University Staff Council (USC)  
Meeting Minutes  
July 16, 2019  
8:45 a.m.-10:45 a.m.  
Rudder Tower, Rm. 601

**Members Present:** Kristina Ballard; Cari Bishop-Smith; Thadeus Bowerman, Wendi Brewer; Annie Crump; Israel De Leon; Melissa Easley; Nicole Filger; Darla Guerra; Allison Harms; Peg Hosea; Jennifer Kuehn; Jill Lee; Sharon LeMieux; Joy Monroe; Renee O’Banion; Joe Prather; Brittany Ramsey; Flora Reeves; Casey Ricketts; Barbara Schumacher; Johna Wright; Sally Yang; Elizabeth Scanlin; Michelle Newton

**Members Absent:** Cathy Capps; Katy Ellison; Ross Jarvis; Deanna Lormand; Melissa Loyd; Kelly Pampell; Lisa Pierce; Stephanie Thompson; Shanielle Veazie; Kimberly Zemanek; Cathleen Karr Simons; Jackie Gibson

**Visitors Present:** Tami Overby, HROE

**USC Administrative Coordinator:** Rose Berryhill

I. Call to Order (Casey Ricketts)  
At 8:47 a.m. Casey welcomed everyone and called the meeting to order.

II. Presentation  
a. Thursday Football briefing with Dr. Jerry Strauser, Division of Finance and Operations  
Questions or concerns email: jstrauster@tamu.edu  
   i. Avoid Wellborn Rd if possible.  
   ii. Considering early staff dismissal  
   iii. Default will be normal operating hours for buildings; early building closings done by request.  
   iv. Later clear times for parking (4:30pm) and later street closures. More information to come, websites will have updates.

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

IV. Welcome Visitors (Casey Ricketts)

V. Approval of Meeting Minutes (Casey Ricketts)  
Motion – Flora Reeves  
2nd by – Johna Wright  
Approved with edits

VI. Reports  
a. Treasurer’s Report (Wendi Brewer)  
   i. General – Beginning Balance $7,200.45; 3 transaction, $5,746.83
ii. Professional Development $3,946.66, 0 transactions

b. Staff Inquiries – (Melissa Easley)

VII. Vote on Bylaw Amendment
a. Article III-A Eligibility
   i. Reason for Amendment: Current Reads: Council members will be classified or non-classified staff employees. All voting council members shall be selected through an election process of their peers. Need to clarify that representatives have an overall performance evaluation of meets expectation or higher on their latest Texas A&M University evaluation.
   ii. Proposed Change: Council Representatives will be classified or non-classified staff employees. Representatives must have an overall performance evaluation of meets expectation or higher on their most current Texas A&M University evaluation and have 12 months of service in their college, division, or unit at the time of the election process. All voting council representatives shall be selected through and election process of their peers.
   iii. Amendment approved through unanimous vote.

VIII. USC Business Reports (Casey Ricketts)
   a. Update on Monthly Meeting with Dr. Jeff Risinger, Vice President for Human Resources and Organizational Effectiveness

IX. Reports from USC Committees
   a. Elections (Nicole Filger)
      i. The Elections committee did not meet. We are still waiting for a couple more Schools/Divisions to report their reps. Deadline to complete: July 22nd.
      ii. Rose sent out the electronic ballot to vote for EOs and this will end on July 24th.
      iii. Once we figure out which EO positions are still vacant, we will conduct a second election.
   b. Staff Emergency Fund (SEF) Committee (Flora Reeves)
      i. As of May 30 – Assistance provided/paid this period: $500.00; $125.00
      ii. Donations received $125; $778.25 donations from Galveston
      iii. Balance: $16,323.96

X. Reports from Special Committees, Working Groups or Appointments
   a. Step In Stand Up (Melissa Easley)
      i. Leadership of committee has been given to Kevin McGinnis. Campaign effectiveness was discussed from all aspects of student, staff and faculty. Discussion also included is a similar campaign can be created for discrimination by stander training.

XI. New Business
   a. Representation from USC for Wellness Works
      i. Volunteer needed to be Well Leader for USC, email Kristina Ballard or Rose Berryhill
   b. Financial Wellness and Food Pantry
i. Assessment to determine what is available for staff to access information about financial wellness and how it relates to food insecurity.

ii. Survey is in creation, currently in the approval process, to assess the needs of staff in this area.

iii. Approval vote unanimous for USC to support effort with HROE and the Money Education Center to research where staff need assistance.

XII. Old Business

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

XIII. Announcements

a. DFW Trip Report
   i. The Aggie Spirit and Tradition is alive and implemented at both the Law and Dentistry schools.
   ii. Thank you to Stephanie and Brittany for being amazing hosts!
   iii. USC should continue visits to remote sites in future academic years to maintain relationships and connection to the University Staff Council.

b. Pickup Supervisor Appreciation gift, remote sites will be mailed their gifts

XIV. Meeting Adjourned

Adjourned 9:35AM
Motion: Annie Crump
Second: Melissa Easley

Next USC Meeting: August 20, 2019; 1:30 p.m. –3:30 9.m.; Rudder, Room 601