Members Present: Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Annie Crump; Israel De Leon; Nicole Filger; Katy Ellison; Nicole Filger; Darla Guerra; Ross Jarvis; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Joy Monroe; Michelle Newton; Renee O’Banion; Brittany Ramsey; Flora Reeves; Kristina Reyes; Casey Ricketts; Barbara Schumacher; Johna Wright; Sally Yang; Kimberly Zemanek

Members Absent: Cathy Capps; Melissa Easley; Jackie Gibson; Allison Harms; Peg Hosea; Deanna Lormand; Melissa Loyd; Kelly Pampell; Kelly Peck; Lisa Pierce; Joe Prather; Elizabeth Scanlin; Cathleen Karr Simons; Doug Sweet; Stephanie Thompson; Shanielle Veazie;

Visitors Present:

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Casey Ricketts)
   At 8:50 a.m. Casey welcomed everyone and called the meeting to order.

II. Presentation
   “DUO” Mr. Scotty Shepherd, Training & Quality Assurance Coordinator, TAMU Division of Information Technology
   Questions:
   Q: Is there a limit to the number of devices one can have enrolled in DUO?
   A: Per DUO, there is no limit to the number of devices that can be enrolled for an account.

   Q: Why would the options to enroll in the TAMUS DUO be missing from SSO unless the employee was marked as DUO Required by their HR liaison?
   A: No definitive reason and more troubleshooting would be required. If this occurs again, please contact the System IT department by emailing SO-HelpMe@tamus.edu.

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

IV. Welcome Visitors (Casey Ricketts)

V. Approval of Meeting Minutes (Casey Ricketts)
   Could not approve meeting minutes from January and February due to no quorum.
VI. Reports
   a. Treasurer’s Report (Wendi Brewer)
      i. General – Beginning Balance: $11,380.11; 1 transaction; Ending Balance: $11,192.76
      ii. Professional Development – 0 transactions; Ending Balance: $3,946.66.
   b. Staff Inquiries (Melissa Easley)
      i. #5361 Summary-MyEvive-Casey to give an update on this inquiry. Thanks Casey! I have been working on this. Attached is a resolution signed by all but two of the system institution Speakers/Presidents. It is being sent to the system people today. I am copying our relevant upper administrators on that. I can forward that message after it goes out. I am also sending it to Bill Oliver at WTAW. He asked about this when it came up at our Senate meeting in February. I am praying this doesn’t backfire, but our next step is to have our senates approve it at our March meetings. Feel free to use the language in this resolution if that is helpful to you all. I don’t know if there are Staff Councils at our System counterparts, but if so, it would be great to include them as we have done with the Faculty Senates. Thanks so much and please let me know how I can help.
         Julie Harlin
         RESPONSE: more information forthcoming
      ii. #5367 Summary-Some areas require 1 EOD class for evaluations. How to fulfill that requirement during the HROE-PD transition? Response from Tara Gray: The following response was received from HROE Professional Development: Thank you for your interest in Texas A&M Professional Development and further developing your competencies. As it turns out, last fall, we commenced actively working with HROE Professional Development and representatives from across the University to transform how we develop employees. This includes aligning development with key functional roles across the University as well as progressive leadership development with the context that everyone is a leader (i.e., one does not have to be a supervisor or administrator to be a leader).
         Initial components are being piloted this semester with a target to commence implementation in the summer. We want to validate we are headed in the right direction and will meet your needs before we commence implementation activities and details of the future direction.
         So, keep an eye for out in early June for more details about the future direction, what to expect, and enrollment.
         In the meantime, as we are committed to serve the Texas A&M community during this time of transition, some of the most popular courses will continue to be offered. Even if you have taken a course in the past, if it has been a few years, it may be worthwhile to take again -- there may be additional insights, especially if you have gained more experience and responsibility with the University. Please see the currently planned course offerings through December 2019 at: training.tamu.edu/schedule.
2018-2019 Executive Officers
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Vice Chairperson: Melissa Easley
Secretary: Annie Crump
Treasurer: Wendi Brewer
At-Large: Doug Sweet
At-Large: Johna Wright

Tara D Gray, M.S., CPLP | Director
Division of Human Resources and Organizational Effectiveness
1401 TAMU | College Station, TX 77843
Ph. 979.862.7615 | tara.d.gray@tamu.edu
employees.tamu.edu

iii. #5369 Summary-Fleece for outgoing representatives Response: Your inquiry will be shared with the Executive Officers for further action and discussion.

iv. #5371 & 5372 Summary: Applicant received denied from Admissions. Response: Your email has been forwarded to an admissions counselor in the Aggieland Prospective Student Center. The University Staff Council does not have any involvement in admissions decisions.

VII. Update on monthly meeting with VP Abercrombie (Casey Ricketts)

VIII. Reports from USC Committees
a. Elections Committee (Nicole Filger)
   i. We will be reaching out the respective colleges/units who have expiring members this month (March) and requesting that an election coordinator be selected. Once the coordinators are identified, we will be sending nomination packets. Elections being held in April.

b. Professional Development (Casey Ricketts)
   i. We will be working on the Professional Development plan for about an hour during the April meeting time

c. Staff Emergency Fund (SEF) Committee (Flora Reeves)
   i. Assistance provided/paid this period: $0.00
   ii. Balance: $16,235.09
   iii. If you had been assisting and aiding by making a payroll deduction please know that your payroll deduction ended in December 2018, if you did not submit a new form to Payroll on January 1, 2019 for a new calendar year.

d. Work-Life & Benefits (WL&B) Committee (Barb Schumacher)
   i. Insurance costs have decreased since the yearly well check and mandatory health assessments.
   ii. My Eivive is hoping to collect your information to build information on how to help you with your available health needs. It pulls information on programs that are available for you from your health benefits. No resolution on why to do this as part of the incentive but SEBAC feels that they are “doing all we can to do the best for all of you.”

IX. Reports from Special Committees, Working Groups or Appointments
a. Audio Visual Surveillance Technology Committee (AVST) (Jennifer Kuehn)
   i. September, 2019
   a. Exception Request approved for Vet Med (monitoring students with disabilities during Anatomy exams).
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b. Approved revisions of Standard Administrative Procedure (SAP) 29.01.03.M0.28, Audiovisual Surveillance
   ii. October, 2019
      a. Approved surveillance cameras for Anthropology: Lobby, ANTH 108
      b. Approved surveillance cameras for Chemical Engineering: Brown Building
   iii. December, 2019
      a. Approved surveillance cameras for Mechanical Engineering: Lobby, MEOB 392
      b. Approved surveillance cameras for Utilities and Energy Services: Central Utility Plant
   iv. March 2019
      a. Reviewing surveillance camera request for Reed Arena: Loading dock.
      b. Reviewing surveillance camera request for Transportation Services: Parking and traffic at Building 1416 (Hullabaloo).
      c. Reviewing surveillance camera request for Transportation Services: Parking and traffic at Buildings 1536 and 1537 (Agrilife).

b. SEBAC (Barb Schumacher)
   i. Continually reviewing benefits for staff. The cost of health care has decreased because of proactivity and annual week check incentive.
   ii. My Evive is hoping to collect your information to build information on how to help you with your available health needs. It pulls information on programs that are available for you from your health benefits. No resolution on why to do this as part of the incentive but SEBAC feels that they are “doing all we can to do the best for all of you.”

c. Staff Appreciation Week (Melissa Loyd)
   i. Remote campuses have been contacted pertaining with SAW Assistance. Go to SAW website for new information. [https://staffappreciation.tamu.edu/](https://staffappreciation.tamu.edu/)
      a. Monday, April 22 - President’s Meritorious Service Award Ceremony MSC, Bethancourt Ballroom Ceremony 10:30 a.m. | Reception: 11:30 a.m.–12:00 p.m.
      b. Tuesday, April 23 – Wellness Walk (afternoon/end of the day event)
      c. Wednesday, April 24 - Department Appreciation Day
      d. Thursday, April 25 – Active for Life Summit (all day event) A&M Hotel & Conference Center
      e. Friday, April 26 - Staff Discount Day (all day)
      f. Saturday, April 27 – Staff Photo Day (morning event)
   ii. We will likely need volunteers from USC to help staff some of these events. Please have them place a hold on their calendars for these dates if they are available and interested in helping. Non-Traditional employees will be given boxed lunch as before and volunteers will be needed to help with the 2 distribution days:
      Wed, April 24th from 5pm – 7pm
      Fri, April 26th from 10am – 12pm

X. New Business
a. Five USC representatives made a campus visit to TAMUG in February. It is an amazing campus, and included time to meet with the staff. Encouraged all representatives to try to visit
the campus in Galveston. The group enjoyed having the opportunity to also meet with Colonel Michael E. Fossum. Thanks to this campus staff and Cari Bishop for their warm hospitality.

b. A spring or summer trip is being planned to visit the Law School and Dental School campuses; if you are interested in attending please let Casey know of your interest.

XI. Old Business

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

b. Galveston Trip Re-Cap

c. MyEvive Update: Resolution from Faculty Senate; states that they disagree with the requirement to provide health information to a third-party for-profit entity as health incentive as state employees; has been sent to other. The resolution has been forwarded to other system staff councils to determine if this is a shared concern across the system. Possible outcomes are that the MyEvive requirement become optional, or that the requirement be eliminated as well as the $30 incentive. It has been verified that My Evive is no HIPPA compliant, and therefore employees should not be compelled to complete the assessment. Employees do have the opportunity to cancel their MyEvive information can do so via the MyEvive website. Casey Ricketts and Melissa Easley will meet with Elizabeth Schwartz, Interim VP of HROE to discuss these concerns.

Next USC Meeting: April 16, 2019; 1:30 p.m. –3:30 p.m.; Rudder, Room 601