University Staff Council (USC)  
Meeting Minutes  
November 20, 2018  
8:45 a.m.-10:45 a.m.  
Rudder Tower, Rm. 601

Members Present: Kristina Ballard; Cari Bishop-Smith; Wendi Brewer; Annie Crump; Israel De Leon; Melissa Easley; Nicole Filger; Allison Harms; Peg Hosea; Jennifer Kuehn; Jill Lee; Melissa Loyd; Renee O’Banion; Kelly Pampell; Kelly Peck; Lisa Pierce; Flora Reeves; Casey Ricketts; Barbara Schumacher; Doug Sweet; Elena Watts; Johna Wright; and Sally Yang

Members Absent: Thadeus Bowerman; Cathy Capps; Darla Guerra; Peg Hosea; Ross Jarvis; Sharon LeMieux; Deanna Lormand; Joy Monroe; Kristina Reyes; Shanielle Veazie; and Kimberly Zemanek

Visitors Present: HROE USC Needs Assessment, June Vieira and Tami Overby

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Casey Ricketts)  
At 8:46 a.m. Casey welcomed everyone and called the meeting to order.

II. Presentation – Title IX, Ms. Jennifer M. Smith, Assistant Vice President of Compliance & Title IX Officer

III. Roll Call (Annie Crump)  
Member roll called.

IV. Welcome Visitors (Casey Ricketts) – Dr. Nancy De Leon, HROE

V. Approval of Meeting Minutes (Casey Ricketts)  
October 1, 2018 Meeting Minutes-Moved by Kristina Ballard. Seconded by Flora Reeves. Approved with amendment.

VI. Reports  
a. Treasurer’s Report (Wendi Brewer)  
1. General – Beginning Balance $14,713.94, Transactions 5, Ending Balance $12,237.94  
2. Professional Development – Beginning Balance $3,961.66, Transactions 0

b. Staff Inquiries (Melissa Easley)  
1. #5036 Requirements on community service for college. Helping at the Bryan Animal Center wanted to know the requirements.  
   RESPONSE: The University Staff Council does not have a program to help with volunteering at the Bryan Animal Center. If you are interested in volunteering please visit their website: https://www.bryantx.gov/animal-center/ where they have volunteer applications and you can call (979) 209-5260 for more information.

2. #5037 Staff Member is vision deficient with font color in Workday.  
   RESPONSE: Forwarded concern to HROE. HROE is already working with an individual on accessibility of Workday program.

3. #5191 Is the Town Hall with President Young going to be available to watch online?  
   RESPONSE: It will not be available online but it will be a Facebook Live on President Young’s page.

4. #5199 Submitted a discount offer for students and employees  
   RESPONSE: sent inquirer information on the PerksConnect program.

5. #5325 Question about Staff and Faculty Tuition Waivers policy.  
   RESPONSE: Set inquiry to
Finance Aid who drafted a response.

6. #5325 Texas A&M’s Office and Administrative Support Career Ladder (https://employees.tamu.edu/compensation/career-ladders/office-administrative/) is shown in four parts, ranging from Customer Service Associate I to Executive Assistant III. Does the University provide professional development tracks that tie to these specific groups to encourage, nurture, mentor, coach, and advance staff in these ranks? For instance, if you have an Administrative Associate I who is doing well in her position and appears ready for advancement to a higher point on the career ladder, is there a way for us to proactively work with her to not only improve her skills but also seek to advance her across the University, perhaps eventually leading to a promotion to Executive Assistant? Not only would this benefit the employee, it could be extremely valuable to areas in our University where staff succession is critical and timely. **RESPONSE:** After the event, the USC will be submitting all questions we receive to the President’s Office for consideration. Due to the nature of your questions, we are going to forward it to the TAMU Human Resources director.

7. #5328 Are systems parts who offer degrees/certificates part of Staff Tuition Assistance? If so, which Ones? and if not, is that anywhere in the works? **RESPONSE:** As the program currently operates eligible employees must be admitted as a degree-seeking student to Texas A&M through the Office of Admissions. As certificate programs are not degree-granting then they would not be eligible for the scholarship program. This scholarship is administered as part of the WELLNESS WORKS! Program under the financial wellness pillar. Changes to the program have come from President Young and former HR VP Dr. Barbara Abercrombie. I included Judi Haas on this email because she was on the USC when the program was created and may have insight as to why certificate programs were not included in the current instance of the scholarship; though I am not 100% certain that certificates were ever part of this benefit. The former program was discontinued at the creation of the current scholarship opportunity. To my knowledge, the prior program was not an automatic scholarship awarded when students met the criteria, there was a separate application process and funding was not guaranteed as it limited to donations only. The current program is financially supported through central funding. As far as petitioning, I am not sure who the inquiry would be sent to as I am not sure who the true sponsor for this program is as it is not SFAID. Hopefully, Judi can provide some additional knowledge here as well.

8. #5330 How does one become a member of staff council? **RESPONSE:** Representatives are elected from Colleges and Divisions. You can visit https://staff.tamu.edu/resources/staff/how-to-become-a-usc-representative/ which outlines the process. Once you determine your college or division, you can look up the current representative. By contacting them, you can find out exactly the needs for your area of representation. You are welcome to attend any of the USC meetings to gain a better idea of the work performed as well. The next meeting is November 20th at 8:45 am.

VII. **Update on monthly meeting with Interim VP HROE (Casey Ricketts)**

1. Monthly Meeting with Ms. Elizabeth Schwartz, Interim Vice President for Human Resources and Organizational Effectiveness.

2. Fundraising opportunities for the Staff Emergency Fund; USC responsibility to raise and maintain funds for future events for staff to access. Collaborative effort through committees: Communication, Staff
Emergency Fund, and Outreach. Reaching out to Brandy Kosh VP of Academic Affairs Business Services who coordinates SECC to opportunities to learn. Question: Are donations tax deductible? Yes, if donation is submitted online.

VIII. Reports from USC Committees

a. Outreach – Renee O’Banion
   1. We turned in our 2018-19 goals to the EOC committee.
   2. We reviewed the Supervisor Appreciation Reception details form last year and are trying to lock down the date for 2019. We are starting to make contact with our vendors from last year and new ones if needed.
   3. We are researching banners and signs for the USC to make us more visible.

b. Staff Emergency Fund – Flora Reeves
   1. Four applications funded
   2. Assistance Provided-$4000.00, Donations Received-$105.00, Balance as of 10/31/2018-$5737.04

c. Ad Hoc – Staff Inquiry Software – Johna Wright
   1. The staff inquiry system should include (“needs”): a way for staff to truly send in anonymous questions/information, -some sort of archive capability (this need was identified by the EOs in the August EO meeting), -a means to receive the response from USC or appropriate department/organization
   2. The staff inquiry system could include (“wants”): means for staff to upload an artifact/documentation if needed, -reporting capabilities (research purposes, identify trends in questions, etc.), -a copy of submission to the user

d. Ad Hoc – 2018 Fall Forum Recap – Melissa Easley
   1. All the data from qualtrics survey was shared with Elizabeth Schwartz to determine what themes should be pointed out to President Young. The issues or topics for USC open ended questions was shared with the Executive Officers and leadership team:
      84% of responses were extremely or somewhat pleased with Town Hall room.
      79% of responses were extremely or somewhat pleased with Meet and Greet room.
      76% of responses were extremely or somewhat pleased with Meet and Greet Activity.
      One responder extremely displease with Meet and Greet Activity-open response was that they didn’t get a chance to speak with President Young personally
      One responder somewhat displease with Town Hall room set-not enough seating was open response
   2. Best Part of Town Hall:
      • President Young was funny and very down to earth. Enjoyed interacting with him.
      • Casual atmosphere/intimate feel
      • Meet and Greet food and conversational atmosphere
      • President acknowledging difficulties with WorkDay
      • Great to know President Young better...jokes were appreciated/loved hearing about his farm animals
   3. Areas of Improvement:
      • Better video/audio for off campus locations
      • More focus on staff
      • Have panel of speakers
IX. Reports from Special Committees, Working Groups or Appointments
   a. Council on Built Environment (CBE) (Barbara Schumacher)
      Met in September; Instructional Laboratory and Innovative Learning Center, request to build for Fall 2020. Sponsorship signage being sought from Athletics for facilities must be tied to new multimedia contract. Request sent for new west campus dining facility, with 5 dining concepts and offices for dining administration with seating for 300-400 including an outdoor space.
   b. Step In Stand Up – Melissa Easley
      The Office of Health Promotion is hosting a workshop to provide education and training on how to Step In and Stand Up against sexual violence at Texas A&M University. The day-long workshop will combine Green Dot Training and STAND Up Training on December 18. Register at: https://studentlife.tamu.edu/hp/sisuworkshop/
   c. Transportation Services Advisory Committee – Renee O’Banion
      i. Transportation Services has been in discussion with the committee regarding University Business permit misuse.
      ii. They discussed the termination of OFO at the end of the fall semester. They are looking into replacement companies and want to have a new one in place for the spring semester.
      iii. They discussed how all construction on campus and in BCS is behind due to the weather over the past month.
   d. University Dining Services – Dr. Kimberly Zemanek
      We are still looking for additional volunteers for our BOOST mobile ordering launch. The dates are still TBD, but with plans to roll out in early Spring. I’ve fixed the links to be editable so please share with your constituents:
      - 200 users to try out the app during Sneak Peak week. Schedule TBD.  
        https://docs.google.com/spreadsheets/d/1A2bNgcPL6SmAocHrZrVgqRttLnn-o9Ccouf_s-CQ/edit#gid=0
      - 10-20 Influencers who can utilize their social platforms to inform the campus about the option.  
        https://docs.google.com/spreadsheets/d/1XtOnCUm7IbzQMQnub8Zo7FziOWWhdhOjlfJThsir7s/edit#gid=0

X. New Business
   a. College or Division Scholarships; send to Rose to see what exists outside of the Staff Tuition Assistance Program
   b. Looking at HROE PD Assessment at next EO meeting, email EOs or staff@tamu.edu regarding needs assessment.

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. Meeting Adjourned
   a. Moved by Doug Sweet and seconded by Barbara Schumacher at 10:51 a.m.
2018-2019 Executive Officers
Chairperson: Casey Ricketts
Vice Chairperson: Melissa Easley
Secretary: Annie Crump
Treasurer: Wendi Brewer
At-Large: Doug Sweet
At-Large: Johna Wright

Next USC Meeting: December 18, 2018; 1:30 p.m. – 3:30 p.m.; Rudder, Room 601