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

Members Present: Kristina Ballard; Cari Bishop-Smith; Wendi Brewer; Annie Crump; Nicole Filger; Allison Harms; Peg Hosea; Ross Jarvis; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Melissa Loyd; Joy Monroe; Michelle Newton; Renee O’Banion; Kelly Pampell; Lisa Pierce; Joe Prather; Brittany Ramsey; Flora Reeves; Casey Ricketts; Elizabeth Scanlin; Doug Sweet; Stephanie Thompson; Shanielle Veazie; Bethany Wright; Johna Wright

Members Absent: Thadeus Bowerman; Cathy Capps; Israel De Leon; Melissa Easley; Katy Ellison; Darla Guerra; Deanna Lormand; Kristina Reyes; Barbara Schumacher; Sally Yang; Kimberly Zemanek; Jackie Gibson; Cathleen Karr Simons

Visitors Present: Holly Hudson and Sara Jo Poremski

USC Administrative Coordinator: Rose Berryhill

I. Call to Order (Casey Ricketts)
At 1:34 p.m. Casey welcomed everyone and called the meeting to order.

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

III. Welcome Visitors (Casey Ricketts)

IV. Approval of Meeting Minutes (Casey Ricketts)

V. Reports
a. Treasurer’s Report (Wendi Brewer)
   i. General – 3 transactions last month, balance of $5,646.23
   ii. Professional Development -- No activity, balance of $3,946.66

b. Staff Inquiries (Melissa Easley)
   i. None submitted for the previous month.

VI. Update on monthly meeting with HROE VP (Casey Ricketts)
a. Discussed new processes in HROE to streamline, offer better support and standardize the hiring process.
b. Updated Dr. Risinger on the USC planning for strategic planning – needs assessment

c. Discussed the possibility of him and other new vice presidents presenting a townhall or forum next fall

VII. Reports from USC Committees
a. Bylaws Committee (Ross Jarvis)
   i. Proposed bylaws change for Article III-A Council Membership Eligibility; updated the proposed to the following: “Council Representatives will be classified or non-classified staff employees. Representatives must have an overall performance evaluation of ’meets expectation’ or higher on the most current Texas A&M University evaluation and have 12 months of service in their College or Division at the time of the election process. All voting council representatives shall be selected through an election process of their peers. A vote to approve will be taken in the July USC Monthly Meeting.

b. Elections Committee (Nicole Filger)
   i. Committee has sent the list of names of new representatives for 2019-2020 to Rose. We are still waiting for a couple more Schools/Divisions to report their reps. In addition, Rose sent out a reminder email encouraging the current reps to submit EO nominations forms.

c. Outreach (Renee O’Banion)
   i. Outreach checklist will be shared with representatives via email for the month of June.

d. Staff Emergency Fund (SEF) Committee (Flora Reeves)
   i. As of April 16, 2019 the fund balance is $16,323.96; no granted applications.

VIII. Reports from Special Committees, Working Groups or Appointments
a. Diversity Operations Committee (DOC) (Annie Crump)
   i. DOC has developed a new diversity statement for all job postings, more information to come on implementation.

b. Staff Appreciation Week (Melissa Loyd)
   i. SAW had a wrap up meeting on May 29 with its core members. SAW events were reviewed to see if they were successful or to do something new next year. The team will be working on details of next year’s event as soon as they can and as a budget is confirmed in the timeframe.

IX. New Business
a. Newsletter should be shared through Maestro to all TAMU staff; representatives are requested to send a reminder to their constituents to submit all request, questions or suggestions to staff@tamu.edu or to them and they send to staff@tamu.edu.

b. Main Campus USC representatives are planning a visit to the staff at the Law School and College of Dentistry on July 12. Currently signed up for the visits to these schools are Casey Ricketts, Jennifer Kuehn, Doug Sweet, Flora Reeves, Melissa Easley and Barb Schumacher. If any other representatives would like to visit these campuses please let Casey and Melissa know soon.

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

b. Reminder that health assessment and yearly physicals must be completed by June 30. The health assessment can be done through MyEvive or Blue Cross Blue Shield.

XI. Meeting Adjourned
a. Moved by Flora Reeves and seconded by Kristina Ballard at 2:25 p.m.

Next USC Meeting: July 16, 2019; 8:45 a.m. -10:45 a.m.; Rudder, Room 601