University Staff Council (USC)
Meeting Minutes
September 19, 2017
8:30-10:30 a.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Cathy Capps; Andrea Correa; Annie Crump; Kari Curtis; Melissa Easley; Rebecca Eaton; Susan Edmisson; Neal Ellis; Mary Lu Epps; Toni Eubanks; Nicole Filger; Jackie Gibson; Mashalle Gomez; Darla Guerra; Araon Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Deanna Lormand; Melissa Loyd; Joy Monroe; Renee O’Banion; John O’Neill; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; Elena Watts; Jeanelle Windham; Johna Wright; Kimberly Zemanek

Members Absent: Deborah Barnett; Jenna Truelove

Visitors Present: Lauren Douglas-Research Compliance Coordinator, VP for Research; Neal Ellis-Engineering Staff Advisory Council

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Doug Sweet)
At 8:32 a.m. Doug welcomed everyone and called the meeting to order.

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

III. Welcome Visitors (Doug Sweet)

IV. Installation of Executive Officers and Representatives
   a. Susan Edmisson, past chairperson of the USC installed the 2017-2018 USC Executive Officer Committee. Doug Sweet, Chairperson; Casey Ricketts, Vice-Chairperson; Elizabeth Scanlin, Secretary; Mashalle Gomez, Treasurer; Kelly Pampell, Member At Large and Johna Wright, Member At Large
   b. A special presentation was made to Susan Edmisson which included a signed picture on poster board of 2016-2017 members
   c. Doug Sweet installed the 2017-2018 representatives

V. Ex-Officio Appointments
   a. VP for HROE- June Vieira
   b. CSBA – John J. O’Neill
   c. TAMU Systems – Jackie Gibson
   d. TEES – Neal Ellis
   e. Past USC-EOC Rep – Toni Eubanks
VI. Approval of Meeting Minutes (Doug Sweet)
   a. A motion for approval of August 15, 2017 expressed by John Kay and seconded by Ross Jarvis. Amendments were discussed. A vote taken and the minutes were approved with amendments.

VII. Reports
   a. Treasurer’s Report (Mashalle Gomez)
      i. $10,000.00 in General Budget Available
      ii. $2,242.40 in Professional Development
      iii. E.O’s received a quote from I.T. for the purchase of a laptop for USC use. The E.O’s recommended that we ask for a quote for a model that was more cost effective.
   b. Staff Inquiries (Casey Ricketts)
      i. All chairs received a copy of a spreadsheet that contained open inquiry tickets. In the next EOC meeting he will give more details to the committee chairs on these inquiries. We have had only 2 (two) inquiries submitted since September 1:
         1. #4716 Information from the University Dining Advisory Council meetings; this information was shared with the USC representative serving on this committee and ticket was closed.
         2. #4718 Requesting and SEF application; Sent the link to retrieve the SEF Application to requestor and ticket was closed

VIII. Update on monthly meeting with VP Abercrombie (Doug Sweet)
   a. Meeting is set for Sept. 21st.
   b. Dr. Abercrombie mentioned at the retreat that if you have an interest in the ad-hoc by-laws committee, please let her know.

IX. Reports from USC Committees
   a. Bylaws Committee (Ross Jarvis)
      i. The committee will begin updating the Standard Operating Procedures to present to the EOC. Committee Chairs will be contacted and sent a copy of the SOP. IREW, Outreach, and Professional Development committee chairs will need to write a complete SOP since these are new committees.
   b. Communications (Elena Watts) presented by Melissa Easley
      i. The committee is sharing ideas on a possible USC newsletter; hope to share the layout soon for this newsletter
   c. IE&RW Committee (Kim Zemanek)
      i. The committee has been reviewing the goals and objectives from last year to see what’s applicable and to recommend possible additions.
d. Outreach (Renee O’Banion)
   i. Executive Officers of the USC approved to have the Representatives “Tool Box” added to the USC website under the Resources Tab

e. Professional Development (Susan Edmisson)
   i. The committee members completed a brief history review of the professional development program; the goals from last year; discussed some of the challenges of a USC Professionals Development Program; and she provided the recommendations the USC – EOC received from the Texas A&M HR Professional Development (EOD) group for them to review before the next committee meeting.

f. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. The committee met and determined some initial challenges; conflict of schedule, funding; remote representatives on committee unable to participate if conflicts arise and personal experiences (but this was also viewed as a strength). Rapid response to applications was also considered a strength for the committee. The committee has completed processing on 5 (five) applications and working on 9 (nine) other open applications.

g. Work-Life & Benefits (WL&B) Committee (Barb Schumacher) Johna Wright presented
   i. Johna reported on the peer survey that was sent last fiscal year when she was the committee chair. There was good feedback from the peer institutions. Barbara is the committee chair for this next year and they will begin assigning the peer institution data to WLB committee members to begin searching the websites for the detailed information for comparisons. The Committee will have updates at a later date.

X. Reports from Special Committees, Working Groups or Appointments
a. Staff Appreciation Week (Melissa Loyd)
   i. The 2018 Staff Appreciation Week has been changed this year to include National Administrative Professional Day and because staff requested to move it a little later in the Spring. MARK THE DATES – April 23-28, Monday through Saturday (a family event). Itinerary for the week is being developed.

b. Step IN/Stand UP (Melissa Easley) presented by Elizabeth Scanlin
   i. The committee started with a review of the purpose of the campaign, the campaign statement, annual goals and objectives and campaign activities for Fall ‘17.

   1. Goals and Objectives
   2. Generate impactful and meaningful opportunities for student, faculty and staff engagement through strategic campus alliances and programming
   3. Inform, educate and empower students and student organizations to engage in ongoing dialogue
   4. Enhance strategic community partnerships to spread community awareness.

   ii. For more about the Step In Stand Up campaign at Texas A&M University see the website at http://stepinstandup.tamu.edu/
c. **Texas A&M Sustainability Advisory Council (SAC) (Casey Ricketts)**
   i. Texas A&M University is now designated as a fair-trade campus.
   ii. End of year SAC report sent to President Young on September 15, 2017
   iii. Ayers Saint Gross was selected to assist with the Sustainability Master Plan for Texas A&M University. This firm met with SAC in April for the first time for initial guidance and questioning for a kickoff. They returned to campus in September to complete group workshops for advancing concepts and principles. They will return for additional workshops through the fall term before drafting and finalizing a plan at the turn of the year.

XI. **New Business**
   a. Parliamentary Procedure – The USC meetings follow basic parliamentary procedures. One will need to make a motion, the motion will be seconded, and then discussions; after the discussions the chair will then call for a vote.
   b. Monthly and committee meeting attendance – Doug stated that attendance at general meetings and committee meetings is very important for representatives. In his role as a leader for the USC he needs to provide you the support you need to attend these meetings. Should you miss two meetings in a row you can expect a call inquiring if you need assistance or if there is something that he can do to assist your ability to attend the meetings.

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

XIII. **Announcements**
   a. Toni Eubanks reminded the representatives about the Campus Safety Awareness Week. There is a scheduled event everyday September 18 – 22. For additional information visit: **http://www.tamu.edu/emergency/safetyweek/index.html**
   b. Texas A&M Employee Wellness Fair/Flu Shot Clinics
      **https://maestro.tamu.edu/list/q6jogz9c/170824F/qoyu5f.vib?a0=0DEF**

XIV. **Meeting Adjourned**
   a. Moved by Susan Edmissson and seconded by Mashalle Gomez at 9:40 a.m.

**Next USC Meeting**: October 17, 2017; 1:30 p.m. –3:30 p.m.; Rudder, Room 601
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)

IV. Reports
a. Treasurer’s Report (Mashalle Gomez)
   i. $9,790.36 in General Budget Available
   ii. $2,242.40 in Professional Development

b. Staff Inquiries (Casey Ricketts)
   i. #4722 “as employees of TAMU (a state entity), do we qualify for Student loan forgiveness?”
      1. RESPONSE: This information is available through the Federal Student Aid Website which is a department of the US Department of Education. Link for student loan forgiveness opportunities is: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service#qualifying-employment.
ii. #4723 Suggestion to change TAMU annual merit increase program
   1. RESPONSE: Doug sent information forward to Dr. Abercrombie to discuss with President Young. We are currently waiting for feedback on this suggestion brought forward by the USC.

iii. #4742 Status of Teachers Discount Guide for USC resource page;
   1. RESPONSE: The USC is not an organization representing teachers

iv. #4746 concerned that Chartwells Employees wear caps in the MSC.
   1. RESPONSE: Referred question to University Dining Advisory Council or to Chartwells as a concern for them to consider.

v. #4750 Dr. Strawser’s Continuous Improvement Team for Professional Development is working through a list of ideas to implement regarding professional development in his division. They include things like a mentor program, supervisor training requirements, allocation of central funds to departments for training and other ideas that were derived from the first team. However, we have finite list of items to implement. If your group would like to suggest any programs or ways to improve Professional Development in the Division of Finance and Administration, please send them to me and we will consider them and if able work to implement them.
   1. RESPONSE: Sharing question with USC representatives will send listing to requestor.

Reminder: When submitting an inquiry to staff@tamu.edu it is not a secure way to obtain information about the staff emergency fund (SEF). If they have a constituent needing assistance or information from the SEF they should submit those type of questions to staffemergencyfund@tamu.edu.

V. Update on monthly meeting with VP Abercrombie (Doug Sweet)
   a. Salary Sweeps – President Young announced that beginning September 1, 2017 (Fiscal Year 2018) the university will begin to automatically return 25% of funds swept from vacant staff positions to the originating College or Division on a quarterly basis. How these funds will be used and/or disbursed will be determined by the originating College or Division within certain developing criteria. USC feels it is important to have staff voice in this process. The USC will send a survey to staff for them to rank several options. There are no restrictions at this time on the salary sweeps. Hope to have the survey out by October 30 with it ending on or before November 6.
   b. The Human Resource and Organizational Effectiveness (HROE) area is completing some renovations on their suite. You will need to check in with the receptionist as you enter the suite. Instead of student workers the guests will be greeted by a full time employee.
   c. HROE is also going to assist the USC office by doing a work share with other HROE Staff Member and the part time USC assistant. This will assist the USC Officers when a critical issue arises when the part time USC assistant is off duty.
   d. Forum – The USC By-Laws state that the Council shall hold at least one university-wide open forum each year. Discussed that we will ask USC representatives to volunteer to serve on an
AdHoc Committee to plan the yearly forum. Please let Doug Sweet know if you are interested in serving on this AdHoc Committee. A panel will be organized for the spring forum with possible panel members being President Young and the new vice presidents.

e. Faculty Senate – The USC would like to connect crossing representations on the Faculty Senate and University Staff Council. One non-voting seat on each of the respective groups and hoping to have this in place by 1st of the calendar year.

f. Dr. Abercrombie is a big supporter for the USC. She is working to form an AdHoc Committee to look at and review peer universities staff councils or staff senates. It would be a great outcome if these groups surveyed could meet together and share ideas.

VI. Reports from USC Committees

a. Communications (Melissa Easley)

i. Newsletter Template/Name Connecting You will be the name of the USC Newsletter with articles contributed by the USC Chair, Dr. Abercrombie, USC Committee members, constituents, etc. To be published quarterly with the first in December. Melissa E. will be writing an article about the Fitbit storefront offered through TAMU Wellness Works. Committee approved the template to be presented to the Executive Committee with a logo of a chain link representing the theme of Connecting for this year.

ii. Bio Slide Template Committee approved template of photo strip slide. After Executive Committee approves, communications committee members will send to pics to Melissa E. for creation of slides of first USC meeting.

1. A survey will be emailed to USC Representatives requesting for them to volunteer for the pre-meeting BIO slides and newsletter material after today's USC meeting.

iii. Annual Report-Melissa E. shared after meeting with Chair that the committee would be doing the annual report for this year. Discussion on continuing the theme of connectivity for use in it.

b. IE&RW Committee (Kim Zemanek)

i. The IERW committee met on 9/26/17 with everyone present. This is what was discussed:

1. Aron Hernandez was voted as Co-Chair of the IERW committee
2. The IERW monthly meeting has been set to be every 4th Tuesday from 3-4 PM in GSC 1214.
3. We are currently looking at the original charge and president’s call to action to re-evaluate goals, objectives, etc.
4. Annie Crump and Liz Scanlin are attending the VP for Diversity interviews
5. Goals/Objectives

   a. Review and update the IERW SOP
   b. Work with HR to incorporate an annual Diversity training to be implemented in the 2018-2019 FY
   c. Work with HR to incorporate examples of Diversity for the annual evaluations to be implemented in the 2018-2019 FY
   d. Work with all calendars across campus to have a centralized point to find workshops, seminars, etc. on IERW topics
c. Outreach (Renee O’Banion)
   i. Committee goals have been completed and submitted the Executive Committee.
   ii. The USC Toolbox is now live for representatives, please review at
       https://staff.tamu.edu/resources/representatives/tool-box/
       1. Working on additional tools to add to the USC Representative Toolbox.
       2. Committee welcomes any ideas or suggestions that have worked well with your
          constituents.
       3. A checklist for representatives will be passed around at every monthly meeting.
          USC Representatives will earn points for putting outreach of the USC into action.
          The Outreach Committee will calculate the points and there will be recognition at
          the end of the year for the winning representative.

d. Professional Development (Susan Edmisson)
   i. The Committee reviewed last year’s PD Committee goals and are combining them into
      one goal that we are carrying forward to this year. Two additional goals have been
      added which we will share after approval by the EO Committee.
   ii. For now, if anyone has suggestions for professional development that they would like
       the Committee to consider, the Committee would love to hear them. Email those to s-
       edmisson@tamu.edu

e. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. The SEF Committee has held two review sessions since the September meeting.
      Because of time constraints, it has been difficult to have a regular committee meeting to
      refine our draft goals, but we hope to do that before the next EO meeting.
   ii. Approved applications (September and October to date)-8
   iii. Applications pending receipt of additional information-6
   iv. Applications awaiting initial review-0

   September donations: $950.00
   September disbursements: $1500.00
   October donations: not posted yet
   October disbursements: $2500.00
   Current balance: $5,521.17

VII. Reports from Special Committees, Working Groups or Appointments
a. Audio Visual Surveillance Technology Committee (AVST) (John Kay)
   i. We met on 9/21/17. We discussed the new IT Policy website that has AVST links.
      We briefly discussed the review process. We discussed the Joint Library Facility request
      at the Rellis Campus. It was later approved via email. By email, we reviewed the White
      Creek Community Center request. We will be meeting on 10/19/17 to discuss the White
      Creek Community Center.

b. President’s Council on Climate & Diversity (CCD) (Elizabeth Scanlin)
i. The 1st meeting of this semester was held on 10/11/2017. Jorge A. Vanegas, Chair of the CCD lead introductions for all members. President Young spoke to the group about the importance of its work.

ii. Provost Fierke read the Charge/Purpose of the CCD, which is to provide counsel to the President and the Provost and Executive Vice President on all ways of attracting and retaining culturally diverse students, faculty, and staff to Texas A&M University and to strengthen, sustain, and promote our diversity efforts in support of Vision 2020 goals. In addition, the CCD assists the Vice President and Associate Provost for Diversity in planning appropriate assessment and evaluation of all university units regarding diversity-related endeavors.

iii. During the meeting a question and answer period was held to update new committee members of the operation of the committee. An update on the timeline for the interview process for the VP and Assoc. Provost for Diversity was given to those members that haven’t been able to attend the committee interview participation time.

iv. Membership of this committee is listed on the Office of Diversity Website http://diversity.tamu.edu

c. Diversity Operations Committee (DOC) (Annie Crump)

i. Did not meet due to interviews for the VP and Assoc. Provost for Diversity which were held at the same time as the sanding meeting for the committee. The charge of the DOC is:

ii. This standing university-wide committee, functioning similar to the Academic Operations Committee (AOC) and the Graduate Operations Committee (GOC), serves as an advisory body to the Vice President and Associate Provost for Diversity. The Committee is charged to:
   1. Ensure that all existing and planned policies, operations, procedures, and all major plans for organizational change are pursued with careful attention to their impact on our diversity goals;
   2. Ensure strategic coordination of university-wide diversity-related activities;
   3. Consider processes for the collection of equity and climate data, diversity initiatives, as well as recruitment and retention strategies and outcomes; and
   4. Consider means for enhancing the effectiveness of our collective diversity initiatives, taking into account current practices, and the distinctive cultures of our various units.

iii. Membership of this committee is listed on the Office of Diversity Website http://diversity.tamu.edu

d. Staff Appreciation Week (Melissa Loyd)

i. April 23-28th; USC needs to have representation and tables at events to be seen by all. (Not just a Staff Emergency Fund table.) Also, that the USC members serving on the SAW committee would not be manning that table since they would have other responsibilities that week. We will also need help like last year at the PMSA to direct people through the building to the ceremony. Further direction of USC members will come as we flesh out the details of the week.

e. Step IN/Stand UP (Melissa Easley)
i. Will meet on December 5th for the first time with Melissa Easley serving as the USC Representative.

f. University Dining Services Advisory Board (Kelly Pampell)
   i. The board met on Tuesday September 26 in the University Club. Representatives from Chartwells gave a presentation on how their TAMU offerings compare with peer university dining services. TAMU appears to be a leader in food offered, value, and use of organics.
   ii. The Chartwells representatives also reminded us that suggestions and comments are welcome and can be submitted through their web page, twitter, and instagram @dining. The comments and suggestions go directly to the Chartwells leadership team with a response given almost immediately. You can share if lines are too long, food not prepared well, food outstanding, venue needs attention, staff helpful, or not, suggestion for a new dish.....
   iii. The council selected the October Burger of the Month, Jalapeño Slaw Burger, sold at Rev's.
   iv. The next meeting is scheduled for October 24, 2017.

g. Transportation Services Advisory Council (TSAC) (Renee O'Banion)
   i. The committee met on Oct. 4th and discussed motorcycle and moped parking on campus, what Transportation Services is doing and ideas for moving forward.

h. ADHOC – Chief Information Executive Officer Search Committee (Doug Sweet)
   i. This will be conducted through a nation-wide search/search firm.

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

IX. Announcements
   a. Reminded representatives that the inquiry email address staff@tamu.edu is not a secure way to submit requests about the Staff Emergency Fund. The SEF requests need to be submitted by using staffemergencyfund@tamu.edu

X. Meeting Adjourned
   a. Moved by Casey Ricketts and seconded by Cathy Capps at 2:50 p.m.

Next USC Meeting: November 21, 2017; 8:30 a.m. –10:30 a.m.; Rudder, Room 601
University Staff Council (USC)  
Meeting Minutes  
November 21, 2017  
8:30-10:30 a.m.  
Rudder Tower, Rm. 601  

Members Present: Blair Alvarado; Deborah Barnett; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Cathy Capps; Andrea Correa; Annie Crump; Kari Curtis; Melissa Easley; Rebecca Eaton; Susan Edmisson; Neal Ellis; Toni Eubanks; Nicole Filger; Jackie Gibson; Mashalle Gomez; Darla Guerra; Araon Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Deanna Lormand; Melissa Loyd; Joy Monroe; Diane Oswald; Kelly Pampell; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; Elena Watts; Jeanelle Windham; Johna Wright

Members Absent: Wendi Brewer; Mary Lu Epps; Renee O'Banion; John O'Neill; Lisa Reichert; Jenna Truelove; June Vieira; Kimberly Zemanek

Visitors Present: Shelby McCay-Graduate and Professional Student Council; Lauren Douglas-VPR; Kate Perkins-HROE

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Doug Sweet)  
At 8:32 a.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)  
A motion was made by Casey Ricketts and seconded by Melissa Easley. The October 17, 2017 were approved with amendments.

IV. Reports

a. Treasurer’s Report (Mashalle Gomez)  
   i. $11,116.00 in General Budget Available  
   ii. $1,674.45 in Professional Development

b. Staff Inquiries (Casey Ricketts)  
   i. #4557 I would be curious to know more about the request to change the merit process that was sent to President Young. Can you provide more information/specifig information about what changes to the merit process are being requested? Also, has the Staff Council had any discussion about implementing a sabbatical process for long-term staff members?  
   RESPONSE: Your inquiry about staff sabbaticals needed to be updated. Recently, we
found through our study of peer institutions that no other state university participates in a program supporting staff sabbaticals. That is unfortunate information as we had hoped we could find an institution to use as an example to make a case for TAMU. While we did not find a peer institution with such a program, we welcome your feedback if you know of any institutions currently hosting this type of program. One thing that we did want to mention to you is the poll that will go out to staff next week regarding the 25% return of salary sweeps to the divisions across TAMU. One of the responses to this poll is for funding to support professional development of staff on our campus. While this is not the exact same sabbatical leave, it does offer similar benefits. Pending the outcome of that poll, and the response of staff for returned salary sweeps to be used for professional development, we may have more information to present to the administration for possible sabbatical-like opportunities.

ii. #4753 Last year Dr. Abercrombie asked the USC to look at the Community Loan Program as a possibility for employees who might be using or considering using pay day loan operations. It was brought to the Council with the result being that representatives requested a presentation from representatives of the Community Loan Program. What is the status of that request?
RESPONSE: On Hold while legal policies and procedures are being investigated.

iii. #4755 & #4765 Please provide the Partner Code for the Ford Motor Company X-Plan Vehicle Pricing Program
RESPONSE: Ford X-Plan code was sent to inquirer. The code is TAMUV

iv. #4756 Question about Handicapped hangtags and parking
ACTION: Forwarded to the Transportation Services Advisory Committee

v. #4758 and #4761 2018-2019 Academic Calendar only lists one date for Spring Break, what is preventing there from being two days?
RESPONSE: Sent information to Human Resources/Academic Calendar

vi. #4760 Why are staff not included in the VSP offering this year
RESPONSE: We do not possess the knowledge to answer your question, but the inquiry was sent forward to the Texas A&M Human Resources and Organizational Effectiveness office specializing in the Voluntary Separation Program. For future reference, that contact email is VSP@tamu.edu.

vii. #4762 Why is business attire required to the “Celebration of Academic Excellence and Fellowship”?
RESPONSE: The information provided was forwarded to the Office of the President for future consideration.

viii. #4788 TxDOT/Public Meeting to gather input on the proposed improvements to FM 2818 from .5 miles north of FM60 to FM 2154. Can’t make the meeting take the survey at https://www.txdot.gov/inside-txdot/projects/studies/bryan/fm2818.html
RESPONSE: Informational email, no response needed.

ix. #4793 TxDOT Online Survey for transportation priorities on FM 2818 https://www.txdot.gov/inside-txdot/projects/studies/bryan/fm2818.html
RESPONSE: Information email, no response needed.
Update on monthly meeting with VP Abercrombie (Doug Sweet)

Doug Sweet and Casey Ricketts met with Dr. Barbara Abercrombie, Vice President of Human Resources and Organizational Effectiveness. Items discussed were:

i. Shared information about a consortium of sorts of about 30 Staff Councils that have had good phone conversations about the council’s duties, programs and projects at each of the campuses. There is even a university from Florida that has joined the discussions. This “information sharing” will be very beneficial for our council and the group is talking about the next meeting telephone meeting and possibility meeting in a regional location.

ii. Dr. Abercrombie has been dedicated to a major software program in HR called “Workday” and so she apologizes for the delay but still plans to look at policies and procedures on Staff Senates and Staff Councils, form an Ad-Hoc committee to review and rewrite the USC by-laws. This will probably not occur until after this major software start-up.

USC Committee Reports

a. Communications (Melissa Easley)
   i. Discussion on how to get more USC representatives to send their information and pictures for the bio-slides PowerPoint. Survey will be distributed at meeting.
   ii. Articles for the “Connecting You” still needed from the SAW Committee, USC Chairperson and VPHROE
   iii. Assisted the Outreach committee with templates for new representatives introductions to their constituents and created fillable forms for flyers
   iv. Next committee meeting set for December 12/5/2017 to have Connecting You newsletter prepared for distribution right after USC meeting.

b. Outreach (Renee O’Banion)
   i. Committee member met and worked to add more to the USC Toolbox for representatives. Members also discussed idea to an event to thank the supervisors of the USC Representatives. It is in the beginning stage and will share more detail in the future if plan is approved by the Executive Officers Committee (EOC)

c. Professional Development (Susan Edmisson)
   i. Based on the work of last year’s and this year’s USC Professional Development Committees and discussion with Dr. Nancy Deleon of the Professional Development department of Human Resources and Organizational Effectiveness, the 2017-2018 USC Professional Development Committee submits and recommends the following Three Year General Plan for Professional Development for USC representatives.

Focal Areas for recommended Competencies and Skills:

1. Goal Setting
2. Communication
3. Leadership
4. Followership
5. Professionalism
6. Teamwork
7. Time Management
8. Meeting Management

[Derived from training approved for the initial year of professional development training (2016-2017), discussions with Dr. Barbara Abercrombie in that same year, and feedback from USC representatives.]

A wide variety of specific topics are available within these focal areas, enough to support a three year program.

ii. Planning & Scheduling

1. Provide six professional development sessions per year, scheduled within the regular USC monthly meeting times.
2. Goal setting will be included at the beginning of every year and will include an interactive component.
3. Communication will be included every year, with each of the three year focusing on different topics.
4. The remaining six competencies will be divided evenly across three years.

iii. Professional Development Providers

Of the six professional development sessions in a year, four will be provided by HROE-PD and two by other resources, either on campus or from an outside resource. Sessions provided by HROE-PD will be USC oriented and provided free of charge at this time.

The USC PD Committee will be responsible for researching and securing presenters for non-HROE-PD sessions.

iv. Three Year General Plan for Professional Development

Underneath the month is the Competency and underneath that the specific topic. Green indicates an HROE-PD training. Blue indicates an outside resource, on campus or external.

[A specific plan for this year (2017-2018) follows the Three Year General Plan.]
### Executive Officers

**Chairperson:** Doug Sweet  
**Vice Chairperson:** Casey Ricketts  
**Secretary:** Elizabeth Scanlin  
**Treasurer:** Mashalle Gomez  
**At-Large:** Kelly Pampell  
**At-Large:** Johna Wright

### Year 1 – Goal Setting | Communication | Meeting Management | Professionalism

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<th>Month</th>
<th>Activities</th>
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| **September** | Goal Setting  
Setting Smart Goals (interactive)                                      |
| **October**  | Meeting Management  
Meeting Planning                                                          |
| **November** | Review plan; seek input                                                   |
| **December** | Luncheon ?                                                                  |
| **January**  | Meeting Management  
Outside resource                                                         |
| **February** | Professionalism  
Professional Presence                                                     |
| **March**  | Week after Spring Break                                                    |
| **April**  | Communication  
Effective Listening                                                      |
| **May**  | Professionalism  
Outside resource                                                         |
| **June**  | Available if needed                                                        |
| **July**  | Feedback session                                                            |
| **August** | Farewell to exiting members                                                 |

### Year 2 – Goal Setting | Communications | Leadership | Followership

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<th>Month</th>
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| **September** | Goal Setting  
Setting Smart Goals (interactive)                                      |
| **October**  | Communication  
Outside resource                                                         |
| **November** | Review plan; seek input                                                   |
| **December** | Luncheon ?                                                                  |
| **January**  | Communication  
Rallying the Flock 1                                                       |
| **February** | Communication  
Rallying the Flock 2                                                       |
| **March**  | Week after Spring Break                                                    |
| **April**  | Leadership/Followership  
Leading up: Strategies for Success                                          |
| **May**  | Outside resource                                                            |
| **June**  | Available if needed                                                        |
| **July**  | Feedback session                                                            |
| **August** | Farewell to exiting members                                                 |

### Year 3 – Goal Setting | Communication | Time Management | Teamwork

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<th>Month</th>
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| **September** | Goal Setting  
Setting Smart Goals (interactive)                                      |
| **October**  | Communications  
Tips for Better Email Communications                                      |
| **November** | Review plan; seek input                                                   |
| **December** | Luncheon ?                                                                  |
| **January**  | Time Management  
Outside resource                                                         |
| **February** | Teamwork  
My Superhero is Better (Generations)                                       |
| **March**  | Week after Spring Break                                                    |
| **April**  | Teamwork  
Outside resource                                                         |
| **May**  | Outside resource                                                            |
| **June**  | Available if needed                                                        |
| **July**  | Feedback session                                                            |
| **August** | Farewell to exiting members                                                 |

This year’s plan had to be slightly modified because the Three Year General plan wasn’t in place for the beginning of the year, and we’re starting further along in the year.
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

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<th>2017-2018 – Communication</th>
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<th>Professionalism</th>
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<td>Outside resource</td>
<td>Effective Listening</td>
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VII. Reports from Special Committees, Working Groups or Appointments

a. Audio Visual Surveillance Technology Committee (AVST) (John Kay)
   i. The White Creek Community Center was discussed. Since there was not a quorum request was not approved at that time. This approval process is currently ongoing.
   ii. There was a discussion about the AVST Operations training through TrainTraq (#2111557) as to whether or not it needed to be updated. Members of the committee will take the training and the discussion will continue at the next meeting.

b. President’s Council on Climate & Diversity (CCD) (Elizabeth Scanlin)
   i. The committee reviewed meeting highlights from the October meeting and discussed suggested changes and enhancements to council activities. The committee reviewed and received an update of the two year timeline of council activities. A review of council procedures to address/review the 2017 unit reports was held. The deadline for submission of unit reports is December 1, 2017. A discussion was held about involvement on review of communication protocols. The Texas A&M University website stophate.tamu.edu was discussed as another form place to get information about how to report Title IX issues.

c. Transportation Services Advisory Council (TSAC) (Renee O’Banion)
   i. Advisory Committee was presented a presentation on retiree permits costs and abuse, but no action was taken to make any changes at this time.
   ii. Meeting minutes can be found at transport.tamu.edu/About/tsac.aspx

d. University Dining Services Advisory Board (Kelly Pampell)

Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. Approved one application
   ii. Four applications pending the requested additional information
   iii. Begin thinking about the SEF activities for Staff Appreciation Week
   iv. Planning a meeting to work on goals if time constraints allow
   v. Current Balance: $5,234.92
i. The Dining Advisory Committee meets monthly to review student and staff comments, questions or concerns, and to relay information regarding initiatives and projects led by Dining Services.

ii. We are encouraged to communicate regularly through representatives and additional comments can be sent to dining@tamu.edu. The October meeting focused on feedback regarding West Campus offerings. The food truck options that have been tested on other parts of campus have not been financially feasible for most of the vendors.

VIII. New Business

a. Keystone Software Program – This program only has two user and one of the user is about to change management software. We have a MOU for FY 18 and the USC Executive Committee voted to continue through this year. We are paying $2300 for use which the software is free this fee is paying for maintenance, assistance and updates to the software. Not sure how much longer we will be able to use this management systems for inquiries. Susan Edmisson has agreed to put together a report stating what is needed, and how many it needs to serve. After this we will ask for volunteers to serve on an Ad-Hoc Committee to put together some recommendations for the Executive Officers Committee.

IX. Old Business

a. Laptop for meeting use and for the USC Secretary to use has been purchased
b. Still need committee goals from the some of the internal committees
c. In December we will have a Christmas Luncheon for the USC Representatives. Please send dietary restrictions to Rose Berryhill; Rose will also send a reminder
d. Staff Survey is completed, over 29% of the emails sent the salary sweep information responded. The USC feels that asking staff their opinion is important, this is part of the USC objects is to gather information from staff. A report will be written to share with Dr. Abercrombie and then for her to share with upper administration. If staff ask you any questions about this please let Doug know or asked for the individual to respond directly to him or to staff@tamu.edu.

X. Meeting Adjourned

a. Moved by Ross Jarvis and seconded by Mashalle Gomez at 9:35 a.m.

Next USC Meeting: December 19, 2017; 1:30 p.m. –3:30 p.m.; Rudder, Room 601
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**
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

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
The January 16, 2018 University Staff Council Meeting was canceled due to inclement weather at the College Station, Texas campus. Imperative committee needs will be handled through subcommittees and other agenda items will move to the February meeting.
Call to Order (Doug Sweet)
At 1:30 p.m. Doug welcomed everyone and called the meeting to order.

Roll Call (Elizabeth Scanlin)
Member roll called.

Approval of Meeting Minutes (Doug Sweet)
A motion to approve the December 16, 2017 meeting minutes was made by John Kay and seconded by Kim Zemnak. A vote was taken and the minutes were approved. January meeting was not held due to weather.

Reports
a. Treasurer’s Report (Mashalle Gomez)
   i. $10,748.34 in General Budget Available
   ii. $1,674.45 in Professional Development

b. Staff Inquiries (Casey Ricketts)
   i. #4834 LSU investigating to see if other universities offer benefits to part time staff or have established an employee assistance fund to assist part time staff.  
      RESPONSE: You work at least 20 hours a week, and your appointment is expected to continue for a term of at least 4½ months, and You are eligible for retirement benefits as a member of the Teacher Retirement System of Texas (TRS) or you are enrolled in graduate student-level classes at an A&M System institution as a condition of employment.  See page 6 of the 2017-2018 Benefits
2017-2018 Executive Officers
Chairperson: Doug Sweet
Vice Chairperson: Casey Ricketts
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At-Large: Kelly Pampell
At-Large: Johna Wright


ii. #4833 Staff Discounts
RESPONSE: Sent the inquirer the information about PerksConnect

iii. #4831 If there was an annual report or report that shows the donations that are incoming and the outgoing money that is given for the SEF.
RESPONSE: Forwarded the request to the SEF Chair
RESPONSE: Accountability is important. Information on the Staff Emergency Fund program is reported monthly at our USC meeting which then gets put into the minutes which are published for everyone’s availability to read on the USC website. Up until recently the committee reports were included in the briefings sent to USC representatives to send to constituents, but I believe the EO committee decided that they wanted to make the briefings shorter and now they’re just published in the minutes. If you have other questions, you can email staff@tamu.edu or staffemergencyfund@tamu.edu.

iv. #4815 Representative requesting information added to website Include on the committee page of the USC website, the Executive Officer committee. Requestor did not remember what she was thinking when she submitted this information. She is going to look at her request again to decide what she was trying to ask. Currently the EOC is listed on the website as a committee. Include on the committee pages, the minutes of their meetings, not to include any SEF Review Meeting
RESPONSE: Discuss was held about the request being duplicated because it was listed in the committee reports in the minutes. Also some could see how it would be beneficial but redundant. Need a transition meeting for farther discussion.

v. #4827 Requesting TAMU Ford X-Plan Partner code
RESPONSE: Code sent to requestor

vi. #4828 Teachers Discounts Guide addition to USC website
RESPONSE: Sent the information about the Perks Connect program

vii. #4829 Requesting TAMU Ford X-Plan Partner code
RESPONSE: Code sent to requestor

viii. #4830 Requesting to add their discount information on the USC Website
RESPONSE: Sent the information about the Perks Connect program

V. Update on monthly meeting with VP Abercrombie (Doug Sweet)
a. Supervisor Appreciation Event, June 19, 2018; 3:30-4:30 following the USC meeting.
   i. Representatives, if your supervisor can not make the event please encourage them to send someone from their level or above to attend with you.

b. Planning for USC Fall Forum 2018
   i. The forum will be in Fall 2018 an Ad Hoc committee will be formed to pre-plan during the summer.

c. Staff Appreciation Week plans
   i. SAW 2018 is being discussed and planned. Several USC representatives are serving on this committee. The week events are still in a draft format and changes from last year’s event. The USC will have tables at the staff development day to tell staff what we
do, our processes, time commitment by representatives and how to become a representative.  https://staffappreciation.tamu.edu/saw2018/

VI. Reports from USC Committees
a. By-Laws (Ross Jarvis)
   i. E-mail will be sent to committee chairs for updating SOP’s.

b. Communications (Melissa Easley)
   i. Final production of the Connecting You was distributed. Awaiting feedback from representatives. Email box has been requested for USCnewsletter@tamu.edu for which all committee members will have access.
   ii. Next Connecting You to be distributed right before Staff Appreciation Week.
   iii. Seeking writers for articles and member spotlight feature.
   iv. 2 more Bio slides will be completed to add to the looping slideshow.
   v. Tasked by the Exec. Officers the Committee will begin reviewing the USC website especially the staff resources section and providing suggestions for updating the USC website. Committee will meet March 6th to begin the editorial process for the April edition of the newsletter.

c. Elections (Doug Sweet)
   i. Elections coming soon. If you know of a spot open up, be open to discussing your role in USC with others that might be considering running for representative.

d. IE&RW Committee (Kim Zemanek)
   i. Met with Dr. Abercrombie on 1/8/18. Committee goals will be discussed in detail at a committee meeting on February 27th.

e. Outreach (Renee O’Banion)
   i. The Outreach Committee is organizing a Supervisor Appreciation Event for the supervisors of the USC representatives. The event is scheduled for June 19th from 3:30PM-4:30PM which is following our June USC meeting. President Young is scheduled to give remarks at 4:00PM. The location has not been determined yet, but we are trying to have it in the MSC. The Outreach committee will be sending save the date emails to your supervisors around March 5th. The RSVP invitations will be sent the beginning of May.

f. Professional Development (Susan Edmisson)
   i. The Professional Presence professional development session is schedule for this meeting
   ii. We are looking at outside resources for our next session.
   iii. The feedback form for professional development session was reviewed and edited.
   iv. Meeting times have changed
   v. SOP’s have been updated

 g. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
2017-2018 Executive Officers
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i. One application review committee meeting.
ii. Discussing ideas for fund raising during Staff Appreciation Week. If you have connections with local eateries that would participate in an evening of profit share, please let us know at staffemergencyfund@tamu.edu. We are also thinking about asking representatives to ask department to make it a part of their celebration day.
iii. Fund Status: approved one application; January Donations $220.00; January payments $500.00; and balance as of 1/31/18 is $4,736.67
iv. Payroll deductions have to be minimum of $5.00. Also, have to re-enroll each year.

h. Work Life Benefits
   i. Still pulling together more detailed information from the peer institutions who were surveyed.
   ii. After some discussions on elements we found that differ, we hope to focus on sharing all the data yet proposing what we can (i.e. thing that are not state mandated) to help improve the TAMU standard.
   iii. How to engage retirees
   iv. Meeting again in April while continuing to collect findings from these peer institutions

VII. Reports from Special Committees, Working Groups or Appointments
a. President’s Council on Climate & Diversity (CCD) (Elizabeth Scanlin)
   i. Will meet on February 28th to hear presentation updates of College’s and Division’s diversity initiatives, plans, goals and outcomes for the past year. The College’s and Divisions’ are required to submit written updates which have been reviewed and together with the presentations the committee will make recommendations for action.

b. Staff Appreciation Week (Melissa Loyd, Chair - Elena Watts, Kari Curtis, Araon Hernandez-Garcia, Deanna Lormand)
   i. Still finalizing Speakers for Development Day (Tuesday)
   ii. Discount Day has been augmented by Chamber of Commerce help and information will soon be on website about merchants that are offering discounts for SAW
   iii. Fitness Friday will now include the Maroon & White Walk to the Rec Center
   iv. 4 Branch Campus proposals were submitted
   v. If you have shift workers that can Not attend SAW activities please have their supervisor contact Melissa Loyd
   vi. Staff Photo Day on Saturday

c. Step In Stand Up (Melissa Easley)
   i. SISU website subcommittee met and provided feedback to update the website. General meeting discussion of Spring semester activities where I disclosed that the USC will have a CLEAR presentation at their April meeting for Sexual Assault Awareness Month, feature the Step In Stand Up campaign in the Connecting You, and request that the Step In Stand Up campaign logo be added to the USC website.

VIII. New Business
a. The Staff Council Consortium has met again and established meeting times and dates. These meetings are held using Web-Ex. Participation isn’t limited to University Staff Council members.
2017-2018 Executive Officers
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At-Large: Kelly Pampell
At-Large: Johna Wright

Let Doug Sweet or Casey Ricketts know if you are interested in participating or listening in on the meetings.

IX. Old Business
   a. Inquiries can be sent to staff@tamu.edu
   b. Looking into replacement of Keystone ticketing software for inquiry management. An adhoc committee may be created.

X. Professional Development (Ms. Tami Overby, Senior Training and Development Consultant, and June Vieira, TAMU Human Resources and Organizational Effectiveness)

XI. Meeting Adjourned
   a. A motion to adjourn was made by Casey Ricketts and seconded by Diane Oswalt. The meeting was adjourned at 3:29 p.m.

Next USC Meeting: March 20, 2018; 8:30–10:30 a.m.; Rudder, Room 601
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 Edmisson 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. $5,000.000 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 Divison, 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)
XII. Meeting Adjourned
   a. Moved by Barbara Schumacher and seconded by John Kay at 10:42a.m.

Next USC Meeting: April 17, 2018; 1:30 p.m. –3:30 p.m.; Rudder, Room 601
University Staff Council (USC)
Meeting Minutes
April 17, 2018
1:30-3:30 p.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Cari Bishop-Smith; Andrea Correa; Annie Crump; Melissa Easley; Rebecca Eaton; Susan Edmisson; Neal Ellis; Toni Eubanks, Nicole Filger; Mashalle Gomez; Darla Guerra; Aron Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Melissa Loyd; Joy Monroe; Renee O’Banion; Kelly Pampell; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher, Elena Watts; Jeanelle Windham; Johna Wright

Members Absent: Thadeus Bowerman; Wendi Brewer; Cathy Capps; Nikki Cavender; Kari Curtis; Mary Lu Epps; Jackie Gibson; Deanna Lormand; John O’Neill; Diane Oswald; Lisa Reichert; Doug Sweet; June Vieira, Dr. Kimberly Zemanek

USC Administrative Coordinator: Rose Berryhill

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
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 an 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 2:28p.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
University Staff Council (USC)  
Meeting Minutes  
May 15, 2018  
8:30-10:30 a.m.  
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Thadeus Bowerman; Wendi Brewer; Nikki Cavender; Andrea Correa; Annie Crump; Melissa Easley; Rebecca Eaton; Susan Edmisson; Neal Ellis; Mary Lu Epps; Tony Eubanks; Nicole Filger; Mashalle Gomez; Darla Guerra; Arnon Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Deanna Lormand; Joy Monroe; Renee O'Banion; John O'Neill; Diane Oswald; Kelly Pampell; Lisa Reichert; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; Elena Watts; Johna Wright; Kimberly Zemanek

Members Absent: Cari Bishop-Smith; Cathy Capps; Kari Curtis; Jackie Gibson; Melissa Loyd; June Viera; Jeanelle Windham

Visitors Present: Jerry Strawser, Exec. VP F&A, CFO; Kristina Ballard, Engineering Communications; William Pike, UPD; Madison Metsker-Galarza, TTI

USC Administrative Coordinator: Rose Berryhill

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

Presentation

Roll Call (Elizabeth Scanlin)
Member roll called.

Welcome Visitors (Doug Sweet)

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.

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.
xii. 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 to 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)
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

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.

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

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

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.

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
University Staff Council (USC)
Meeting Minutes
July 17, 2018
8:30-10:30 a.m.
Rudder Tower, Rm. 601

Members Present: Blair Alvarado; Thadeus Bowerman; Wendi Brewer; Cathy Capps; Nikki Cavender; Annie Crump; Melissa Easley; Rebecca Eaton; Susan Edmisson; Mary Lu Epps; Toni Eubanks; Nicole Filger; Mashalle Gomez; Darla Guerra; Aron Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Deanna Lormand; Melissa Loyd; Renee O'Banion; Lisa Reichert; Kristina Reyes; Casey Ricketts; Elizabeth Scanlin; Doug Sweet; June Vieira, Elena Watts; Bethany Wright

Members Absent: Cari Bishop-Smith; Kari Curtis; Neal Ellis; Jackie Gibson; Joy Monroe; John O'Neill; Kelly Pampell; Barbara Schumacher; Jeanelle Windham; Johna Wright; Kimberly Zemanek

Visitors Present: Shanielle Veazie-new member from the College of Architecture; Kristina Ballard-College of Engineering; Tami Overby-HROE; Kelly Peck-HROE

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Doug Sweet)
At 8:34 a.m. Doug welcomed everyone and called the meeting to order.

II. Presentation- TAMU Budget Process - Dr. Jerry R. Strawser, Executive Vice President Finance & Administration & Chief Financial Officer, Vice President for Finance & CFO

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

IV. Welcome Visitors (Doug Sweet)

V. Approval of Meeting Minutes (Doug Sweet)
June Meeting Minutes-A motion was made by Casey Ricketts and seconded by Mashalle Gomez to approve the June 19, 2018 with one amendment. A vote was taken and the motion passed.

VI. Reports
a. Treasurer’s Report (Mashalle Gomez)
   i. General – Beginning Balance $10,306.90; 6 transactions; Ending Balance $10,092.64
   ii. Professional Development-Beginning Balance $4,581.11; 1 transaction; Ending Balance $4,536.11

A motion was made by Melissa Easley to accept the July treasurer’s report and seconded by Susan Edmisson. A vote was taken and the motion passed.
b. Staff Inquiries (Casey Ricketts)
   i. #4877 The briefing is not including information from external committees is what I find most valuable about the USC: the voice those representatives provide for staff on university-wide committees.
   RESPONSE: In discussion with our leadership team, it was stated that the brief is not meant to be a lengthy document. It is meant to highlight specific information within USC that is considered official council business. External committees are not classified as official USC business, which is why they are not typically in the briefing. With that said, all business, even that outside of USC in which the council serves is listed in the meeting minutes. These minutes are available online once approved by the council.
   ii. #4942 Offering special promotions
   RESPONSE: Sent requestor information on Perks Connect
   iii. #4946 Why are the HR Benefits annual enrollment insurance meetings the last week prior to closing of enrollment?
   RESPONSE: The dates for this year’s Benefits Fair were not selected by Texas A&M. Dates were assigned by BlueCross BlueShield based on their coordination of vendor travel for open enrollment meetings system-wide. Human Resources and Organizational Effectiveness were also concerned about the dates being so late in the open enrollment month, but did not have the option to change it. HROE has been assured that they will be given an earlier July date in 2019. Please check out the information on the HROE website at https://employees.tamu.edu/benefits/enrollment/. There is a list of changes on that page as well as links to detailed information on the System Benefits Administration website, such as the Open Enrollment booklet for employees at http://assets.system.tamus.edu/files/benefits/pdf/ae/FY19/booklets/AE_Booklet.pdf

VII. Update on monthly meeting with VP Abercrombie (Doug Sweet)
   a. Meeting this afternoon

VIII. Reports from USC Committees
   a. Bylaws Committee (Ross Jarvis)
      i. Introduction and reading of proposed new amendment
      ii. Motion made by Melissa Easley and seconded by Darla Guerra to open for discussion
      iii. Discussion of new amendment- Change was proposed to Article III (B) of the USC Bylaws. After much discussion a Motion was made by Melissa Easley and seconded by John Key and voted in favor by all for the wording of Article III (B): Term Extensions – In the event that a representative has completed at least two years of a term (either a standard three year term or the completion of an uncompleted term) and will be seeking an elected officers position that representative may petition their home area to allow a one-year extension to their current term. Areas may choose to grant the one-year extension with or without an election by their area. Only one extension will be allowed for any representative. After a granted extension, the term immediately to follow would for the three years or other normal term as dictated by USC Bylaws.
      iv. Motion made by Melissa Easley and seconded by Doug Sweet to close discussion
b. Communications (Melissa Easley)
   i. Communications Committee—no formal meeting held in July.
   ii. Received all positive feedback for new Briefing format.
   iii. All 17-18 Communication Committee goals have been met.

c. Elections Committee (Lisa Reichert)
   i. All areas with outgoing representatives have provided the names for their college or
division of who will represent them and the list has been provided to Rose.

d. Outreach (Renee O’Banion)
   i. Our Supervisor Appreciation Reception was a great success. The atmosphere, the
speakers and the food were all wonderful.

e. Professional Development (Susan Edmisson)
   i. The Professional Development Committee last met on June 8th and will meet again on
July 13th to finalize the PD session for the USC monthly meeting in July. The July
session will provide information on the year’s presentations and feedback on those
presentations. In addition, the PD committee will solicit input on the Professional
Development program.

f. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
   i. The SEF had no review meetings and one meeting to work on goals.
   ii. Year to date numbers as of 5/31/2018:
      Assistance provided: $500.00
      Donations received: $665.00
      Funds balance (as of 5/31/2018): $5,318.32

g. Ad Hoc Committee for Fall Forum (Melissa Easley)
   i. Members have been set and first meeting will be in August

IX. Reports from Special Committees, Working Groups or Appointments
a. Step IN/Stand UP (Melissa Easley)
   i. This committee has been created to bring awareness to our community and encourage
others to share our message. Aggies step in as active bystanders to prevent sexual
harassment and sexual violence and stand up to support survivors. It generates
opportunities to change the culture, the perception and the conversation.
   ii. Step In Stand Up Committee met on 7/12/18.
   iii. There is a Green Dot and Step In Stand Up combination training happening on August
13, 2018 for faculty and staff.
   iv. See the Step In Stand Up and Health Promotions (Formerly CLEAR) websites for details
and watch email communications for locations and times.

X. New Business
a. The University Staff Council will attend and have a table at the Benefits Fair on July 25 and 26.
Information about the Benefits Fair can be found on the Human Resources & Organizational
Effectiveness website https://employees.tamu.edu/benefits/enrollment/
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**

XIII. **Professional Development-Professional Development Committee Feedback Presentation**

XIV. **Meeting Adjourned**
   a. Moved by Annie Crump and seconded by Mashalle Gomez at 10:35 a.m.

**Next USC Meeting:** August 21, 2018; 1:30 p.m. –3:30 p.m.; Rudder, Room 601
University Staff Council (USC)  
Meeting Minutes  
August 21, 2018  
1:30-3:30 p.m.  
Rudder Tower, Rm. 601

**Members Present:** Blair Alvarado; Cari Bishop-Smith; Wendi Brewer; Annie Crump; Melissa Easley; Rebecca Eaton; Susan Edmisson; Toni Eubanks; Nicole Filger; Mashalle Gomez; Darla Guerra; Araon Hernandez-Garcia; Ross Jarvis; John Kay; Sharon LeMieux; Melissa Loyd; John O’Neill; Lisa Reichert; Kristina Reyes Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Doug Sweet; June Vieira; Elena Watts; Johna Wright; Kimberly Zemanek

**Members Absent:** Thadeus Bowerman; Cathy Capps; Nikki Cavender; Kari Curtis; Neal Ellis; Mary Lu Epps; Jackie Gibson; Deanna Lormand; Joy Monroe; Renee O'Banion; Kelly Pampell; Stephanie Thompson; Jeanelle Windham

**Visitors Present:** Dr. Barbara Abercrombie, VP for HROE; Israel DeLeon-Libraries; Sally Yang-IT; Regan Durham-HROE-PD; Tami Overby-HROE-PD; Danny Rope-TAMU-Galveston

**USC Administrative Coordinator:** Rose Berryhill

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I. **Call to Order (Doug Sweet)**
   At 1:33 p.m. Doug welcomed everyone and called the meeting to order.

II. **Presentations- Dr. Barbara Abercrombie, Vice President of Human Resources & Organizational Effectiveness, Mr. Doug Sweet, USC Chair and Mr. Casey Ricketts, USC Vice Chair**

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

IV. **Welcome Visitors (Doug Sweet)**

V. **Approval of Meeting Minutes (Doug Sweet)**
   July 17, 2018 Meeting Minutes-Moved by Ross Jarvis. Seconded by Mashalle Gomez. Approved

VI. **Presentation – HROE USC Needs Assessment Plan – Ms. Tami Overby, Ms. June Vieira**

VII. **Reports**
   a. **Treasurer’s Report (Mashalle Gomez)**
      i. General – Beginning Balance- $10,092.64-$7,884.02
      ii. Professional Development-4,536.11-$4,524.16
b. Staff Inquiries (Casey Ricketts)

i. #4950 Question concerning the purpose of the monthly briefing.
   RESPONSE: The monthly briefing was never intended to be the full meeting minutes
   and the USC has since changed the format.

ii. #4955 Offering promotional discount to faculty, staff and students.
   RESPONSE: Sent the link and information about PerksConnect.

iii. #4956 Employee Discounts
    RESPONSE: Sent the link and information about PerksConnect.

iv. #4971 Salary Pay Grades for staff “Why does HR put a salary cap in place for staff?
   RESPONSE: Currently there is not a formal salary cap on any positions. The ranges
   listed for the pay scale were created to provide general guidelines.

v. #4974 Is it beneficial to have an ex-officio to represent retired staff members on the
   USC?
   RESPONSE: EOC continues to investigate

vi. #4981 Cell Phone Stipends “Could Dr. Abercrombie look into the possibility of some sort
   of reasonable stipend for all staff who have to have2FA, and for many who need to have
   access to their emails and work related internet functions via their cell phones. That
   include the support staff who are (almost) expected to perform tasks when not in the
   office. This shouldn’t just be considered for professional staff.
   RESPONSE: This is a unit/College decision

vii. #4995 TAMU-San Antonio Group trying to start up a Staff Emergency Fund and asked
     question about the TAMU –SEF.
     RESPONSE: Forwarded to SEF committee

viii. #4996 Full-time lecturer and student needing tuition assistance. Is there any programs
     or scholarships available to faculty looking to pursue their education further?
     RESPONSE: EOC continues to investigate the proper referral

ix. #4997 List on the USC Webpage, Educational Discounts for teachers, faculty, and staff
    RESPONSE: Sent the link and information about PerksConnect.

x. #4999 Fundraising opportunities
    RESPONSE: EOC continues to investigate the proper referral

VIII. Reports from USC Committees

a. Bylaws Committee (Ross Jarvis)

i. The wording of the new amendment was read:

1. Article III (B): Term Extensions – In the event that a representative has
   completed at least two years of a term (either a standard three year term or the
   completion of an uncompleted term) and will be seeking an elected officers
   position that representative may petition their home area to allow a one-year
   extension to their current term. Areas may choose to grant the one year
   extension with or without an election by their area. Only one extension will be
   allowed for any representative. After a granted extension, the term immediately
   to follow would be for the three years or other normal term as dictated by USC
   Bylaws.
Ross called for a vote with no abstentions, 1 opposed- Motion to adopt was approved by more than a 2/3 vote

b. IE&RW Committee (Kim Zemanek)
   i. The IERW committee along with the VP of Human Resources and VP of Diversity met to discuss staff diversity initiatives. The following points were made at that meeting:
      1. The IERW committee will be meeting with Dr. Means Coleman on a quarterly basis to discuss diversity initiatives around campus, a rubric to help define how an employee can meet, exceed or does not meet the section on diversity in the annual review.
      2. Dr. Means Coleman will be sending the IERW committee three articles on staff metrics for diversity. One was a draft publication.
      3. It was discussed about using the terminology of Novice, Intermediate, and Advanced when looking at metrics and defining how an employee could fall into these categories. One location to also look at regarding rubrics is the ICD Rubric and CD Rubric on the faculty senate website for student rubrics.
         a. ICD Rubric –
         b. CD Rubric -
      4. Mary Shubert will be working with the VPD Office to get the VPD seminars uploaded in TrainTraq so an employee can show they are attending these events as part of diversity efforts and training.
      5. It was discussed about putting together a Diversity Summit where we could bring all the diversity committees together to present what their programs offer on an around campus for staff.
      6. VPD’s Office is looking for resources/sponsors to help secure diversity speakers to come present here on our campus.
      7. Mary Shubert asked if one of the IERW committee members could be added to one of the HR work group committees and will be getting the IERW more information on this effort.

c. Professional Development (Susan Edmisson)
   i. Finalized SOPs.
   ii. Reviewed documentation to pass to next year’s committee
       1. Committee meeting minutes
       2. Monthly reports
       3. List of presentations of last two years (beginning of PD Committee)
       4. Presentation documentation
       5. Feedback documentation
   iii. Work for next year’s committee
       1. Provide additional feedback options
       2. Strategy for seeking external presentations

d. Staff Emergency Fund (SEF) Committee (Susan Edmisson)
i. The SEF had two review meetings. One application was approved for assistance. We are still working on completing goal of clarifications for the application form.

ii. The fund update includes numbers for June and July. Assistance provided/paid this period: $0.00 Donations received: $360.00 Funds balance (as of 7/30/2018): $6,685.29

iii. The fund annual report will be provided at the end of month.

IX. Reports from Special Committees, Working Groups or Appointments

a. Audio Visual Surveillance Technology Committee (AVST) (John Kay)
   i. AVST did not meet
   ii. Had discussions via email concerning:
       - revisions to the Standard Administrative Procedure for Security Surveillance
       - camera installation at the Law School bookstore
       - camera/room re-purposing in the VetMed VICI building

X. New Business

a. Casey Ricketts- Encouragement of seeking a leadership position allowing incoming 1st year USC members to develop
   Open positons-SEF; PD; Communications; Elections

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. Announcements

a. Reminder to send out the approved “new” USC Brief
b. Outreach Committee (Rene O’Banion)
   i. Top 5 USC Outreach Winners:
      1. Melissa Easley
      2. Kimberly Zemanek
      3. Casey Ricketts
      4. John Kay
      5. Wendi Brewer
   ii. Melissa Easley was top winner

c. Cari Bishop-Smith informed the USC that on the way to the meeting that she received a $1,300.00 cash donation for the SEF raised by employees of Texas A&M-Galveston

XIII. Meeting Adjourned

a. Moved by Casey Ricketts and seconded by Lisa Reichert at 2:56 p.m.

Next USC Meeting: September 18, 2018; 8:30 a.m. –10:30 a.m.; Rudder, Room 601