Members Present: Kristina Ballard; Annie Crump; Israel De Leon; Melissa Easley; Nicole Filger; Darla Guerra; Allison Harms; Ross Jarvis; Jill Lee; Sharon LeMieux; Melissa Loyd; Joy Monroe; Renee O’Banion; Kelly Peck; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Elena Watts; Johna Wright; Sally Yang; Dr, Kimberly Zemanek; Elizabeth Scanlin; Jackie Gibson; Michelle Newton

Members Absent: Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Cathy Capps; Peg Hosea; Jennifer Kuehn; Deanna Lormand; Kelly Pampell; Lisa Pierce; Flora Reeves; Kristina Reyes; Shanielle Veazie; and Kathleen Karr-Simons

Visitors Present: None

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
Faith in the Workplace, Dr. Roger Martinez

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

IV. Welcome Visitors (Casey Ricketts)

V. Approval of Meeting Minutes (Casey Ricketts)
November 15, 2018 Meeting Minutes-Moved by Melissa Easley. Seconded by Johna Wright. Approved with edits.

VI. Reports
a. Treasurer’s Report (Wendi Brewer)
   i. General Balance $11,495.17
   ii. Professional Development Balance $3,946.66

b. Staff Inquiries (Melissa Easley)
   #5325 Unfortunately, I will not be able to attend the Town Hall with President Young next week. I would like to submit a question to him, though (feel free to edit if length is too long): 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 profession 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 FROM HROE: Howdy; The following response was received from our Division of Human Resources and Organizational Effectiveness:

In the past, while Professional Development was available through certificate programs and open enrollment, it was not well aligned with developing core competencies of key functional and leadership roles, a longer-term outlook and progressive development, rewards and recognition such as compensation and career ladders, nor talent management.

As an institution of higher education, it is important our employees, faculty, staff, and administrators are continually developing themselves to be better leaders at the university; and, we need to provide professional development that enables that.

A large-scale effort started earlier this year to do just that. We are transforming how we develop our employees putting in place components that will enable:

Progressive development for key functional roles, including curriculum that will enable people to learn and practice what they need to know and do as well as Learning & Development Paths that will map out development activities across different competency levels. This includes Business and Administrative Support roles.

Progressive leadership development from leading self to leading others for those in roles such as supervisory or project lead / management. Depending on the leadership level, it will encompass various assessments for people to gain self-awareness, curriculum to learn and practice what they need to know and do, as well as opportunities to work, network, and learn with other leaders from across the university.

Once developed and implemented, we will then look at integrating the components into career ladders, compensation, etc.

We will be piloting the prioritized components of this in February and March next year. After which, you will hear more about the effort as it starts deploying in Spring 2019.

In the meantime, the following may be helpful:

1. Compare the job duties and responsibilities of the position in which the employee currently is (i.e., Administrative Associate I), the next level (i.e., Administrative Associate II), and the targeted level (i.e., Executive Assistant), identifying differences in the job duties and competencies.

2. Determine competency strengths and development opportunities the employee can work on in the next 1 to 2 years as well as 3 to 5 years. For example, if they are great at providing high quality customer service, but perhaps does not have a strong background in working with others or Excel. All of them may be needed for future Administrative and Executive Assistant roles; so, it would be beneficial for them to continue using their customer service strength as well as start developing Excel and working with others.

3. Identify activities that can help with #2, considering:
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

a. Professional Development calendar (during this transition of transforming how we develop people, Professional Development will continue to support the university competency development needs in a limited offering of the more popular activities)
b. The University license of Lynda.com
c. TrainTraq
d. On the job activities such as working on or leading a small project with others in the department
e. Developing an Excel document or workbook for you after the employee completes a Professional Development Excel course
f. Identifying and asking an experience Administrative Coordinator if they would be willing to be a mentor for the employee

4. Develop a plan of what the employee should complete when
5. Include near term activities in the employee performance expectations
6. Hold quarterly and annual meetings with the employee (separate from any regular one on ones or performance evaluation) to discuss the development activities, including what is working or not working, what they are learning, etc.
7. Revisit the plan and steps as needed

#5330 Howdy, 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.

#5331 Ideas for fundraising for SEF: Hi while back the LA Staff had a Facebook auction of items donated and created by Liberal Arts Staff, if enough interest could be drummed up for it that might work, I think there was a 100% profit.
RESPONSE: Thanks. This will be shared with the Executives Officers and the SEF.

#5338 To whom it may concern  My Name is David Frankfort and I am the University of Houston Staff Council Historian and I am working on a project to review our membership and reapportionment of our organization. Could you provide me with the following information about your College or University organization?
1. Number of Full time Staff on your campus:
2. Number members in your Staff Council/Senate:
3. How are they represented (per division, per department, per year, per districts, etc...):
4. How do you calculate how many representative are allocated for each of the above (percentage, specific numbers, size, etc...):
5. Do you have any at-large member's representative?
6. Do you have any members that are Members without being elected like ex officers)
RESPONSE by Doug Sweet, Member at Large  One of our executive officers put together answers to your inquiry:
1. Number of Full time Staff on your campus: 6,841
2. Number members in your Staff Council/Senate: 42
3. How are they represented (per division, per department, per year, per districts, etc...): We have broken our university down into division and colleges (units).
4. How do you calculate how many representative are allocated for each of the above (percentage, specific numbers, size, etc...): Each unique unit gets one representative for every two hundred staff members on payroll.
5. Do you have any at-large member's representative? We currently have two "At Large" representatives, serving the needs of the Executive Committee and the USC Chair.
6. Do you have any members that are Members without being elected like ex officers: We have up to ten ex-officio (non-voting) members. We currently have six Ex Officio members. While these members can be appointed by their home units, they must be approved by the executive committee as well as the full council.

#5340 I am replying to everyone you reached out to as the information reflected on the attached spreadsheet may be of interest. The UT System Employee Advisory Council collected the data reflected therein; the document was created in January 2017. As an aside, UT Staff Council at The University of Texas at Austin is currently undergoing a redistricting effort and how we do things now will change as a result.

RESPONSE: Thank you so much for sharing your information with everyone. Our staff council will be replying soon to David Frankfort as well.

VII. Reports from USC Committees
a. Outreach (Renee O’Banion)
   The Supervisor Appreciation Reception will be held Tuesday, April 2nd from 3:30-4:30pm at the Stark Gallery. This date and location has been confirmed. Remarks will be given by President Young at 4:00 PM.

b. Professional Development (Kelly Peck)
   Continuing with adopted needs assessment from HROE.

c. Staff Emergency Fund (SEF) Committee (Flora Reeves)
   i. Balances - Beginning Balance ; __0_transactions, gifts; $15,900.29 Ending Balance
   ii. Did not meet for any reviews
   iii. Matching funds of $10,000 provided by the President’s office

VIII. Reports from Special Committees, Working Groups or Appointments
a. Staff Appreciation Week (Melissa Loyd)
   i. Save the date will go out real soon April 22-27, 2019-- 27th is family photo day.
   ii. President’s Meritorious Service Awards will be Monday, April 22, 2019 and in the morning. Muster is that evening.
   iii. We are working out daily schedule of events but there is a possibility to partner with School of Public Health Active for Life symposium for our professional development day. This is very preliminary and nothing is set or approved yet. More details will be revealed
as things get approval and confirmed.

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

X. Announcements:
   a. TAMU Winter Break is December 21, 2018 beginning at noon until January 2, 2019.

XI. Meeting Adjourned
   a. Moved by Elizabeth Scanlin and seconded by Barbara Schumacher at 2:26 p.m.

Next USC Meeting: January 15, 2019; 8:45 a.m. –10:45 a.m.; Rudder, Room 601