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

I. Call to Order – Sarah Franke  
   A. Motion: Cindy Billington  
   B. Second: Carria Collins  

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 (February meeting)  
   A. Motion: Sarah Franke  
   B. Second: Carria Collins  

V. Reports:  
   A. Covid Update: Cindy Billington  
      1. No report  
   B. MGT Implementation Committee & Working Groups – Cindy Billington  
      1. Has met twice since last meeting.  
      2. A lot of talk about solid line and dotted line and what exactly that will mean.  
      3. All changes in place and implemented by September 1, 2022  
      4. The money will not move until September 1, 2022. There will be no need to make any budget changes.  
      5. Several working groups to be finished very soon and others that will not be until the absolute deadline of August 31, 2022  
   C. Meeting with VP – HROE: Sarah Franke  
      1. The change to the sick leave policy has been updated to include mental illness in addition to physical illness.  
      2. AWL – the system has taken up the AWL task force. They have hired a firm to determine a new AWL policy that will be implemented system wide.  
   D. Inquiries: Sarah Franke  
      1. Continue to receive inquiries about AWL and the inconsistency across campus.  
      2. Staff Appreciation inquiry. The university stopped doing a staff appreciation event. Each unit is supposed to be doing staff appreciation throughout the year. Alicia Meza said the System is doing a staff appreciation week in April.  
   E. Treasurer update: Carria Collins  
      1. Balance $15,077.46  
      2. Total charges for February: $809.90
VI. MGT Working Groups:
   A. Provost Reconstruction – Kristina Ballard
      1. Outlining the focus on academic excellence with dotted line and solid line
      2. Auditing all areas that have been represented by the Provost to be sure no department or area is left out
   B. HR Succession Planning – Kristina Ballard
      1. Discussing what succession planning looks like across the university
      2. How much money will be needed
   C. Endowment Centralization – Katie Giordano
      1. Centralization of process not people
      2. Looking at org charts and how the process would work
   D. Global Engagement – Holly Hudson
      1. No update
   E. Financial Process Improvement – Kenny Kimball
      1. No update
   F. Centralize MarComm – subcommittee
      1. No update
   G. Cybersecurity – Cindy B.
      1. Almost finished with a deadline to finish March 31, 2022
      2. Progress reports are online at president.tamu.edu under Path Forward
   H. Help Desk and Ticketing System – Stephanie Thompson
      1. Split into groups and working through assignments that each group was given.

VII. Committee names:
   1. Branch Campus – Stephanie
      a) Emergency Alert Systems
         (1) Finding out their other campuses don’t have a strong Emergency Alert System. Top priorities to have a strong system to know if something is going on in their area.
   2. Communications – LaTia
      a) In need of a new co-chair, Joe Prather left the university
   3. Elections – Marcos
      a) Spoke to the EO’s and present 2 options. 1st option to wait until September 1st and then have elections. 2nd option to wait and have elections February 2023. Anyone due to roll off would stay in place until the new election period.
   4. Inclusion, Equity and Respect in the Workplace – Kristina Ballard
      a) Working on the Diversity Event for May 20th. Many obstacles with venues and speakers. Recently toured the Rec Center and moving forward. Currently looking at $10,000-$12,000, but do not have a budget. Have talked to people that are interested in being sponsors.
      b) If offices are interested in sponsorships chairs can be reserved for those offices.
   5. Professional Development – Carria
      a) Living Well is scheduled to present at the March 15th monthly meeting at 10:30am.
6. Staff Emergency Fund – Tracy & Kari
   a) As of January 31st, the balance $10,171.68. Since that time approved 5 applications.
   b) Flyer went out to the university to help with fundraising
   c) Hopdoddy and Raising Cains. One the end of April and in May
   d) As of last month, it looks like the President matched our balance
   e) Really working on who exactly is eligible to receive SEF. Found out that employees must have at least 50% of 02 monies. HSC is 100% funded and eligible. Moved forward this fiscal year continue as previously and get it written down and this is who is eligible for the next fiscal year.

7. Work Life Benefits – Holly
   a) Currently in need of a chair.
   b) Talked about the success with the sick leave change
   c) Success in getting better understanding on emergency leave. Damon quickly got the page updated and better-defined what emergency leave can be used for. The website has been updated and clearer what it can be used for. Has also been changed to first 5 days can be approved by supervisor instead of going to Vice President or designee.
   d) Be sure to finish your 2 step for your benefits need to be completed by June 30, 2022 for the September 1, 2022 effective date.
   e) Have not updated premiums yet.
   f) There is a new family leave pool more details to come.
   g) There is the Brazos Valley Network for employees that work within the Brazos Valley. The Brazos Valley Network was set up for additional discounts other than what is contracted with Blue Cross Blue Shield. No current information posted, each employee needs to talk to their doctors or facilities to see if they are part of this network. Tamra, spoke with Keith Hancock about setting up a tab on the TAMU Benefits page to inform employees of what doctors and facilities participate in the Brazos Valley Network.

VIII. External Committees
A. Audiovisual Surveillance Technology – Sarah Franke
   1. No report
B. Council for Built Environment – Monica Hartman
   1. No report – council has been dissolved
C. Diversity Operations Committee – Marcos Mendez
   1. Dr. C.J. Woods spoke on recruitment plans for the upcoming year. Looking to recruit more diverse students
D. Climate & Diversity – Cindy Billington
   1. Went through and scored the departments and colleges to determine funding for each.
E. SEBAC – Sarah Franke
   1. No Report
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. No Report
J. University Dining Services
   1. Chick-Fil-A is open on West Campus
   2. Last week each day they served different types of food from other countries
   3. Coffee with UPD on April 6 from 10–12 in front of Sibisa Dining Hall
   4. Next monthly from April 2–May 2 is the Ramadan Mass can submit a form of
      what food you need during this time, and it will be submitted to accommodate
      the students and staff.

IX. Open Discussion and New Business
    A. Reiteration of AWL Policy – at the supervisor’s digression. There is currently a campus
       policy with specific details.
    B. Future structure of University Staff Council – With all the changes taking place at the
       university what will the structure look like. Still unsure how the ratios will be done
       based on dotted line and solid line.

X. Guest Speaker – Living Well – Abigail Roy

XI. Celebration of Service – Sarah Franke
    A. A lunch or happy hour in the evening.
    B. Off-site
    C. Council would prefer a luncheon over a happy hour. Will email out a poll to determine
       where the luncheon will be held.

XII. Adjourn
    A. Motion: Tamra Young
    B. Second: Kaitlyn Kellogg

XIII. Next meeting
    April 19, 2022 1:30–3:30 pm Rudder 601. Zoom link available on our website for out-of-town
    representatives and campus