

## University Staff Council Meeting Minutes

Tuesday, April 21, 2020

1:30 PM – 3:30 PM

### Online Meeting via Zoom

I. **Call to Order:** Anne Crump

II. **Presentations:**

1. **“The Studio” Library Services, Bob Perez and Babette Perkins**

The information about “The Studio” in the link below:

<https://library.tamu.edu/libraryInstruction/the-studio.html>

2. **“Many Passions, One Purpose” A&M Foundation annual charitable campaign, Tyson Voelkel, President of the Texas A&M Foundation**

The information about COVID-19 Disaster Relief Fund in the link below:

<https://www.txamfoundation.com/News/Texas-AM-Announces-Fund-for-Aggies-Affected-By-COVID-19.aspx>

III. **Roll Call of Members:** Sally Yang

**Absence:** Cathy Capps; Victor Castillo; Dr. Jose Fernande-Solis, Katie Giordano; Ross Jarvis; Amy Sharp; Shanielle Veazie; Dana Whitaker

*Recognition of Visitors:* None

IV. **Approval of Minutes from Previous Meeting**

Motion – Melissa Easley

2<sup>nd</sup> by – Kristina Ballard

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

1. COVID-19 resources for the staff: Additional Funding due to COVID-19

a. Foundation is fundraising to donations for staff and faculty ask for assistance. The application for staff will be through the SEF process.

2. Discussions about parking reimbursement: Refund & guarantee, talking to Peter & the President.

VI. **Reports:**

1. Chairperson – Crump
  - Upcoming annual report. Sent the example last week to the committee chairs. Each committee chair needs to complete the report about what they have done this annual year and what goals they have not achieved it. We will compile the information in June or July.
2. Treasurer – Melissa Easley
  - Next report in August
    - The reimbursement for Keystone Software-\$2100 is still pending
3. Inquiries – Ballard
  1. A couple of inquiries about transportation-parking – hope that Dr. Risinger and Mr. Lange come up with plans to reimburse staff.
  2. Inquiry about work hours during COVID-19

## **VII. Reports from USC Committees**

1. Bylaws – Israel De Leon
  - Each committee chair needs to send their updated SOP to Israel by next Thursday, 4/30.
2. Communications - Outreach – Joe Prather
  - No report – The USC magnet project is being completed by Kristina Ballard; He has been working on mobile apps for faculty and staff.
3. Elections – Lisa Pierce
  - EOC Nominations due by April 24 and please send your responses to Rose.
  - New Reps information due on May 15.
4. IERW – Allison Harms
  - Summit is on hold because of COVID-19. We are still working on formatting the program.
5. Professional Development – Cynthia Billington

For the Prof Dev Committee's report on Tuesday:

- Completed our goals and had them presented to approved by the Board.
- Will provide Strength Assessment for all members who have joined the USC since 2018 and have not taken the Strengths Assessment in the last four years.
- Will be planning a workshop to discuss strengths and how to use your strengths to become a stronger leader and team member.

6. Staff Emergency Fund – Flora Reeves

- Assistance provided/paid this period: \$00.00
- Donations received \$1385.00
- Funds balance (as of 03/31/2020): 16479.13

7. Work Life and Benefits – Barb Schumacher

- Working on the report waiting on one committee member's report to combine into the final report

**VIII. External Committees**

1. University Dining Advisory Committee – Lana Nixon  
No report
2. Transpiration Service Advisory Committee  
No report
3. Diversity Operations Committee – Anne Crump
  - a. None report
4. Council for the Built Environment – Jill Lee
  - a. None report
5. Audio Visual Surveillance Committee—Jennifer Kuehn

**IX. New Business**

**Standard Operating Procedure for USC Member Attendance -- Report by Israel De Leon, By-law Committee**

Being on the University Staff Council is not only a privilege, but a commitment. Upon initial election and approval of each University Staff Council Representative, he/she agrees to the following terms:

1. Attend monthly meetings
2. Working monthly with your USC committee members
3. Attending/helping with special events for staff
4. Reaching out to constituents or answering their questions
5. Participating in professional development

There is one meeting a month or 12 in a one year cycle. If and for any reason that a Representative misses 5 of the 12 monthly meetings, the Representatives will need to meet with the Executive Committee to determine the next step of representation.

**IX. Old Business**

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

**X. Announcements**  
**a. None**

**XI. Meeting Adjourned:**  
**a. Motioned by Jennifer Kuehn**  
**b. 2<sup>nd</sup> by Joe Prather**