**University Staff Council Meeting Agenda**

Tuesday, September 17, 2024

8:45‐10:45 am

General Services Complex 101 B/C

1. **Welcome**

**II. Call to Order** - Kat McLelland

**Motion:** Rebecca Luckey

**Second:** Wendy Wright

* 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** - Clint Patterson

**IV. Introduction & Installation of New Executive Committee** - Marcos Mendez

Chair: Kat McLelland

Vice Chair: Katie St. Clair

Secretary:  Clint Patterson

Treasurer: Tracey Posey

Parliamentarian: Mark Gleason

Past Chair: Marcos Mendez

**V. Installation of New Representatives and Reaffirmation of Returning Representatives** - Kat McLelland

**VI. Approval of Minutes - August 2024**

* Will occur at the October USC, along with approval of September 2024 meeting minutes

**VII. Treasurer’s Report** - Tracey Posey

* USC Engagement Conference = $15,000.00
* USC General Account =
  + Purchases
    - $368.50 – CC Creations (USC shirts and name tags)
    - $1765.44 – On the Border Retreat meal (TBD which fiscal year)
  + Ending August 2024 balance = $5236.78

**VIII. Update from Meeting with Vice President of Human Resources** - Kat McLelland

* Fall Children’s Clothing drive – see XII. A for updates
* Wellness Fair – October 1, 2024 – see XII. B for updates
* Academic Calendar feedback due October 18, 2024 – see XII. C for updates
* HROE & Daymon recommended TAMU-USC can work with other TX USCs to leverage policy and legislation
  + Former USC Chair LaTia shared meeting with two groups previously:
    - TAMU System USC Chairs
    - SEC USC Chairs
* USC leadership shared merit letters sending out inconsistently from Colleges/Schools. HROE will consider reviewing in October, and aim for January 2025 update

**IX. USC Staff Inquiries** - Katie St. Clair

1. Request for monthly payroll process to be reviewed and revised due to direct deposits of salaries being available prior to the 1st of the month, particularly in instances with when the 1st occurs over the holiday or weekend (i.e., Labor Day 2024).
   1. Wells Fargo is TAMU’s financial institution. Employee’s receiving financial institution has an opportunity to post funds before scheduled date.
2. Request shared TAMU-Corpus Christi’s USC took initiative to request birthday leave. Within 30-days around birthday = 8 hours of paid leave. HROE leadership will discuss with TAMU-System HROE.
   1. Another TAMU HROE goal is employee recognition – input and perspectives of administrative leave with pay. Generally more idea of admin leave with/without pay but could be considered. HROE in the process of eliciting staff and campus input.
   2. 8/11 TAMU-System schools offer birthday leave in some fashion
   3. Up to 32 hr/year (with pay) and carry forward
3. Clarification from TAMU-Postdoctoral Association (PDA) regarding their membership as ex-officio. USC is updating ex-officio roster for AY25.
4. Former USC Chair LaTia Wilson shared Texas Tech University’s USC reached out to other TX schools to see what is in place with staff well-being. LaTia passed along to TAMU’s Living Well website.

**X. USC Committees - Member and Chair Appointments, Goals, & Other Updates**

**1. Branch Campus Committee**

* Chair: Wesley Swanson
* Committee Members: Tracey Posey, Carli Fenner, Galen Pahl, Katie St. Clair, Jeff Lowry

**2. Communications and Outreach Committee**

* Co-Chair: Sean Cargo, Chelsey Cooke
* In collaboration with Ashley Drossel (HROE) & Casey McDonald (MarCOMM)

**3. Community Engagement and Respect in the Workplace (CERW)**

* Co-Chair: Daniel Roberts & Noeline Gunasekara
* Committee Members: Ashley Winterrowd, Shelley Drgac, Spring Basey, Eva Magallan, Willow Ruffino

**4. Elections Committee**

* Chair: Mark Gleason
* Derek DeYonge

**5. Professional Development Committee (PD)**

* Co-Chair: Michelle Brown-Link, Justin Brown, and Cindy McCasland,
* Committee Members: Tara Suel, Shelley Drgac, Sara Blassingame, Laura Hollingsworth, Wesley Swanson, Noeline Gunasekara, Wendy Wright

**6. Staff Emergency Fund Committee (SEF)**

* Co-Chair: Jennifer Enloe & Ashley Winterrwod
* Committee Members: Sharon Alderete, Derek DeYonge, Stacy Wright, Fawne Toler, Katie St.Clair, Maddy Garcia, Sara Blassingame, Maggie Abrigo, Spring Basey, Catherine Halverson, Daniel Roberts
* Pending SEF application

**7. Work Life and Benefits Committee (WLB)**

* Co-Chair: Jamie Norgaard and Rebecca Luckey
* Committee Members: Sharli Nucker, Jacob Scoggins, Tracey Posey, Eva Magallan, Laura Hollingsworth, Willow Ruffino

**XI. External Committee Appointments**

1. **System Employment Benefits Advisory Committee** – Rebecca Luckey
   1. First meeting in Oct.
2. **Transportation Services Advisory Committee** – Jennifer Enloe
   1. No report (traffic on 2818)
3. **Dining Services Committee** – Tracey Posey
   1. Met T9/10
   2. [Dineoncampus.com/tamu](http://dineoncampus.com/tamu)
   3. Chartwells finalized new 10-year contract with TAMU. Meal plans updated. New Vice President: Chris Danko, chris.danko@compass-usa.com, Chris would like to come speak to USC and/or Common Grounds.
   4. New Locations: Whoop Coop, The Pavilion, Houston Street Subs, The Commons
   5. Catering has been re-branded as Century Oak Catering. Has pricing for student groups.
   6. Maroon Meals, New meal plans depending on plan, these are $9-12 range.
   7. All Access Plus (+) meal plans, get you meet the chef teaching kitchen, event swag bags, Love Aggie Dining +, Mobile Order promotions, and priority communications.
   8. [Upcoming events:](https://drive.google.com/file/d/1umQJ89AfBzbA0nfhXR4gkccCrHyMJ_e-/view?usp=sharing)
   * First Year Resource Fair, September 18th, Sbisa Fish Pond, 10am – 1pm
   * Aggie Chef Showdown Watch Party, September 25th, The Commons Dining Hall, 5pm-7pm
   * Fall Meal Plans End, December 13th
   * Check website for upcoming events, dineoncampus.com/tamu/events
4. **TAMU IT Governance Program** – Jeff Lowry
   1. Next meeting on Oct. 5
      1. elections for chairs, secretary and chair-elect
      2. Continue to form an AI subcommittee? Handled well in institutional collaboration. Consider emerging technologies more broadly. Assist in other ways – traffic/movement patterns, personal productivity.
5. **Strategic Budget Council** - Kat McLelland
   1. Next meeting in late September
6. **Capacity & Student Experience Study Committees** – Kat McLelland
   1. Want feedback. Sent out in multiple emails
7. **Business Services Advisory Council** – Katie St. Clair
   1. Next meeting in October (first or second week)
8. **Jed program Steering Committee** – Michelle Brown-Link
   1. Request for new USC representation to replace Michelle Brown-Link on Jed Steering Committee
9. **Sesquicentennial Executive Committee – Kat McLelland**
   1. 150th anniversary of TAMU
   2. No meeting recently but subcommittees continue their work
10. **Staff Mentorship Academy** – Michelle Brown-Link
    1. No report
11. **Competency Working Group** – Kat McLelland
    1. Led by Division of Finance
       1. Review job titles across university
       2. Example: 83-87 different job titles for ‘finance’
12. **University Sustainability Advisory Committee** – Sean Cargo
    1. First meeting scheduled; report in October
13. **TAMUS Organizational Governance Assessment** – Kat McLelland and Katie St. Clair
    1. No report
14. **Deloitte - TAMUS Organizational and Governance Assessment Focus Group** – Kat McLelland
    1. Involves TAMU-System Staff Council Chairs
    2. Deloitte is compiling a report by interviewing faculty, deans, etc.
    3. Aim to complete the report in March 2025.

**XII. Additional Reports**

1. **Fall Children’s Clothing Drive -** Clothes will be due by September 25, 2024.
   1. There will be a bin placed in the HROE lobby within the GSC & in front of Sarah Franke’s office over at the Jack K. Williams building President’s Suite.
   2. Context: Request actually initiated from TAMU staff member; mainly for consideration of supporting graduate students with children
   3. Leave open one more week (~end of September).
   4. Short-term/One-time solution – plan for distribution; first dibs for clothing based on who asked. Message upcoming from Graduate Advisor Listserv
   5. TBD about doing again in the Spring – request for USC consideration
2. **Employee Wellness Fair - October 1, 2024**
   1. Thank you to our USC volunteers: Melissa Bohnsack, Noeline Gunasekara, Cindy McCasland, Sean Cargo, Justin Brown, Derek DeYonge, Jennifer Enloe, Wendy Wright, and Sara Blassingame
   2. Who: Wellness Exhibitors engaging with Texas A&M University System staff and faculty
   3. When: Tuesday, October 1, 2024 from 8:30am – 3:30pm (schedule subject to change)
   4. Where: Texas A&M Student Recreation Center – South Entrance near Olsen Field
3. **Academic Calendar Review- due by October 18, 2024**
4. [**Presidential Investiture Ceremony**](https://president.tamu.edu/investiture/index.html) **- October 25, 2024** 
   1. 10AM Rudder Auditorium
   2. Aggie Family Picnic to follow
      1. RSVP by October 1, 2024
         1. Representatives need to [RSVP](https://tamu.qualtrics.com/jfe/form/SV_e4MORhnYJRpddqu) as Attendees
         2. Executive Officers need to RSVP as Delegates
5. **State Employee Charitable Campaign (SECC) is now active.** 
   1. TAMU staff have the opportunity to make contribution pledges by payroll deductions to your favorite charities now through October 31,2024.
   2. Use the SECC Enrollment application in the SSO menu to make your selection.
      1. Deductions begin January 1, 2025.
6. **USC Email Notifications - Please reach out to Clint Patterson if you have not received calendar invites for the monthly meetings or general communications.** 
   1. Membership Roster & Action
      1. Updating USC Website
7. **Learning opportunities through CTE. AI Playground.** 
   1. Center for Teaching Excellence hosting “AI Playground” - An exciting opportunity for faculty and staff to dive into the world of Generative AI. Every third Friday of the month from 9:00 AM to 11:30 AM, we invite you to the Center for Teaching Excellence Open Space in Blocker 232 to interact with cutting edge GenAI tools like Copilot, Claude, ChatGPT, Gemini, and more! Bring your own device and join our community of explorers!  Please fill in the [interest form](https://tx.ag/contactgaiplayground) for updates on the event.
8. **NEW TOPIC**
   1. Meetings are open to the public but if the topic is discussed then recommended avenues to bring to administration (role of USC executive officers).
   2. Want to handle feedback & input appropriately

**2024-2025 University Staff Council Goal Ideas (collected and influenced at August Retreat)**

1. Enhance Communication Channels.
   1. Serve as a liaison between staff and university administration to facilitate open and transparent communication. This includes sharing important updates, gathering staff feedback, and addressing concerns.
2. Increase Visibility and Awareness.
   1. Boost the profile of the University Staff Council and its representatives, along with highlighting university programs and professional development opportunities.
3. Address Staff Well-being and Compensation.
   1. Focus on staff retention, cost of living adjustments and pay equity.
4. Foster Staff Engagement.
   1. Create a supportive work environment by organizing events, initiatives, and programs that strengthen staff morale, encourage collaboration, and celebrate staff achievements.
5. Strengthen Professional Development.
   1. Promote opportunities for staff growth and development through training, workshops, and university resources. This goal aims to support staff career advancement and skill enhancement.
6. Improve Hiring and Retention Practices.
   1. Address and enhance hiring processes and staff retention strategies.

**XIII. Adjournment**

**Motion:** Spring Busey

**Second:** Sharon Alderate

**Next meeting:** Tuesday, October 15, 2024, in GSC 101A from 1:30‐3:30 pm

**October Common Grounds:** Julie Kopycinski, Chief Governmental Relations Officer & Michael Hardy, Deputy Chief Governmental Relations Officer & Director of Federal Relations