University Staff Council (USC)
Meeting Minutes
June 19, 2018
1:30 p.m.-3:30 p.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Cari Bishop-Smith; Wendi Brewer; Annie Crump; Melissa Easley; Rebecca Eaton; Susan Edmisson; Neal Ellis; Mary Lu Epps; Toni Eubanks; Nicole Filger; Jackie Gibson; Darla Guerra; Ross Jarvis; Sharon LeMieux; Deanna Lormand; Joy Monroe; Renee O’Banion; John O’Neill; Kelly Pampell; Lisa Reichert; Kristina Reyes; Casey Ricketts; Elizabeth Scanlin; Doug Sweet; Stephanie Thompson; June Vieira, Elena Watts; Johna Wright;

Members Absent: Thadeus Bowerman; Cathy Capps; Nikki Cavender; Kari Curtis; Mashalle Gomez; Araon Hernandez-Garcia; John Kay; Melissa Loyd; Barbara Schumacher; Jeanelle Windham; Kimberly Zemanek

Visitors Present: Ande Burks-Nuclear Engineering; Chiamaka Umah-EHSD

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Doug Sweet)
At 1:36 p.m. Doug welcomed everyone and called the meeting to order.

II. Presentation

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 and seconded by Susan Edmisson to approve the May meeting minutes with amendments. A vote was taken and the motion passed.

VI. Reports
a. Treasurer’s Report (Mashalle Gomez)

b. Staff Inquiries (Casey Ricketts)
   i. #4915 several attempts to reclassify or increase compensation for staff positions in our college have been declined by HROE over the last year. We have worked diligently to justify these reclassification and compensation requests within our college, and work
within the scope of job titles and responsibilities defined by HROE when sending forward these requests approved by our college leadership. We have the funding, we have the justification, and we have the approval of our college leadership. It is frustrating to all involved with our classification and compensation processes when HROE declines these requests with little or no justification related to current rules or policies. Feedback is limited or nonexistent, so we do not understand why our requests are denied. It appears to be an arbitrary "no" regardless of the depth of documentation we put forward. This has been a recurring issue with our college. Can the University Staff Council take this issue forward to appropriate individuals within HROE?

RESPONSE: This issue was discussed with Dr. Abercrombie at our May monthly meeting. She indicated that there are some processes that are changing and they appreciate the information being brought forward to the attention of HROE. She indicated that all promotion or reclassification requests that get denied should have specific reasons attached to the denial for departments to consider. I hope this information is helpful as you continue to work toward the processes to promote and/or reclassify staff.

ii. #4916 discounts for staff on the USC website for pro flowers
RESPONSE: Thank you for sharing this opportunity. The University Staff Council has moved away from listing staff discount opportunities on our website. We now refer individuals to the Perks Connect website in our Human Resources and Organizational Effectiveness office. This website is https://employees.tamu.edu/benefits/perks, and you can contact that website admin at info@perksconnect.com to request adding your discount opportunity. Thank you for your interest in working with TAMU staff.

iii. #4920 Staff member interested in participating on the USC if there are any upcoming opportunities to do so. Please provide me with more information.
RESPONSE: Sent to the Elections Committee Chair for response.

iv. #4922 reaching out from StickerYou.com, a custom sticker and label company. I’ve noticed that on staff.tamu.edu you mention discounts available for your employees and students. Our custom stickers and many other products are usually very popular in educational organizations, and often used for events or campaigns. I just wanted to say that we will be happy to provide a discount code for your employees and students to use on our website. Please let me know if you’d be interested in this.
RESPONSE: Thank you for sharing this opportunity. The University Staff Council has moved away from listing staff discount opportunities on our website. We now refer individuals to the Perks Connect website in our Human Resources and Organizational Effectiveness office. This website is https://employees.tamu.edu/benefits/perks, and you can contact that website admin at info@perksconnect.com to request adding your discount opportunity. Thank you for your interest in working with TAMU staff.

v. #4923 I cannot find in the bylaws any documentation on how to handle an open membership position. Do we need to hold another election or can a replacement be appointed until the next election period for our college? Current representative on the USC, voted in last year but we are needing to release her to focus on the growing job duties she is undergoing.
RESPONSE: Sent to Elections Committee Chair for a response.
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

vi. #4924 Would it be beneficial to develop competencies and core values for the USC? Would this help legitimize us more?
RESPONSE: This may be something to discuss in our next leadership meeting, or possibly add to actionable items next year.

vii. #4925 Teachers Discounts list sent to share with readers
RESPONSE: Thank you for sharing this opportunity. The University Staff Council has moved away from listing staff discount opportunities on our website. We now refer individuals to the Perks Connect website in our Human Resources and Organizational Effectiveness office. This website is https://employees.tamu.edu/benefits/perks, and you can contact that website admin at info@perksconnect.com to request adding your discount opportunity. Thank you for your interest in working with TAMU staff.

viii. #4926 returning a Staff Council shirt
ix. RESPONSE: Thank you for letting us know about the shirt you would like to return to us. You can mail it to the following person/address...

x. #4927 Question about being a representative and the 2 year service requirement for eligibility to stand for election.
xi. RESPONSE: The website was incorrect and has been updated reflect the approved amendment to remove the minimum of two years of service at TAMU. This amendment was made on 5.17.2016.

VII. Update on monthly meeting with VP Abercrombie (Doug Sweet)
a. The meeting was not held due to scheduling conflicts

VIII. Reports from USC Committees
a. Bylaws Committee (Ross Jarvis)
   i. No report
b. Communications (Melissa Easley)
   i. We are reviewing the template from MAR/COMM for new briefing emails that will combine the Connecting You newsletter and briefings into one email.
c. Elections Committee (Lisa Reichert)
   i. Election packets were emailed to respective colleges/units with outgoing representatives on May 25th with a deadline of June 25th to have the name of the new representative that will begin in September. Joy updated the Executive Officer nomination forms and sent them out the USC representatives this morning.
d. IE&RW Committee (Elizabeth Scanlin)
   i. We are in the process of setting up a meeting in July between the IERW committee, the VP for Diversity, and Dr. Abercrombie to go over some of the committee’s objectives regarding giving examples of how to meet expectations or exceed expectations on the employee annual review.
e. Outreach (Renee O’Banion)
   i. Supervisor “Thank you” event immediately following today’s USC Monthly Meeting, in the J. Stark Galleries.
f. Professional Development (Susan Edmisson)
i. The Professional Development Committee met on 6/8/18. We reviewed the feedback from ‘High Performing Teams & Working in a Team Environment’. 21 forms were turned in.

ii. Feedback was positive. Recurring theme – being rushed at the end.

iii. June presentation – Communication – Active Listening. Had a good meeting with Tami regarding content. Stressed how material relates to USC representatives:

iv. July’s PD session will be focused on feedback from representatives. We will prepare some discussion points, but will ask representatives to submit any specific topics they would like to see addressed.

v. We’re collecting committee material and working on transition plans for the coming year.

g. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. The SEF has had two review meetings since the last EO meeting. We have not had a business and goals meeting. Hopefully, the summer will provide some availability for our team members.

   Year to date numbers as of 4/30/2018:
   - Assistance provided: $7,000
   - Donations received: $3,538.00
   - Funds balance (as of 4/30/2018): $5,201.57

IX. Reports from Special Committees, Working Groups or Appointments
   a. Texas A&M Sustainability Advisory Council (SAC) (Casey Ricketts)
      i. A report is being finalized and will be released to the public. The report covers all platforms of sustainability on campus.

X. New Business
   a. Please consider service on the two ad-hoc committees; Fall Forum chaired by Melissa Easley and the Software System Update chaired by Johna Wright. This service is short term.
   b. HROE-PD will provide a report of the recommendations to the Executive Officer Committee (EOC) of the services that they can offer to the USC. When the EOC receives the reconditions they will pass it on to the members of the USC.
   c. USC members-If you are interested in the Staff Council Consortium, new leadership is being elected and the consortium is continuing to develop and grow with member colleges in Texas. One goal is develop a regional meeting of University Staff Councils.

XI. Old Business
   a. Please submit all constituent requests, questions and suggestions by emailing to staff@tamu.edu for consistency and recorded official responses.

XII. Closing of Business Meeting-Break
   a. Susan Edmisson made a motion to close the business meeting of the USC and it was seconded by Johna Wright. The motion was voted on and passed at 2:05 p.m.
XIII. Professional Development: Communication: Active Listening-Tami Overby, Sr. Training & Development Consultant and June Vieira, Training Manager; HR-Professional Development Department

XIV. Meeting Adjourned
   a. The professional development portion of the meeting was adjourned without a motion and members of the USC proceeded to the J. Wayne Stark Gallery for the Supervisor Appreciation Event.

Next USC Meeting: July 17, 2018; 8:30 a.m. –10:30 a.m.; Rudder, Room 601