77

h. Work-Life & Benefits (WL&B) Committee (Barb Schumacher)
   i. No report

IX. Reports from Special Committees, Working Groups or Appointments
a. Diversity Operations Committee (Annie Crump)
   i. DOC met 5/8/2018
   ii. DOC is to schedule a special session in June to meet with Provost Fierke, as the committee does not normally meet in June.
   iii. DOC discussed the different hiring practices that are occurring across campuses with regard to making sure that diversity is a component; including requiring a diversity statement and diversity related job skills or experience, etc.
   iv. Dr. Coleman requested that she be kept updated on the progress of the IERW committee’s efforts to define the diversity portion of the performance evaluation.

b. Transportation Services Advisory Council (TSAC) (Susan Edmisson)
   i. TSAC – Met May 2nd for the last time this fiscal year. Discussed proposed Game day plans for the Thursday football game and information regarding reserved parking spaces. Minutes will be posted to the Transportation Services Advisory Committee website.

X. Old Business
a. Please submit all constituent requests, questions and suggestions by emailing to staff@tamu.edu for consistency and recorded official responses.
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XI. Closing of Business Meeting-Break
Doug Sweet closed at 9:26 a.m.

XII. Professional Development- High Performing Teams (Holly Kasperbauer)

XIII. Meeting Adjourned
a. Moved by Melissa Easley and seconded by Doug Sweet at 10:42 a.m.

Next USC Meeting: June 19, 2018; 1:30 p.m. –3:30 p.m.; Rudder, Room 601