

University Staff Council Meeting Minutes
Tuesday, January 21, 2020
8:45 – 10:45 a.m., Rudder, Rm. 601

1) Call to Order – Anne Crump

2) Roll Call of Members - Sally Yang

- a) **Members Present:** Ballard, Kristina; Bienski, Lori; Billington, Cynthia; Camus, Vernon; Crump, Annie; Castillo, Victor; Filger, Nicole; Fernandez-Solis, Jose Dr.; De Leon, Israel; Giordano, Katie; Harms, Allison; Hurt, Cindy; Kuehn, Jennifer; Guest, Courtney; Lee, Jill; Nixon, Lana; Reeves, Flora; Thompson, Stephane; Vasquez, Angela; Whitaker, Dana; Yang, Sally; Jarvis, Ross; Young, Tamra; Newton, Michelle; Pather, Joe; Pierce, Lisa.
- b) **Members Absent:** Brewer, Wendy; Capps, Kathy; Gibson, Hayley; Peg, Hosea; Holly, Hudson; Poremski, Sara; Veazie, Shanielle.
- c) **Recognition of visitors:** *Heather Gillin, colleague of member Ashley Green*

3) Approval of Minutes from Previous Meeting

- a) Motion – Cindy Hurt
- b) 2nd by – Flora Reeves

4) Reports:

a) **Budget - Easley**

- i) Operations -- \$ 11,417.55
- ii) Professional Development -- \$ 2,401.37
- iii) Summary of Expenditures:
 - (1) Business meeting meals-\$17.42
 - (2) Catering \$476.91 - This includes coffee service for two months, catering on? 11/27/2019.
 - (3) Facility Rental for AGLS - \$50
 - (4) USC Shirts - \$557.87
 - (5) Mail Services - \$3.00
 - (6) Office Supplies and Employee Recognition - \$26.60
 - (7) Speaker for Retreat also received: TRS contribution, FICA, Worker's Comp, unemploy. ins.\$69.16
 - (8) Rollover from previous year - \$ 3,775.53 credit
- iv) **Future or Pending Budget Items:**
 - (1) Promotional items for Communications - approx. \$500
 - (2) Spring Forum – approx.. \$3,000
 - (3) End of year awards - approx.. - \$400
 - (4) Supervisor Appreciation Event TBD
 - (5) Coffee/Water service at monthly USC general meetings \$189 per

b) **Staff Inquiries – Ballard**

- i) We received a compliment on the accessible format of our newsletter from a blind staff member who utilizes a screen reader app.

- ii) A new staff member asked about staff communication methods. She wondered if there was a way to collaborate or share information across campus, ask questions and share insight. The response was to suggest Slack channels that span interest groups like #general, or various others.
 - iii) A staff inquiry regarding system policy 33.06 “Hours of work for full-time salaried employees” was submitted. The research staff member is unable to use flex time accumulated within the same week, as his position experiences high times and low. He would like HR to create clear guidelines to managing and using flex time that is more flexible about when you use them so that he (and others in this field) are able to still use the flex time, but during their low-demand periods of the year.
- c) **Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness – Crump**
- i) Dr. Risinger approved the Keystone funding and needed to move the money for us. He is also looking into the current budget per request that we need to increase our budgets in the future.
 - ii) He will communicate with transportation on accessible parking.
 - iii) USC will be participating/getting involved in the new employee orientation.
 - iv) The format of the Staff Appreciation has changed. Rather than stack all appreciation events in one week, they will space them out quarterly over the year. More information to come out soon from the new Flourish group.

5) Reports from USC Committees

- a) Communications & Outreach – Prather: The budget \$500 was approved. The committee began discussing the design and appropriate content for the magnet. They welcome feedback while working on the artwork.
- b) Elections – Pierce: Emailed to the election coordinators. The committee plans to have a meeting next month to talk about the detailed of the luncheon.
- c) IERW – Harms: Hoped to meet next week to get ideas about the summit.
- d) Staff Emergency Fund – Reeves
 - i) The fund update includes numbers for November:
 - (1) Assistance provided/paid this period: \$1500.00
 - (2) Donations received \$150.00
 - (3) Funds balance (as of 11/30/2019): \$12899.46
- e) Work-Life and Benefits – Barb Schumacher: No report

6) External Committees

- a) Audio Visual Surveillance Committee – Kuehn
 - i) Reviewed and approved the three requests below via email, during the month of December:
 - ii) UES (Northside Garage for surveillance of Central Utility Plant)
 - iii) Residence Life (A-3 Building Student Lounge)
 - iv) Mitchell Institute (Lobby with George Mitchell ring)
- b) Council for the Built Environment – Lee
 - i) The first item for discussion at the meeting was regarding Aggie Park. The concept of Aggie Park was approved in 2017, and will encompass space for events, located between The Association of Formers Students (AFS) building and University Center Parking Garage. Eventually, a shared building for the Texas A&M Foundation and AFS will be built. The AFS surface parking lot will be turned into a two-level garage. The President’s House will either be relocated or demolished. The conceptual drawings and

proposals have been reviewed by Maintenance Review, Technical Review, and Design Review. The CBE unanimously voted in favor of Aggie Park with caveats.

ii) The second item for discussion was the KAMU Joe Hiram Moore Communications Center signage replacement. The KAMU Joe Hiram Moore Communications Center has requested to replace their signage to better contrast with the building. It has been approved that the colored logos for NPR and PBS can be used on the building and that signage can only be on one side of the building (Houston Street). However, colored logos cannot be used on wayfinding signage for the building. The CBE unanimously voted in favor of the KAMU Joe Hiram Moore Communications Center signage replacement with caveats.

c) Diversity Operations Committee – Annie Crump

i) Group discussed upcoming committee events. There is a diversity gallery poster session in Rudder Exhibit Hall on February 11th from 10 am-6 pm to showcase the work each division and unit is doing from the information in their accountability reports.

7) New Business

a) Spring Forum on February 27 –Ballard

b) President's Meritorious Service Awards Nominations Open Until January 27 - Chair requested for the PMSA website link be added to the information

8) Announcements:

a) Chair reminded for representatives to send concerns, suggestions or questions for themselves or someone else to staff.tamu.edu

9) Motion to dismiss by Easley, 2nd by Joe Prather