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

II. **Roll Call of Members:** Sally Yang
   a) **Absent:** Cynthia Billington, Peg Hosea, Lori Bienski, Vernon Camos, Lindsey Eddington and Shanielle Veazie
   b) **Recognition of Visitors:** Christina Court (attending for Cynthia Billington), Jamie Alcala, Anna Transue and Julissa Rivera

III. **Approval of Minutes from Previous Meeting**
   a) **Motion** – Brittany Ramsey
   b) **2nd by** – Ashley Green

IV. **Reports**
   Inquiries - Kristina Ballard
   a) Two inquiries concerning the newsletter. Will work with Maestro coordinator to correct.
   b) One from Roger R. Martinez, past president of the Catholic Faculty & Staff Network, regarding a faith in the workplace presentation. Will invite to present at next meeting.

V. **Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness**
   A. Comp-time: Working with Elizabeth Schwartz on the policy for use, discussed procedures among other state institutions. The WLB, Sarah’s committee, will work on a policy recommendation for Texas A&M to consider.
   B. Still discussing the unused leave for staff, and the caps placed on annual leave before it is rolling into sick leave. Still pushing for an increase to the number of hours that can be capped.
   C. Discussed the racial climate and what is the protection for staff. Staff who write about this subject on emails or other social media may be concerned with the potential repercussion due to the expression of opinion. Dr. Risinger is gathering policies that outline ethics and guidance. He mentioned potential HROE training on this.

VI. **Reports from USC Committees**
   A. **Elections** – Lisa Pierce
      The committee is still working through identifying someone to fill the open USC rep positions for the College of Architecture, HSC and VetMed.
   B. **IERW** – Brittany Ramsey
      Hope to send communication via email – requesting a book on indigenous people and reaching out to Flourish to consider a book of the month for staff. Will work to have USC DEI proposal by the end of the year for USC to polish and send to leadership.
   C. **Professional Development** – Natalie Shaw
      In next meeting, will discuss PD opportunities we can provide to the USC members as well as review progress on our committee goals. Hoping to have a presentation speaker at one of the meetings.
   D. **Staff Emergency Fund** – Flora Reeves
      As of 9.30.20
      0 assistance paid
      $95.00 Donations received
$15,836.08 Funds balance

E. Work Life and Benefits – Sarah Franke

a) Dental Guards and electronic toothbrushes: SEBAC had received recommendation from USC in FY20 for inclusion of dental night guards and electronic toothbrushes as preventative care under the Delta Dental plan. Caveat: Approval of such items will mean an increase in cost as we have a self-insured plan. SEBAC will determine if the benefits outweigh the costs once that information is received from Delta Dental. Recommendation has been given to SEBAC. Decision is pending meeting with Delta Dental.

b) Comp-Time: This has proven to be an intricate and complicated process. Kristina and Cindy B. have begun discussions with Elizabeth Schwartz. A meeting is to be scheduled in the near future to delineate a path to uniform enforcement of local and state comp time laws. Work Life and Benefits will assist with the research of this issue. Sarah and Monica will attend the next meeting with Elizabeth Schwartz once that is scheduled and bring back information/assignments to the committee at that time.

Distribution of Information from Work Life and Benefits

1. How do we effectively get information out to constituents? The committee brainstormed ideas on how to best raise awareness of the available benefits provided to staff at Texas A&M. The discussion centered on the newer programs and benefits offered this fiscal year but applies to all available benefits.
   1) Providing information for the USC newsletter
   2) Posting minutes on committee’s page
   3) Put a link on the newsletter to shorten information we provide in newsletter.
   4) Google drive for information/like a landing spot for information
   5) Form a relationship with Flourish to disseminate information through their platforms/app.
      i. Action Item: Sarah Franke will share new benefits flyers obtained at SEBAC meeting.

2. Maintaining current benefits General consensus is that WLB move on from 2016-2017 survey. Information was very thorough, but most issues identified have been addressed or are no longer relevant considering the current financial climate. WLB will focus on how we can ensure maintenance of current programs and benefits offered.
   1) Action Item: Possible USC representative survey to determine what benefits matter most to staff at Texas A&M. This will give us a better picture of what is being utilized the most and allow us to prioritize the benefits we currently have. We will provide a list of current benefits and ask them to identify the top three and bottom three. We will let them know a head of time that we want to do this so that they can have discussions and conversations with staff in their units. We will begin by asking staff council representatives to complete a survey.

3. Additional guidance on requesting long-term AWL – Are formal guidelines in place which would allow for/protect staff who would like to request a long-term AWL agreement? Explore potential for long-term AWL arrangements for staff who can competently perform job responsibilities from home.

VII. External Committees

A. Diversity Operations Committee – Marcos Mendez
   a) Presentation on Learning Environment Enrichment Program (LEEP)
b) Amy Waer, MD, Interim Dean & Executive Dean for Education and Academic Programs, College of Medicine

c) Michael Dewsnnap, PHd, Director for Learning Environment and Instructional Assistant Professor for Humanities in Medicine, College of Medicine

d) Learned of their program called “Cup of Coffee” where staff openly report issues if they wish to share.

B. Transportation Services Advisory Committee (TSAC) – Lisa Pierce & Tamra Young

a) We received our first new bus, and it is ready for service after a test run today. The remaining 34 buses will arrive before the holiday break. We were able to decommission 17 of our buses, with three to the fire school and the remainder to auction.

b) Our offices at Polo Road Garage are almost ready. We will move in by mid-December. The new Recreation Center there will be open one week before spring semester starts, and the five dining establishments will be open the first day of spring semester.

c) The shared-use path on Polo Road will be complete by the end of 2020.

d) Mr. Lange informed the committee that the bus route renaming initiative was successful, with all the student groups recommending changing the Route 36 name from “Cottonbowl” to “Matthew Gaines.”

e) We are looking hard at our budget, which has recently taken a $16 million revenue loss.

f) We have reduced our expenses by $5 million through various means, but we still have to recover our devastating revenue hit. We have already asked our division (VPFO) for a $1.25 million loan for FY2021, and another $1.25 million for FY2022, but we would still need another $7 million to recover. We’ve looked at what products and services that we could increase pricing for without changing the already-in-place 3%, annual permit increase. We focused on products that have been typically undervalued, but afford high level of access, such as:

1) Departmental vehicles that do not pay for surface-lot parking (260 of these).

2) Retiree permits – we provide free parking and event parking to 1,300 retirees. Is there some pricing structure for these that still provides access and value for them? This is somewhere we would need to figure out actual supply and demand.

3) Media parking permits. We currently provide 75 media permits at a nominal rate. Perhaps we could charge them the garage rate.

4) Disabled Veteran permits are currently free. Could we charge some amount that would still provide a discount? There are 269 of these.

5) Campus contractor/service permits. Again, we could charge the garage rate, not the surface-lot rate.

6) Business Permit rate increase that is more in line with the access provided.

7) Increasing student motorcycle and night permit rates.

1. Our department provides a free transponder tag on university vehicles – should we charge for this convenience?

a) Asked if TS had ever considered a private company sponsoring a campus garage

b) Asked how the changes will be presented to the campus community

c) Kenny Kimball reported that TS will explain a better plan in the Next TSAC meeting; they have reduced 25 staff positions; cut back the capital projects; permits are down 5-10% the biggest hit to the TS budget is the losses in visitor parking since the campus is basically closed to visitors; visitor parking revenue is millions of dollars for the TS budget

C. University Dining Services – Lana Nixson

a) Two new locations were added for the meal swipe plans – Smashburger & Copperhead Jack’s
b) Meal plan meals will be available until 12/11. The dining halls will be closing after Thanksgiving break. With very few retail locations remaining open

c) # of quarantine meals are down quite substantially

d) Many smaller locations were close due to purchases being down 80-90% overall. Overall, retail facilities purchase down 50%.

e) The venues near the residence halls are doing well where around the academic areas they are down 90% due to online classes and staff working from home. For example, Azimuth & Starbucks at Zachary.

f) One additional note that has affected the beverage retailers is that there are no beverages allow in the classrooms.

D. Commission on Diversity, Equity and Inclusion – Vernon Camus
The final, full commission meeting occurred on 11/5/2020. The co-chairs explained the remaining, behind-the-scenes efforts that would carry out the commissions' purpose now that reports from the sub-committee co-chairs were turned in. The commission co-chairs, Johnny Hurtado and Jimmy Williams, and an administrative staff, Cady Auckerman, will begin to write the draft of the final report. Once that collective draft is complete, it will go through a review process to ensure the data and findings the sub-committees wanted to capture are in the report. An external firm will assist in making the document presentable (i.e. graphics, grammar, layouts, etc). Once complete, that final report will be submitted to President Young for review.

VIII. New Business:
Branch Offices Committee – the committee still needs a chair, along with the communications & outreach committee

IX. Announcements:

A. Due to the overwhelming response to the October pop-up flu clinics, Texas A&M University has added additional clinics this month. Employees, retirees and dependents covered by the A&M Care Plan can get their free flu vaccines on the following dates:

B. Fridays, November 13 and 20
8:30 a.m. – 4:30 p.m. at CHI St. Joseph Health South College Station
SCHEDULE APPOINTMENTS HERE!

Next USC Monthly Zoom Meeting is December 15 at 1:30 pm
https://tamu.zoom.us/j/95559059497?pwd=cURWbW1TdGVaSmF1T1c0QUx2T1FwQT09
Meeting ID: 955 5905 9497 Passcode: 459415