

University Staff Council Meeting Minutes

Tuesday, November 19, 2019

8:45-10:45 am, Rudder, Room 601

I. **Call to Order:** Kristina Ballard

II. **Roll Call of Members:**

III. **Member Present:** Ballard, Kristina; Bienski, Lori; Brewer, Wendi; Camus, Vernon; De Leon, Israel; Easley, Melissa; Giordano, Katie; Green, Ashley; Guest, Courtney; Harms, Allison; Hosea, Peg; Hurt, Cindy; Kuehn; Jennifer, Lee, Jill; LeMieux, Sharon; Nixson, Lana; Reeves, Flora; Prather, Joe; Thompson, Stephane; Poremski, Sara Jo; Vasquez, Angela; Veazie, Shanielle; Whitaker, Dana; Yang, Sally; Sharp, Amy; Jarvis, Ross; Young, Tamra

Member Absent: Billington, Cynthia (W); Castillo, Victor (W/O), Crump, Annie (W); Filger, Nicole (W); Grayton, BB (W/O); Hudson, Holly (W/O); Pierce, Lisa (W); Schumacher, Barbara (W); Ramsey, Brittany (W/O); Ross, Javis (W); Gibson, Haley (W/O)

IV. **Recognition of Visitors:** None

V. Approval of Minutes from Previous Meeting

Motioned by Wendi
2nd by Flora

VI. **Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness**

1. The coordination on campus of flexible work time – to work remotely. Dr. Risinger stated that in his past experiences they would have an employee write what they do when they are staffed in.
2. Flip request to encourage more wellness time.
3. SEF being a part of the SECC Campaign, because it would limit the SEF Fundraising it was decided not be part of the SECC listing.
4. Requested a parking audit; Dr. Risinger stated that he would visit with his contact in parking and see if the addition of needing a handicapped parking space to the parking registration was needed or if it was possible.
5. How to implement getting the USC more visibility – Requested to be part of the new employee orientation meeting – representatives would alternate presentations to the group; Kristina asked the remote offices to let us know how they handle new employee orientations as well.
6. Budget and Keystone – tabled temporarily.

VII. **Reports
Inquiries – Kristina**

1. Concerns that the minutes are not up to date on website.

VIII. Reports from USC Committees:

1. Bylaws – Israel De Leon

- By laws proposed amendment
- Goals
 1. We will be contacting all committee chairs and asking for their updated S.O.P. This will help in updating the verbiage in the SOP's and updating any content as necessary.
 2. The other goal was to appoint someone to repeat questions into the mic for our remote members during our monthly meetings. Mellissa Easley said she would volunteer for this.

2. Communications – Joe Prather

- The communication and outreach plan to update the website; and get a promotional item for colleges and departments about the USC

3. Elections – Lisa Pierce, not in attendance

4. IERW – Allison Harms

- Our goal for the year is to create a campus wide Diversity Summit of all 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 – no chair

6. Staff Emergency Fund – Flora Reeves

- Assisted two applicants in October
- Balance for August is 14,257.71

7. Work Life and Benefits – Barb Schumacher

- Advocate and promote current benefits (ensure that all staff are aware of and encouraged to take advantage of all benefits that are made available to them as employees of Texas A&M)
- Focus on areas we would like to change within our institution.
 - Focus mainly on differences so that we can filter out areas for improvement.

- See if and how we might be able to implement future changes based on what others have implemented successfully
- Prompt follow-up on current and future Inquiries
- Properly closing out of old Inquiries that have been moved forward, addressed with submitter, and are out of our purview.
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IX. External Committees

1. CBE - Jill Lee

The only item for discussion at the meeting was regarding the Marine One Helicopter Exhibit Building. The building would be built by the Bush Foundation on the grounds of the Bush Library and then turned over to A&M. Some additional caveats will be added to the proposal as to who and how the operating expenses will be handled once the building is turned over to A&M.

V. New Business

1. By Law amendment proposal – combining Communication and Outreach Committees article V

- a. The Communications & Outreach Committee shall oversee and coordinate all internal and external USC communication protocols to include but not limited to listserv, USC website, press release and marketing materials, and other materials, both electronic and print in collaboration with the Executive Committee. It shall also seek to increase the visibility and accessibility of the USC to, and by, all staff. The committee shall assess general awareness of the USC by staff and providing USC representatives with, and encouraging them to use, tools to improve this awareness across campuses. In addition, the committee shall seek to impart the value of our membership.

- All representatives voted in favor and no one opposed

2. TAMU App for Staff – Joe will send a beta test URL to the USC representatives
3. Google Access for representatives – This Google program will be storage for USC historical information and remove that from the website; representatives will be trained in the December meeting and assisted with set up to their email addresses.

VI. Announcements: None

Motion to adjourn made by Melissa Easley and seconded by Jill all vote approved.

- **We took a group picture before the USC meeting**