



**University Staff Council Zoom Meeting
Tuesday, May 19, 2020**

I. Call to Order – Anne Crump

II. Roll Call of Members – Sally Yang

Absent: Lori Bienski, Wendi Brewer, Cathy Capps, Victor Castillo, BB Gayton, Hayley Gibson, Holly Hudson, Ross Jarvis, Amy Sharp, Shandell Veazie

Recognition of Visitors: Shelia Dobson

III. Approval of Minutes from Previous Meeting

Motion - Flora

2nd by – Melissa

IV. Monthly Meeting with VP-HROE -- Annie Crump

(Annie reported that she did not meeting with the VP HROE, but Kristina did on her behalf.)

They discussed:

- COVID-19 relief fund of 54K for faculty and staff. How to get the funds to staff that apply via the SEF since the money is not in the SEF account; The approved SEF application should be forwarded to HR for processing; The EOC would still like to read the gift agreement to investigate on if these funds can only be used for COVID-19 relief.
- On-going inquiries for PPE for offices and dates for staff to return to department how to purchase.
- Parking reimbursements – HR has reached out to parking -- the result seems to be that reimbursements will be handled on a case by case base. Parking customers will not be assured of getting that space back. This can only be done if you paid for parking in advance – not through payroll deductions (not confident in a global result). This is the same for HSC employees.
- HSC is working to get several thousand tests per month. Please let it know if by Friday you have not heard from your department about a return plan. Also let it know if your leadership has not communicated any plans, we will help keep the leadership accountable to staff.

V. Staff Inquires – Kristina Ballard

- Are there are any plans to revamp the leadership institute formally offered by EOD. Will something equivalent to this be offered through Flourish? **Yes. It's being revamped into the Leading Self and the Leading Other programs. He has brochures and info on how it's being changed. Piloted this fall. More information to come.**



- If staff are 100% on grant funding, it doesn't seem justifiable for grants to be charged for the wellness release time and professional development. Are there sources of funds (e.g., department/college/TAMU/TAMUS) to support these incentives? **Departments can use regular professional development to support these folks. It would be a transaction between the department and PD, not the individual, therefore there should not be a transactional issue there.**
- Would it be possible to have managers attend a mandatory training/meeting regarding Wellness Release Time (WRT)? To help them understand the policy and know that the University is promoting this for the various reasons. I think there is a lack of knowledge from hiring managers and they are still questioning employees when they'd like to use their WRT. Also, some hiring managers mentality is that if an employee is requesting to use their WRT, they don't have anything to do and they begin questioning their job duties/tasks. **We will look into multiple ways to reinforce WRT, through communications/Flourish/memos, etc. Video recorded message from president, etc.**
- What efforts and initiatives can we expect in the realm of supervisory and managerial training and improvement? The new Strategic Plan highlighted improvement and accountability in these areas, which would greatly impact staff well-being. Flourish's **Leading Others program**. We will look at sending a fall email to this extent.
- Spring Parking Permit Refund – **Not receptive to holding spots. Dr. Reisinger talked to Peter Lange and Dr. Strawser. They were open to refunding on a case-by-case basis should people ask, however there is no plan on the table at the moment for getting back in queue for fall. Basically, if you'd like reimbursement and you paid in full, you can get prorated for the months of COVID-19 shelter-in-place, but you surrender your spot in the queue.**
- As we look at re-entry into our workspace will there be any COVID-19 testing? How can we be reasonable assured of our own safety should we need to or have to return to our office? My personal take is that we should all continue to follow the safety procedures that we have needed to during this time (masks and/or gloves, social distancing, HANDWASHING! For goodness sake! sanitizer, etc.), regardless. **The HSC recently secured a contract that gives several thousand tests/month. Use it for symptomatic or how they use it... Those decisions have not yet been determined. Draft guidance on returning to campus starts with 25%, then 50% by end of summer, assuming prior to phases don't show to not do this. Masks will be provided for research staff, definitely.**
- When can we expect a decision on going back to the offices? **Draft guidance will likely go out starting Monday, 5/18. Leadership is still finalizing visitor policies.**
- I know this a weird time to ask questions regarding staff appreciation week. But I never received any information regarding the funding for the College of Dentistry. We want to make sure that when we are able to get back on campus, we celebrate the hard work of our staff. Your help is appreciated. **We will certainly have to reset all of the SA activities. The USC will follow up with Flourish from here.**
- When we return, how will we handle moving to working in the office, working from home, considering daycare availability. Will items like masks, hand sanitizer, Lysol, etc. be provided,



particularly to those in open offices? **Distribution has not yet been determined, but leadership is aiming to supply these. With daycares, reps should reinforce the employee's right to apply for federal leave when it comes to daycare availability.**

VI. Reports from the USC Committees:

1. Bylaws – **Israel De Leon**, no report.
2. Communications & Outreach – **Joe Prather**
 - Request to send a draft copy of the magnet for department to representatives via the listserv.
 - For representatives to only respond if they have suggestions or quest
3. Elections – **Lisa Pierce**
 - Representatives elections completed on May 22
4. 20-21 EOC elections completed and the results are: **Kristina Ballard, Chair; Cynthia Billington, Vice Chair; Sally Yang, Secretary; Cynthia Hurt, Treasurer; Tamra Young and Stephanie Thompson, Member At Large**
Inclusion, Equality and Respect in the Workplace – **Allison Harms**: No report
5. Professional Development – **Cynthia Billington**
 - Strengths Quest Training for current representative and for new representatives will be completed in July
6. Staff Emergency Fund – **Flora Reeves**
 - April 30 balance is \$16,835.88; \$385 received in donations; 2 applicants will be reviewed tomorrow
 - The SEF committee will be reviewing the COVID-19 applications for the Foundation.
 - Working on some minor changes to the SEF application
7. Work-Life & Benefits – **Barb Schumacher**: No report

VII. Reports from Special Committees, Working Groups or Appointments

1. President Council on Climate & Diversity – Darla Guerra
2. SEBAC – Barb Schumacher (See Attachment)
3. Task Force on Campus Emergencies – Israel DeLeon
4. The President's Sustainability Advisory Council (SAC) – Wendi Brewer
5. Transportation Services Advisory Committee (TSAC) – Lisa Pierce
6. Well Leader Committee – Peg Hose

VIII. New Business

EOC has agreed to move the retreat earlier in summer possibly in the July meeting, which will include a short business meeting, and professional development training.

IX. Old Business

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

X. Announcements



- Flora presented a question about no smoking on campus; Chair requested she submit the question via the Keystone system by emailing staff@tamu.edu
- Congratulate to Sally Yang on being selected the winner of the President Meritorious Service Award, 2019-2020.

Meeting Adjourned

Motioned – Jennifer

Seconded by – Vernon

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