University Staff Council (USC)
Meeting Minutes
May 21, 2019
8:45 a.m. - 10:45 a.m.
Rudder Tower, Rm. 601

Members Present: Kristina Ballard; Cari Bishop-Smith; Wendi Brewer; Annie Crump; Melissa Easley; Allison Harms; Ross Jarvis; Jennifer Kuehn; Jill Lee; Lisa Pierce; Joe Prather; Kristina Reyes; Casey Ricketts; Barbara Schumacher; Doug Sweet; Stephanie Thompson; Johna Wright; Sally Yang; Kimberly Zemanek; Katy Ellison; Michelle Newton

Members Absent: Cathy Capps; Israel De Leon; Nicole Filger; Darla Guerra; Peg Hosea; Sharon LeMieux; Deanna Lormand; Melissa Loyd; Joy Monroe; Renee O’Banion; Kelly Pampell; Brittany Ramsey; Flora Reeves; Shanielle Veazie; Johna Wright; Cathleen Karr Simons; Elizabeth Scanlin; Jackie Gibson

Visitors Present: Tami Overby, HROE

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
   a. Needs Assessment update with Tami Overby, HROE
      i. Current phase of USC Needs Assessment. Currently on track for completion of Phase I.
      ii. Review responses from Roles & Responsibilities input request.
      iii. USC branding will be presented to USC Ad Hoc Committee in June.
      iv. Next steps are a review of primary USC goals.

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

IV. Welcome Visitors (Casey Ricketts)

V. Approval of Meeting Minutes (Casey Ricketts)
   There was no quorum present for the May meeting, April minutes will be submitted for approval at the June meeting.

VI. Reports
   a. Treasurer’s Report (Wendi Brewer)
      i. General – Beginning Balance $10,790.22; 1 transaction, $10,027.22
      ii. Professional Development $3,946.66, 0 transactions
VII. USC Business Reports (Casey Ricketts)
   a. An introductory meeting was held with Dr. Jeff Risinger. He learned a little about the USC and he asked us what we thought was the immediate need for staff. We were in agreement from inquiries over the last few years that staff was concerned about the lack of a career ladder or movement with departments being available for staff. In order for staff to get a significant salary increase it was necessary to change jobs. Staff would like to have the opportunity to grow in their profession without changing jobs.
   b. Casey would like to have the committee chairs for 2019-2020 in place before the 1st USC Meeting in September. Please be reviewing these committees and decide if you would have an interest in being a chair.

VIII. Reports from USC Committees
   a. IE&RW Committee (Kim Zemanek)
      i. Met with Dr. Means-Coleman and Dr. Reyes discusses
      ii. Diversity Series speakers for the USC
      iii. Diversity Summit in the coming year
   b. Staff Emergency Fund (SEF) Committee (Flora Reeves)
      i. Assistance provided/paid (end of April) this period: $500.00; $20.00 donations received
      ii. Balance: $16,323.96
   c. Work-Life & Benefits (WL&B) Committee (Barb Schumacher)
      i. Moving forward with the survey questions from other universities

IX. Reports from Special Committees, Working Groups or Appointments
   a. Audio Visual Surveillance Technology Committee (AVST) (Jennifer Kuehn)
      i. Discussed the role of AVST in the IT Governance structure and the possibility of becoming a formal subcommittee of the Information Risk, Policy & Security Committee (IRPSC). Based on these discussions, it was decided that a presentation of the AVST recommendation would be made at the May IRPSC meeting. If approved, a charter will be drafted, reviewed, and agreed upon by both the AVST and IRPSC.
      ii. The scheduled review of the AVST Operational Standards was placed on hold until a determination is made about status of the subcommittee proposal.
      iii. Recommendations were made to improve the language of the AVST Request Form to better distinguish between the purpose of the surveillance equipment and the justification for surveillance equipment to ensure requestors clearly understand the impact their request will have on privacy.
      iv. A service provider section will be added to the form to ensure proper technical requirements are met and language will be added to better explain the formal review process.
   b. Council on Built Environment (CBE) (Barb Schumacher)
      i. Voting on Rec Sports expansion and Signage – interior and exterior at Kyle Field.
   c. SEBAC (Barb Schumacher)
      i. Insurance and costs have been pretty stable over the last year.

X. New Business
   a. USC visiting the Law School and College of Dentistry either July 12 or July 26.
i. If interested in visiting these campuses please let Melissa or Casey know so that can arrange the transportation needs for the visits. It will be an all day trip from about 6:30 am – 7:30 pm (approximate times).

ii. They will need responses by May 31 send them your name and date you can go on the trip.

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. My Evive according to the Health Assessment Reminder staff will need the wellness exam and health assessment to save you and your spouse $30 on your health insurance premium each month. Health Assessment are either through MyEvive (https://myevive.com/dv2/landing?clientname=Tamus) or Well onTarget through Blue Access for Members (BAM) (https://www.bcbstx.com/employer/members_resources.htm).

XII. Meeting Adjourned

Next USC Meeting: June 18, 2019; 1:30 p.m. –3:30 9.m.; Rudder, Room 601