Members Present: Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman; Wendi Brewer; Annie Crump; Melissa Easley; Nicole Filger; Darla Guerra; Allison Harms; Peg Hosea; Ross Jarvis; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Joy Monroe; Renee O’Banion; Kelly Pampell; Lisa Pierce; Joe Prather; Brittany Ramsey; Kristina Reyes; Casey Ricketts; Elizabeth Scanlin; Barbara Schumacher; Cathleen Karr Simons; Doug Sweet; Stephanie Thompson; Shanielle Veazie; Johna Wright; Sally Yang; Kimberly Zemanek

Members Absent: Cathy Capps; Israel De Leon; Katy Ellison; Jackie Gibson; Deanna Lormand; Melissa Loyd; Michelle Newton; Flora Reeves

Visitors Present: Tami Overby, HROE

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Casey Ricketts)
At 1:37p.m. Casey welcomed everyone and called the meeting to order.

II. Presentation
Professional Development/Needs Assessment with Tami Overby, HROE

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

IV. Welcome Visitors (Casey Ricketts)

V. Approval of Meeting Minutes (Casey Ricketts)
January Meeting Minutes-Moved by Peg Hosea. Seconded by Doug Sweet. Approved
February Meeting Minutes-Moved by Barb Schumacher. Seconded by Joe Prather. Approved
March Meeting Minutes-Moved by Barb Schumacher. Seconded by Renee O’Banion. Approved

VI. Reports
a. Treasurer’s Report (Wendi Brewer)
i. General – Beginning Balance $10,820.74, No transactions, Ending $10,820.74
   a. A few pending end-of-year transactions, approx. $4,000.00.
ii. Professional Development – Beginning Balance $3946.66, No transactions, Ending $3946.66.
b. Staff Inquiries (Melissa Easley)

   i. Staff BBQ – 2018
   Submitted by USC Representative Kelly Pampell.
   Thank you. I am writing because the president of TAMU stated that he would reschedule the staff BBQ that never happened in 2018 and we have not heard about it since the last canceled date. Do you know if this is ever going to happen?
   RESPONSE from Vice Chair: Howdy! The question about the staff BBQ has been forwarded to the Office of the President's USC representative to see if there is an official response to share with constituents.
   Response from President Office:
   Hi Melissa! At this time, a date has not been chosen but the BBQ event is still in the queue.

   ii. #5379 Staff Inquiry - Half Price Concessions
   Hi USC, I am sending an inquiry on behalf of another employee.
   Are concession purchases at TAMUS events ½ price for TAMUS Staff?
   RESPONSE from Vice Chair
   Howdy! If this question is directed to sporting events/athletics, the concessions are run by Levy Restaurants and outside third party vendors which do not offer staff discounts within Kyle Field.
   There are staff discounts offered at the third party vendors such as Panda Express in the MSC. Other dining options on campus are Chartwells which does not offer staff discounts. Your question will be shared with the executive officers for further discussion.

   iii. #5402 Tornado
   The situations for using leave for tornado or other emergencies is guided by the TAMU policy below:
   Justified Emergency Leave under Other Circumstances
   Eligible Texas A&M University employees may receive paid Justified Emergency Leave of Absence for Other Circumstances for situations not covered in Texas A&M rules or regulations.
   Upon requesting emergency leave not covered in Texas A&M rules or regulations, an employee must show good cause for the leave. The routing approval authority of this leave type is as follows:
   Length of Leave Requested
   Up to 5 days First Approver: Supervisor final Approver is the Dept Head
   6 to 10 days First approver: Department Head academic division) Final Approver: VP or Designee (non-academic division) or Associate/Assistant Provost or Dean
   Beyond 10 Days – First approver: Associate/Assistant Provost or Dean (academic division) Final approver: Vice President
   Additional Information
   System Regulation 31.03.03: Leave of Absence With Pay
   Standard Administrative Procedure 31.03.03.M0.01: Leave of Absence With Pay
II. Update on monthly meeting with VP Abercrombie (Casey Ricketts)

VIII. Reports from USC Committees
a. Elections Committee (Nicole Filder)
   i. The Elections Committee emailed the nomination packets to the respective divisions/colleges on 3/29/19. Nomination process should be under way. Some have already been returned to the committee.

b. Outreach (Renee O’Banion)
   i. A reminder RSVP for the Supervisor Appreciation Reception was sent on 4/10/19. We have only received 35 responses. The last day to RSVP is Friday, 4/19 and this number will be used to order the correct amount of food. If you supervisor cannot make it, please invite your supervisor’s supervisor. We are also requesting the representatives to attend even if their supervisor is unable to do so. Contact Renee O’Banion or Rose Berryhill to confirm your supervisor’s RSVP.

c. Staff Emergency Fund (SEF) Committee (Flora Reeves)
   i. Assistance provided/paid this period $0.00, Donations received $500.92, Balance $16,719.46

d. Ad Hoc Keystone Replacement (Johna Wright)
   i. In progress, looking at Qualtrics and Google

IX. Reports from Special Committees, Working Groups or Appointments
a. Diversity Operations Committee (DOC) (Annie Crump)
   i. Developing IDEA statement for all job postings.

b. Staff Appreciation Week (Melissa Loyd)
   i. Thank you for volunteering to stuff bags and distribute lunches for shift work staff.
   ii. Reminder to volunteer where able and register for events/updated at saw.tamu.edu

c. Transportation Services Advisory Council (TSAC) (Renee O’Banion)
   i. A presentation was given regarding the plans for Football Thursday, 2019 from TTI. They are building on last year’s success and want as much feedback as possible from all constituent groups. They have offered to present to any groups, departments, etc… to get the word out. Please contact Madison Metsker-Galarza (m-metsker-alarza@tti.tamu.edu) Tim Lomax (t-lomax@tamu.edu) at TTI. Here is a copy of the presentation: http://transport.tamu.edu/WebFS/Transport/TSAC/presentations/2019/FootballThursdayRound2.pdf

X. New Business

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. Professional Development Ad Hoc, reminder meeting 4/17

c. Staff Emergency Fund: SSC or Chartwells are not eligible as they do not report to the president, specifically for members affected by tornado in Franklin, TX

XII. Meeting Adjourned
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. Moved by Darla Guerra and seconded by Johna Wright at 2:23 p.m.

Next USC Meeting: May 21, 2019; 8:45 a.m. –10:45 a.m.; Rudder, Room 601