

University Staff Council Meeting Agenda

Tuesday, December 17, 2024

2:30pm-3:30pm

General Services Complex 101 B/C

I. Welcome

II. Call to Order - Vice-Chair Katie St. Clair

Motion: Maggie Abrigo

Second: Catherine Halverson

- Mission: The University Staff Council (USC) cultivates a collaborative work environment for Texas A&M staff under the Office of the President through quality representation, impactful service, innovative programs and open workplace communications.
- Vision: Staff feel supported, included and valued in this environment where we practice respect, excellence, leadership, loyalty, integrity and selfless service.

III. Roll Call of Members - Secretary, Clint Patterson

IV. Approval of Minutes - [November 2024](#)

V. Special Election Update - Mark Gleason

- Katie St. Clair received votes to be installed as Chair (January 2025).
- Election for vice-chair in January 2025.
- Election Committee will move forward to improve by-laws

VI. Treasurer's Report - Tracey Posey

- General account balance is \$7,353.63.
- No transactions to report since November 2024 USC meeting.

VII. Update from Meeting with Interim Vice President of Human Resources - Katie St. Clair

- Family Leave Pool Status: donations may be made by employees at anytime.
- Employee Engagement Survey: anticipated launch in early Spring 2025, USC can be a good stakeholder group to create awareness of the survey
- Doctoral Assistance: Return to November 2024 USC topic, TAMUS is sunsetting doctoral assistance program; continue expressed limited options for employees in remote locations
- Qatar Branch Campus Update: established HROE working group, identify Qatar staff for USC representation

VIII. USC Staff Inquiries - Katie St. Clair

- Internal Inquiry – No additional internal inquiries received
- External Inquiry – Texas State University reached out to USC officers regarding parental leave policy. USC and Work-Life Benefits Committee reviewing.

IX. USC Internal Committee updates

1. Branch Campus Committee

- Tuition assistance program discussion
- Dentistry hosted Staff Development Day on 12/18
- Employee Learning Week = options filled
- HSC & EnMeD approved for 2 medical programs

2. Communications and Outreach Committee

- Monthly USC meeting event transitions to LiveWhale Event Calendar
 - Refine and finalize time(s), especially in regards with Common Grounds
- Texas A&M @ Work emails
- USC website updates

2. Community Engagement and Respect in the Workplace (CERW)

- Committee meeting with HROE leaders to establish communication channels and understanding of responsibilities

4. Elections Committee

- No further update

5. Professional Development Committee (PD)

- USC Leadership Panel as part of January 2025 Common Grounds
- Staff Mentoring Academy launching internally for Spring/Summer 2025

6. Staff Emergency Fund Committee (SEF)

- No contribution campaigns in December; move to February 2025
- Committee notes uptick in applications
- AFS financial statements received
 - October 2024:
 - 6 submitted applications, 6 reviewed applications, 6 funded applications
 - Total amount of SEF Funds Awarded: \$3,000
 - November 2024:
 - 6 submitted applications, 6 reviewed applications, 2 funded applications, 4 denied applications
 - Total amount of SEF Funds Awarded: \$1,000
 - Last Official SEF Fund Balance: \$16,762.28
- Maroon & White 5k promotional video filming scheduled Thursday in Aggie Park

7. Work Life and Benefits Committee (WLB)

- Employee Tuition Assistance
 - Continued conversation to determine long-term solvency
 - Gathering data to determine ROI w/HROE and Sarah Franke
 - Upon graduation, does employee remain employed at TAMU?
 - Eligible for classwork as long as class is at TAMU. Means some employment locations do not have a classroom options (i.e., DC)

X. External Committee Appointments

A. System Employment Benefits Advisory Committee - Rebecca Luckey

- Further explanation of Family Leave Pool by USC Rep Willow Ruffino
- Parental Leave update

B. Transportation Services Advisory Committee - Lt. Jennifer Enloe

- EMBED LINK

C. Dining Services Committee - Tracey Posey

- No report and not meeting until Spring 2025

D. TAMU IT Governance Program - Jeff Lowry

- No report

E. Strategic Budget Council - Katie St. Clair/Tracey Posey

- Almost concluded with division head meetings. Next is colleges and deans, scheduled through the end of January 2025.
- Staff-related themes appear to be a common theme.

F. Business Services Advisory Council - Katie St. Clair

- No update. Next meeting is January 31, 2025

G. Jed program Steering Committee - Melissa Bohnsack

- November meeting cancelled.

H. Sesquicentennial Executive Committee - Catherine Halverson

- Confirmed transitioned into committee, along with access to materials and committee

I. University Sustainability Advisory Committee - Sean Cargo

- No report.

J. AI Steering Committee - Daniel Roberts

- No report.

XI. Additional Reports

- Blue Grant Spend by December 31, 2024
- Blue Points – confirmed not going away, revamp reward system. Two USC representatives (Wendy Wright and Sherri Alderete) emphasized the program.

2024-2025 Goals:

Enhance Communication Channels and Serve as a Liaison

Strengthen internal communication by serving as a liaison between staff and university administration. This includes implementing regular updates, gathering staff feedback,

and addressing concerns to promote transparency and ensure that staff voices are heard.

Increase Visibility and Awareness of University Programs and Staff Council

Boost the visibility of the University Staff Council, its representatives, and university programs by developing targeted awareness campaigns. Highlight professional development opportunities and foster greater engagement among staff members.

Foster Staff Well-being and Professional Development

Focus on improving staff well-being, retention, and compensation by advocating for pay equity, cost-of-living adjustments, and organizing professional development programs. Support staff growth through workshops, training sessions, and initiatives that enhance career advancement.

XIII. Adjournment

Motion: Rebecca Luckey

Second: John Abi-Najm

Next meeting: January 21, 2024, in Hildebrand Equine Complex from 8:45am - 10:45am

Common Grounds:

- Staff Leadership Panel
- Facilitator: Jennifer Enloe
- Panelists:
 - Kristina Ballard
 - Sarah Franke
 - Katie Giordano
 - Monica Hartman
 - Marcos Mendez
 - Tamra Young
 - Tracy Young