University Staff Council (USC)
Meeting Minutes
October 16, 2018
1:30p.m.-3:30p.m.
Emerging Technologies Building, Rm. 3002

Members Present: Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Annie Crump; Israel De Leon; Melissa Easley; Allison Harms; Peg Hosea; Ross Jarvis; John Kay; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Joy Monroe; Renee O'Banian; Kelly Peck; Lisa Pierce; Flora Reeves; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Elena Watts; Sally Yang

Members Absent: Nicole Filger, Darla Guerra, Melissa Loyd, Kelly Pampell, Elizabeth Scanlin, Shanielle Veazie, Johna Wright, Cathy Capps, Kari Curtis, Deanna Lormand, Geeta Megchiani, Kristina Reyes, Bethany Wright, Kimberly Zemanek

Visitors Present: NA
USC Administrative Coordinator: Rose Berryhill

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

II. Presentation

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

IV. Welcome Visitors (Casey Ricketts)

V. Approval of Meeting Minutes (Casey Ricketts)
September 18, 2018 Meeting Minutes-Moved by Kelly Peck. Seconded by Flora Reeves. Approved

VI. Reports
a. Treasurer’s Report (Wendi Brewer)
General – Beginning Balance $16,933.20, Transactions 4, Balance $16,396.13

Professional Development – Beginning Balance $4,524.16, Transactions 5, Balance $3,961.66

b. Staff Inquiries (Melissa Easley)
1. #5026 Promotional Discounts to Faculty, Staff and Students  RESPONSE: Sent inquirer information for Perks Connect

2. #5028 Information request concerning the USC – IERW Committee and TAMU Diversity Operations Committee  RESPONSE: Request forwarded to USC Rep.

3. #5034 Question from constituent submitted by representative regarding the staff scholarship/tuition assistance-USC response: Executive Officers discussed in meeting and response sent regarding use of funding which must stay in the TAMU-College Station campus for staff to use these monies.

4. #5035 Request to place the Transportation Services motorist assist on the USC Website.  RESPONSE: Thank you for your request this information has been added and it can be viewed at https://staff.tamu.edu/resources/staff/discounts-and-services/

5. #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.

VII. Reports from USC Committees
   a. Bylaws Committee (Ross Jarvis) - none
   b. Communications (Kristina Ballard) - none
   c. Elections Committee (xxx) – Established and submitted goals
   d. IE&RW Committee (Kim Zemanek) - none
   e. Outreach (Renee O’Banion) - none
   f. Professional Development (xxx) –
   g. Staff Emergency Fund (SEF) Committee (xxx)
      Four applications were approved for assistance. One was ineligible and one is needing additional information.
         i. The fund update includes numbers for August.
            - Assistance provided/paid this period: $0.00
            - Donations received: $1450.00
            - Funds balance (as of 8/30/2018): $8061.29

   h. Work-Life & Benefits (WL&B) Committee (Barb Schumacher) - none

VIII. Reports from Special Committees, Working Groups or Appointments
   a. Audio Visual Surveillance Technology Committee (AVST) (xxx)
   b. Council on Built Environment (CBE) (xxx)
   c. Diversity Operations Committee (DOC) (Annie Crump)
   d. President’s Council on Climate & Diversity (CCD) (xxx)
e. **IT Governance Group (ITG) (Casey Ricketts)**
   i. Grants available for faculty
   ii. Creating proactive policies rather than reactive

f. **Staff Appreciation Week (Melissa Loyd)**
The week of April 22, 2019 will be Staff Appreciation Week. Activities and events to be determined.
   i. The President’s Office plan to have 4 signature events throughout the year and USC representatives are requested to play a supporting role in these events as volunteers. USC representatives will not be responsible for planning these events merely a supporting role where needed on the day of these events.

g. **University Dining Services Advisory Board (Dr Kim Zamenak)**
The University Dining Advisory Committee (UDAC) had its first meeting on October 4, 2018, and introduced 3 new dining locations: Creekside Market at White Creek, Starbucks in Zachry (largest Starbucks on campus with 4 registers and 4 baristas along with several seating areas for students), and Copperhead Jacks (in Sbisa). Future dining openings will include Shake Smart, Panda Express, Salada, Houston Street Pub, and another small market type dining location.
   i. There is a collaboration with the 12th Can and SGA called Swipe Out Hunger in which students who cannot afford to purchase meal plans can go to student assistant services and see if they can qualify to get a card with money allocated on it to use at Sbisa, The Commons, or Duncan.
   iv. There is a pilot program going on with Boost - Mobile Ordering App that would allow students to use their meal plans to place their food order online and then go to the dining establishment to pick up there food.
   v. There are several Health & Wellness initiatives going on around campus such as Super Food Tuesday and Fresh Market Thursday.
   vi. Upcoming October Events: Project Clean Plate (October 22-25); Food Truck Festival Food Week (October 22-26); DIY Nacho Bar (October 26); Halloween Dinner (October 31)
   vii. Surveys: There is a new annual survey called Fall 2018 Voice to Vision Survey which is available now through October 31, 2018. Go to www.bit.ly/tamufall2018 or Text ETLU to 99299.
   viii. Last day to upgrade meal plans is October 26, 2018. There are meal plans for faculty and staff as well.

i.

IX. **New Business**

Ad Hoc Committees

i. “Town Hall with President Michael K. Young – USC Fall Forum will be on November 6 from 10 am – 11:30 am in the MSC, Room 2300 A
a. USC Reps will be sent a “Save the Date” email for them to forward to their division/college. Five prepared questions will come from the USC so please send any suggestions to staff@tamu.edu.

X. Old Business
   a. Please submit all constituent requests, questions and suggestions by emailing to staff@tamu.edu for consistency and recorded official responses.
   b. Consortium update from Doug Sweet; forming an ad hoc committee.
   c. Professional Development assessment timeline pushed back, presenting soon.

Announcements
1. Welcome speaker ideas for this academic year.
2. Meet in subgroups to discuss goals after adjournment.

XI.
XII. Meeting Adjourned
   a. Moved by Melissa Easley and seconded by Doug Sweet at 2:44pm

Next USC Meeting: November 20, 2018; 8:45 a.m. – 10:45 a.m.; Rudder, Room 601