University Staff Council (USC)
Meeting Minutes
February 19, 2019
1:30p.m.-3:30 p.m.
Rudder Tower, Rm. 601

Members Present: Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Annie Crump; Israel De Leon; Melissa Easley; Allison Harms; Peg Hosea; Ross Jarvis; Jill Lee; Sharon LeMieux; Joy Monroe; Michelle Newton; Kelly Peck; Lisa Pierce; Joe Prather; Brittany Ramsey; Flora Reeves; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Cathleen Karr Simons; Doug Sweet; Stephanie Thompson; Sally Yang; Kimberly Zemanek


Visitors Present: Charlotte Hieke, Associate Biological Safety Officer, Vice President for Research

USC Administrative Coordinator: Rose Berryhill

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

II. Presentation
“Say HOWDY” Ms. Tory Enriquez, Director of Sales and Marketing, A&M Hotel & Conference Center

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

III. Welcome Visitors (Casey Ricketts)

IV. Approval of Meeting Minutes (Casey Ricketts)
The meeting minutes from the previous month could not be approved due to there being no quorum of members. Minutes will be voted on at the next meeting.

V. Reports
a. Treasurer’s Report (Rose Berryhill)
   i. General – Beginning Balance $11,685.17; 2 transactions $141.41; Ending Balance $11,543.76
   ii. Professional Development - $3,946.66

b. Staff Inquiries (Melissa Easley)
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

i. #5359 – Applying for funds for staff appreciation week from a remote location.
RESPONSE:
The preliminary proposal for Staff Appreciation Week activities/events is awaiting approval from the President’s Office. Until we receive approval to proceed, we are unable to provide any information about deadlines/requirements for SAW funding requests for remote locations. We will follow up with you as soon as we can. Thank you for your patience.

ii. #5361 I am sending forward a concern that was brought to my attention from the Speaker of the Faculty Senate. This is an issue that impacts all employees of TAMU, and I believe it deserves our time and attention for consideration and possible action. See email below. There is also an attachment documenting information that has already been received about the topic of MyEvive. I have alerted our SEBAC representative as well as the speakers at our System institutions. If you have suggestions or questions, please let me know. RESPONSE: forthcoming

VI. Update on Monthly Meeting with Ms. Elizabeth Schwartz, Interim Vice President for Human Resources and Organizational Effectiveness
a. Discussed inquiry #5361 and decided to discuss with the council representatives and report back to her the discussions.
b. Were given an update on the VP-HROE position

VII. Reports from USC Committees
a. IE&RW Committee (Kim Zemanek)
   Meeting with VP of Diversity to discuss a clearer definition on the diversity section of the yearly evaluation forms.
b. Outreach (Renee O’Banion)
   Due to a conflict with President Young’s schedule, we have rescheduled the Supervisor Appreciation Reception to May 1st. It will be at the same time and location. We will be sending out a new Save the Date in the near future.
c. Staff Emergency Fund (SEF) Committee (Flora Reeves)
   Assistance provided/paid this period: $0.00
   Donations received: $351.00
   Balance as of 12/31/2018: $16,235.09
d. Ad Hoc Committees
   Inquiries Software- Johna Wright
   Follow – up I have not yet pursued the questions regarding Qualtrics identified at the last USC EO meeting. However, Google Forms was also suggested as a method to receive staff inquiries. This will be another option we can present in the future.
   Mission and Vision Statements – Kelly Peck
   Proposed statements reviewed but no vote taken

VIII. Reports from Special Committees, Working Groups or Appointments
a. Stand In Step Up (Melissa Easley)
i. Campus wide training in March that will include GreenDot.  
https://stepinstandup.tamu.edu/
ii. Have not identified a day to wear the teal yet
iii. Free information available on a national sexual violence resource center website:  
https://www.nsvrc.org/saam for the campaign

b. **Staff Appreciation Week (Melissa Lloyd)**
   i. Monday, April 22 - President’s Meritorious Service Award Ceremony (morning event)
   ii. Tuesday, April 23 – Wellness Walk (afternoon/end of the day event)
   iii. Wednesday, April 24 - Department Appreciation Day
   iv. Thursday, April 25 – Active for Life Summit (all day event)
   v. Friday, April 26 - Staff Discount Day (all day)
   vi. Saturday, April 27 – Staff Photo Day (likely morning event)

c. **Transportation Services Advisory Council (TSAC) (Renee O’Banion)**
   i. Had a presentation on the current bus service and how some routes may be combined to provide better service. This will also allow additional busses to help during peak time on other routes that are heavily ridden.

IX. **New Business**
   a. University Dining will place a Chick Fil A in the MSC

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. **Meeting Adjourned**
   a. Meeting ended at 3:00p.m.

**Next USC Meeting:** March 18, 2019; 8:45 a.m. –10:45 a.m.; Rudder, Room 601