

**University Staff Council (USC)**  
**USC Meeting Minutes**  
**Tuesday, October 15, 2019**  
**1:30 – 3:30 pm, Rudder, Rm 601**

**Member Present:** Ballard, Kristina, Billington, Cindy, Brewer, Wendi, Castillo, Victor, Crump, Annie, De Leon, Israel, Easley, Melissa, Filger, Nicole, Giordano, Katie, Guerra, Darla, Guest, Courtney, Hosea, Peg, Hurt, Cindy, Kuehn, Jennifer, Lee, Jill, Nixon, Lana, Pierce, Lisa, Reeves, Flora, Green, Ashley, Schumacher, Barbara, Thompson, Stephane, Poremski, Sara Jo, Vasquez, Angela, Yang, Sally, Sharp, Amy, Jarvis, Ross, Newton, Michelle.

- I. **Call to Order – Anne Crump**
- II. **Presentation – Kelli Hollinger, Director, TAMU Visitor Experience**
- III. **Roll Call of Members - Sally Yang**

Out- Cathy Capps, Allison Harms, Holly Hudson (with notice), Sharon LeMieux (with notice) Joe Prather, Vernon Camus (with notice), Lori Bienski, BB Graytan, Joe Prather (with notice), Brittany Ramsay, Shanielle Veazie, Tamra Young, Dana Whitaker.

- IV. **Recognition of Visitors: None**
- V. **Approval of Minutes from Previous Meeting**

Motioned – Flora  
2<sup>nd</sup> by – Melissa

- VI. **Report**

- a. **Treasurer’s Report** (Melissa Easley)

\$ 9,958.00 in General Budget Available  
\$ 3,775.53 in Professional Development  
Further or pending budget items – discussed during the meeting

- b. **Staff Inquiries & the Update on Monthly Meeting with VP Risinger** (Kristina Ballard)

- SECC v.s. SEF – Huge campus push for SECC, struggling to get SEF commitments.
  - ◆ Dr. Risinger wants to ask SECC program coordinator how to get SEF added to the SECC listing of charities to donate to. Pushing these two charity drives together is a great idea, and he encouraged SEF to ride this timing to get SEF out there.
- Tuition assistance – only available for degree-seeking student at Texas A&M
  - ◆ Work Life & Benefits committee can reach out to Wellness Works to learn more details on why it only counts toward Texas A&M (College Station, HSC, Qatar and Galveston programs) and what processes could be initiated to broaden the opportunities to include any online degrees, or even system schools programs.
- Centralized staff professional development across campus inquiry
  - ◆ Sent Dr. Risinger the exact inquiry so he can reference in upcoming strategic meetings. He spoke to how this is exactly why “Establish career ladders and develop position competency profiles” and “Create a growth and development plan for each employee” were added to the strategic plan.
- Resource Rolodex inquiry – directory of resources/individuals. A who’s who.
  - ◆ He is going to inquire with the Workday HR staff member on whether Workday would be an idea platform for this. We could self-identify subject matter areas and have a search feature in there, perhaps.

- Accessible parking audit inquiry
  - ◆ Sent Dr. Risinger the exact inquiry. He will personally speak with his colleague in transportation, but also approves TSAC taking to their next meeting.

## VII. Reports from the USC Committees

### 1. **Bylaws** – Israel De Leon

Contact committee chairs and request the updated SOPs. Review and revise currently Bylaw and pay attention to discrepancy, update to be clearer. Preside as parliamentarian during meetings.

### 2. **Communications & Out Reach** Joe Prather & Jill Lee

Collaborate with the Outreach committee. Create a flyer that goes up in staff break room, is posted somewhere visible. Create annual survey to test saturation of USC to our constituents. Promote ticketing system better on website and via email. Revamp the outreach survey to include accountability checks and encouragement. Revise the current survey.

Design some swags to distribute to staff. Change the subject line of newsletter sending to staff monthly.

### 3. **Elections** – Lisa Pierce:

We will get the snapshot from HR on 2/15<sup>th</sup> for which department be needing new representatives for next year. Each department/division get 1 rep (1-399 employees), 2 reps (400-500 employees), 3 reps (600-799). Etc. in 200 increment. Employee elected to serve on the USC must have at least a “Meet Expectations” on their most recent performance evaluations.

- ◆ There will be a luncheon held most likely in JKW the end of February for all of the Election Coordinators for each Department/Division. There will be a PowerPoint presentation and all elections forms and information will be sent out that same day after the luncheon.
- ◆ Nominations will take place in March
- ◆ Elections will be held in April
- ◆ Final name from each Department/Division in May
- ◆ New member retreat will be held in July
- ◆ Each year 1/3 of the council roles off

### 4. **IERW** – Allison Harms

Our goal for the year is to create a campus wide Diversity Summit of all of the Climate, Diversity, and Inclusion groups across campus (colleges, non-academic units, etc.). This will serve as a chance to share best practices and brainstorm ideas for making our campus more inclusive for students, faculty, and staff. We plan to request funding from different groups across campus and hope to have some unique programming for the summit.

### 5. **Professional Development:** Darla Guerra

Followed up with the Adhoc meeting, reach the mission and vision of USC, focus on how to be a better USC representative.

### 6. **Staff Emergency Fund** – Flora Reeves

The SEF met and we assisted two staff members for August.

The fund update includes numbers for August

Assistance provide/paid this period: \$1,000.00

Donation received \$115.00

Funds balance (as of 8/31/19) \$ 15548.71

7. **Work Life and Benefits** – Barb Schumacher  
not meet

## VIII. External Committees

### 1. AVST – Jennifer Kuehn

- Transportation Services is considering a request received from KBTX to share video feed for traffic reporting as a service to the community. The AVST Committee will review the request for compliance to related SAPS, review similar MOUs KBTX has in place with other agencies, and consult with General Counsel before making a recommendation.
- A draft of the revised AVST Charter listing the AVST Committee as a subcommittee of the Information Risk, Policy & Security (IRSC) Committee was reviewed and approved by the AVST committee. Adam Mikeal will report back to IRPSC that the AVST Committee agreed to become a Subcommittee of IRPSC.
- Two AVST requests were received and approved for Poultry Science and the new Music Activities Center.
- Future AVST meeting schedule - twice in the Fall, twice in the Spring, and once during the Summer as appropriate with the understanding that additional meetings can be scheduled as needed.

### 2. CBE - Jill Lee

The meeting began with a presentation by Dr. David Vuletich from the Education Advisory Board (EAB), an education consulting company, about deferred maintenance. After the EAB presentation, the CBE discussed the proposed Aggieland Visitor Center which would include a stand-alone building to keep up with peer institutions and recruit the best quality students to Texas A&M University. While this proposal is in the beginning stages, the CBE voted in favor of the plan. Lastly, there was discussion about banners across campus and implementing time restraints regarding their display.

- Implement time limit to the banners.

## IX. Old business

Please submit all constitutes requests, questions and suggestions by emailing to [staff@tamu.edu](mailto:staff@tamu.edu) for consistency and recorded official responses.

- X. **Announcements: Joe Prather will send the campus app for staff. USC will test it out. It is coming very soon.**

## XI. Meeting Adjourned

Motioned by Darla, seconded by Cynthia

**Next USC Meeting: November 19<sup>th</sup>, 8:45am to 10:45am, Rudder, Room 601.**