University Staff Council Meeting Minutes
Tuesday, February 15, 2022
1:30 – 3:30 pm, Rudder 601 or Zoom

I. Call to Order – Sarah Franke
   A. Motion: Monica Hartman
   B. Second: Kaitlyn Kellogg

II. Roll Call of Members and Quorum update – Tamra Young
   A. Present:
   B. Absent: Cindy Billington, Vernon Camus, Stephanie Gomez (resigned), Pam Praesel, Crystal Riles, Stephanie Thompson, Aimee Upton, Angela Vasquez

III. Welcome Visitors – Sarah Franke
   A. No visitors

IV. Approval of Minutes (January meeting)
   A. Motion: Martha Parker
   B. Second: Marcos Mendez

V. Reports:
   A. Covid Update: Cindy Billington
      1. No report
   B. MGT Implementation Committee & Working Groups – Cindy Billington
      1. Strategic Implementation Committee is meeting Feb 18, 2022 and will be discussing the Path Forward project.
   C. Meeting with VP – HROE: Sarah Franke
      1. Next meeting Feb 21, 2022
      2. Sick Leave Policy Update – HROE working with OGC to specifically include physical and mental illness in the definition of “sick”
   D. Inquiries: Sarah Franke
      1. Weather-related closure - unable to return to campus upon reopening
      2. COVID-related quarantine (children)/exhausted paid time off - the TEA is still at 10 days of quarantine and employees are running down their sick leave.
      3. Emergency Fund for Graduate Students
   E. Treasurer update: Carria Collins
      1. Balance 15,809.86
      2. Expenses: Departmental permits, Amazon, M&M Apparel for shirts, Rental Equipment, Room rental

VI. MGT Working Groups
   A. Provost Reconstruction – Kristina Ballard
      1. Meeting bi-weekly. Defining the excellence and structure of the provost office. Don’t have a flow chart of how it will look. The provost went from 12 reporting offices to 5 or 6 reporting offices. Defining the academic excellences of the office.
B. HR Succession Planning – Kristina Ballard
   1. Meeting scheduled February 16th

C. Endowment Centralization – Katie Giordano
   1. No update

D. Global Engagement – Holly Hudson
   1. No update

E. Financial Process Improvement – Kenny Kimball
   1. No update

F. Centralize MarComm – subcommittee – Joe Prather
   1. No update

G. Cybersecurity – Cindy B.
   1. No update

H. Help Desk and Ticketing System – Stephanie Thompson

I. Common Helpdesk & Ticketing System – Lori Bienski

VII. Committee names:
   1. Branch Campus – Stephanie & Tracey
      a) Emergency Alert Systems
         Brittany talked to the dean of the dental school and had a meeting with security about their EAS.

         Brittany reported that there is now an app that can be downloaded at the dental school. You can choose the dental school on the app and get specific information

         Brittany wants to confirm that the system works and is going to have testing.

         Mo reports that everyone is getting a notification system via text in Qatar

         Vernon reported that the marketing and communications worked with CS to make sure that Galveston didn’t get the email about the February ice/snow closing or late start.

         Quick note that it has been a quick response to getting these implemented

      b) Communication
         Compiling data on emails received that don’t impact branch campus.

         Will collect information through February and compile data

         Tracey is going to reach out to Josh Kissie over Health Science Center IT to get insight on where to start in terms making change.

         Stephanie will following up with Tracey

         Next steps to identify where the emails are coming from.
c) **COVID/Vaccinations/Testing**

Brittany that everyone was tested in January at the dental school. Stephanie reported the same thing as well at the law school.

Brittany wants to meet with the dental school clinical dean to discuss the process for later on in the fall. Couldn’t get flu shots for staff this year.

Law only provided student flu shots. None were available for staff.

Vernon reported that Galveston offers testing and vaccines and have home testing kits. No vaccines. No health services on campus.

Vaccine available at Qatar. They do not offer free home tests. Mo will look into getting home tests.

No home tests being distributed at the dental school. Stephanie will check with law school leadership to see how tests were acquired for the law school.

Tracey will reach out to College Station to see how vaccines and testing works there.

Brittany and Tracey will meet in late February to discuss findings.

d). **Diversity**

No diversity focused group for staff at Galveston.

Law school has a committee only

Vernon has been working with student side and employee side to get a student representative.

Dean for diversity at the dental school with 230 staff and 200 faculty and 600 students.

Vernon reports that Galveston has a 2020-2025 strategic plan, but it’s still not finalized. Diversity will be intertwined plan and every component will have diversity intertwined in it.

Qatar finalized a strategic plan.

Very open communication with the dean at Qatar and he addresses it. Mo joined USC to help give a voice to staff. Employee morale has been boosted.

2. **Communications – LaTia**

a) No report
3. Elections - Marcos  
   a) Time to start looking at the spreadsheet and who rolls off and who will need new members. Meeting will be later this week or next.

4. Inclusion, Equity and Respect in the Workplace - Jennifer Bradford  
   a) Books for March: Kids- Mae Among the Stars and She Persisted: 13 American women who changed the world. Adult- Becoming by Michelle Obama and Bossypants by Tina Fey  
   b) Want to partner with Office of Diversity and Higher Education Admin for the upcoming conference on May 20, 2022

5. Professional Development - Carria  
   a) Strength’s Assessment is in the process for the USC members that had not taken the assessment. The cost is $200.00  
   b) Living Well is scheduled to present at the March 15th monthly meeting at 10:30am.

6. Staff Emergency Fund - Tracy & Kari  
   a) SEF Fund Balance $6601.68; YTD Funds Dispersed $3500.00  
   b) Liliana is reaching out to Rapid Car Wash to host a profit share  
   c) One application submitted in January and approved for $500.00  
   d) As of 2/14/22 – 4 applications have been submitted. One was denied and the other 3 being reviewed 2/14/22

7. Covid SEF update: Cindy - connecting with the president's office for guidance and future of this fund.

8. Work Life Benefits - Holly

VIII. External Committees  
   A. Audiovisual Surveillance Technology - Sarah Franke  
      1. No report  
   B. Council for Built Environment - Monica Hartman  
      1. No report  
   C. Diversity Operations Committee - Marcos Mendez  
      1. Meeting on 2/17  
   D. Climate & Diversity - Cindy Billington  
      1. We are in the middle of reviewing the reports and will be listening to and scoring university presentations on Feb 25, 2022  
   E. SEBAC - Sarah Franke  
      1. Fiscal loss from Q3 & Q4 on medical claims have consumed reserves substantially. COVID-related medical expenses comprised 4.2% of overall medical claims in 2021 (as compared with 2.5% in 2020).  
      2. Benefits enrollment timelines will be changing for 2022 enrollment and beyond  
      3. New programs:  
         a) Family forming benefits (fertility & adoption) coming 9/1/22  
         b) Pet insurance coming 9/1/23  
         c) Accident/cancer/critical illness insurance coverage will also be coming 9/1/23.  
      4. Program enhancements coming soon:  
         a) Propeller - asthma program
b) Learn to Live – new BCBS mental health resource


c) Life Insurance will have open enrollment without evidence of insurability in several categories both new enrollment and increased coverage levels for employees in FY23

F. Step in & Stand up – Kari DeStefano
   1. No Report

G. Task Force for Campus Emergencies – Kam Milton
   1. No Report

H. Sustainability Advisory Council – Sarah Franke
   1. No Report

I. TSAC – Tamra Young
   1. Lot 47/51 Renovations moving forward for this summer. Customers in those lots can park in lot 50 or in Polo garage and will not be charged more. If a customer has a reserved spot their rates will be reduced during this time. Working on an FAQ’s page. Electric charging stations will eliminate 8 spots in lot 47/51.
   2. Still more than 2 years left on the 2818 Project
   3. Wellborn and Holleman will be shut down completely from June to August

J. University Dining Services – Sally Yang
   1. Met on 2/7 West campus food hall has a new Chick-Fil-A that opened on 2/14
   2. In SBISA has a Pizza Robot and produces 100 slices an hour
   3. Dining Services did a great job on the Lunar New Year Celebration on January 31st.
   4. Next Meeting March 7th

IX. Open Discussion and new Business

A. Kim Milton – What is the AWL at TEES and how does it work?
   1. The AWL are short term agreements
   2. 

X. Adjourn

A. Motion: Tracey Posey
B. Second: Carria Collins

XI. Next meeting

A. March 15, 2022 8:45-10:45 am Rudder 601. Zoom link available on our website for out-of-town representatives and campus constituents.