

**The University Staff Advisory Council**  
**Minutes**  
**August 13, 2008**

Representatives and Alternates Attending:

Belinda Dean- Chair- Business Services - rep  
Pamela Suell- Secretary- Enrollment Management - rep  
Jan Harp- Campus Services - rep  
Aris Obar- Student Affairs - rep  
Andi Liner- College of Nursing - rep  
Sheryl Marshall- College of Business & Engineering - alternate  
Warren Garlock- Information Resources - rep  
Sergio Padilla- Office of Sponsored Research-alternate  
Katy Cline- Student Affairs- alternate  
Chris Green – Information Resources -alternate  
Michael Gannaway- Longview & Palestine-alternate  
Cynthia Harris- College of Education & Psychology-rep  
Bonnie Pearson- College of Education & Psychology-alternate  
Ray Sikes- College of Arts and Sciences - alternate  
Judy Parker- Business Services- alternate  
Joe Vorsas - ex-officio  
Jesse Acosta – President's office

**Representatives and Alternates not Attending:**

Judy Beam- College of Nursing- alternate  
Tracy Thompson- Campus Services- alternate  
Pamela Jones- Longview and Palestine- Rep  
Mary Ellen Holland – College of Arts and Sciences- rep  
Amy Birdsong – College of Business & Engineering - rep

At 1:00 pm the meeting was called to order by the Chair, Belinda Dean. She welcomed the council.

June and July minutes are posted on the USAC website for your review.

**Old Business:**

Nominations & Elections – Andi Liner

Andi Liner expressed her desire to be Chair of USAC pending nomination. A Chair –Elect and secretary will need to be elected for the 08/09 year.

Elections- Belinda made the council aware that she had not received nominations for a new Chair and noted she will assist the nomination committee due to the desire of Andi Liner, who is

the chair for the nominations & elections committee and the absenteeism of Katy Cline. Elections will be held at the September 17, 2008 meeting for new officers.

**Star Employee-** The month of August Star of the Month was Margo Duncan

New Business:

Andi Liner passed out handouts and explained a new USAC fitness challenge for all UT system called “America on the Move – UT System Ultimate Challenge”.

The six week Challenge will start during the month of September 2008.

The website for more information is [www.americaonthemove.org](http://www.americaonthemove.org) .

The next meeting will be September 17, 2008.

The chair called for a motion to adjourn by Jan Harp and seconded by Renee Lampkin.

Lunch was served!

**The University Staff Advisory Council**  
**Minutes**  
**July 16, 2008**

Representatives and Alternates Attending:

Belinda Dean- Chair- Business Services - rep  
Pamela Suell- Enrollment Management - rep - Secretary  
Jan Harp- Campus Services - rep  
Aris Obar- Student Affairs - rep  
Andi Liner- College of Nursing - rep  
Sheryl Marshall- College of Business & Engineering - alternate  
Warren Garlock- Information Resources - rep  
Sergio Padilla- Office of Sponsored Research-alternate  
Katy Cline- Student Affairs- alternate  
Cynthia Harris –Education and Psychology – rep  
Pamela Jones – Longview & Palestine - rep  
Reps and alternates not attending:

Tracy Thompson- Campus Services - alternate  
Judy Beam - College of Nursing - alternate  
Mary Ellen Holland- College of Arts & Sciences- rep  
Michael Gannaway- Longview & Palestine-alternate  
Chris Green- Information Resources-alternate  
Amy Birdsong- College of Business & & Engineering-rep  
Bonnie Pearson- Education and Psychology-alternate  
Renee Lampkin- Enrollment Management- alternate  
Ray Sikes – College of Arts & Sciences- alternate  
Judy Parker – Business Services - alternate  
Joe Vorsas- ex-officio

At 2:00 pm the meeting was called to order by the Chair, Belinda Dean. She welcomed the council.

The June minutes will be approved at the July meeting.

**Old Business:**

Nominations & Elections – Andi Liner

Nominations will be coming in for Chair and Chair Elect. Eva Burnett was the current Chair – Elect but has taken a position with another UT institution.

Star Employee for the month of July 2008 is Brad Low.

Summer Activity- No complaints were made, other than the long line but everyone loved the event. A Great Idea!!!!

Water fountains on the second floor are still not repaired, but Thomas will be talking to Paul.

The Chair has scheduled an appreciation luncheon for the August 13, 2008 meeting. Traditions will cater the meal and will serve at 1:30pm. Council members will be sent an email invitation and will need to RSVP.

**New Business:**

There was a question regarding a hiring freeze. Jesse Acosta sent a reply that modified freezes are in effect but no new positions will be created currently.

There was also an email concerning telecommuting, but no action has been taken on this request.

A new request was made to extend the 4 day work week. These items have not been acted upon at this time.

We will meet on August 13, 2008 1:00pm in ADM 301.

Motion was moved to adjourn by Jan Harp and seconded by Amy Birdsong.

**The University Staff Advisory Council**  
**Minutes**  
**June 18, 2008**

Representatives and Alternates Attending:

Belinda Dean- Chair- Business Services - rep  
Eva Burnett- Administrative Offices - rep - Chair Elect  
Pamela Suell- Enrollment Management - rep - Secretary  
Jan Harp- Campus Services - rep  
Judy Parker- Business Services - alternate  
Aris Obar- Student Affairs - rep  
Andi Liner- College of Nursing - rep  
Pamela Jones- Longview & Palestine - rep  
Cynthia Harris- College of Education and Psychology - rep  
Sergio Padilla- Office of Sponsored Research-alternate  
Mary Ellen Holland- College of Arts & Sciences-rep  
Michael Ganaway- LUC- alternate  
Bonnie Pearson- College of Education & Psychology- alternate  
Katherine Cline- Student Affairs- alternate  
Joe Vorsas- ex-officio

Reps and alternates not attending:

Tracy Thompson- Campus Services - alternate  
Judy Beam - College of Nursing - alternate  
Chris Green- Information Resources-alternate  
Amy Birdsong- College of Business & & Engineering-rep  
Renee Lampkin- Enrollment Management- alternate  
Alice Tidwell- Physical Plant –rep  
Warren Garlock- Information Resources & Academic Comp Services –rep  
Sheryl Marshall- College of Business and Technology & Eng.- alternate  
Ray Sikes- College of Arts and Sciences- alternate

At 2:05 pm the meeting was called to order by the Chair, Belinda Dean. She welcomed the council.

\*The May minutes were approved by Aris Obar and seconded by Cynthia Harris

### **Old Business:**

1. Reps for EAC (Employee Advisory Council) include Michael Gannaway who replaced Rick Peterson as a rep, Aris Obar who replaced Faye Ingram as an alternate, and Andi Liner is the returning rep.
2. Nominations and Elections will be conducted at the end of June. Andi was waiting on two areas to get back to her regarding area eligibility. Judy Parker will check on these areas for Andi.  
  
Andi was still processing a list of new eligible reps and alternates. Those names would be sent to each service area for nominees to be selected.
3. Star Employee- The new Star Employee for the month of June is Edith Harris.
4. Summer Activity- The date is set for June 26<sup>th</sup> at the deck from 2:00 pm to 5:00 pm. Snowballs and nachos will be provided by Snow Coney Island from Bullard, Texas. There will be balloons and music for all to enjoy. Belinda will secure the key from Shannon to the Harvey Café. Everyone will be encouraged to bring their cameras to take photos.

### **New Business:**

1. Maintenance – water fountain/ 2<sup>nd</sup> floor  
It was suggested by Joe Vorsas that a work order be filled put, and submitted to Chip, Thomas and or Greg Lassen. Service Solutions will be contacted to clean the fountains.
2. Mary Ellen wanted to inquire about back up lighting that only stays on for an hour. The suggestion was to speak with her Safety Liaison.
3. Aris added that the Employee Appreciation photos were on the website.
4. A concern was submitted that Service Solutions might start working at night only!! This will be followed up on when more information is received.

Next meeting will be July 16<sup>th</sup> 2008.

A motion was moved to adjourn by Pam Jones and seconded by Jan Harp.

**The University Staff Advisory Council**  
**Minutes**  
**May 21, 2008**

Representatives and Alternates Attending:

Belinda Dean- Chair- Business Services - rep  
Eva Burnett- Administrative Offices - rep - Chair Elect  
Pamela Suell- Enrollment Management - rep - Secretary  
Jan Harp- Campus Services - rep  
Judy Parker- Business Services - alternate  
Aris Obar- Student Affairs - rep  
Andi Liner- College of Nursing - rep  
Sheryl Marshall- College of Business & Engineering - alternate  
Pamela Jones- Longview & Palestine - rep  
Cynthia Harris- College of Education and Psychology - rep  
Ray Sikes- College of Arts & Sciences - alternate  
Warren Garlock- Information Resources - rep  
Sergio Padilla- Office of Sponsored Research-alternate

Reps and alternates not attending:

Tracy Thompson- Campus Services - alternate  
Judy Beam - College of Nursing - alternate  
Katy Cline-Student Affairs-alternate  
Mary Ellen Holland- College of Arts & Sciences- alternate  
Michael Gannaway- Longview & Palestine-alternate  
Chris Green- Information Resources-alternate  
Amy Birdsong- College of Business & & Engineering-rep  
Bonnie Pearson- Education and Psychology-alternate  
Renee Lampkin- Enrollment Management- alternate  
Joe Vorsas- ex-officio

At 2:00 pm the meeting was called to order by the Chair, Belinda Dean. She welcomed the council.

The April minutes were approved by Ray Sikes and seconded by Jan Harp.

**Old Business:**

**University Appreciation Week / Luncheon -feedback**

Belinda Dean asked the Friday Activities Committee to advise the council on the donation from the dunking booth. A donation of \$186.00 was donated to the Humane Society.

Pamela Jones, the Longview & Palestine Rep, advised the council that the movies were not paid for in Longview. To her knowledge two people did attend the movies in Longview. Belinda decided to table that discussion, and take it up with the officers after the monthly meeting.

### **FY 08/09 Holiday Schedule**

The new holiday schedule will be two days off for Spring Break Thursday and Friday. The schedule will also include Friday January 2, 2009.

Habitat for Humanities – Jan Harp

It was discussed that Amy Birdsong will be the liaison for the project between USAC and Construction Management. Project date has not been set, but Jan will follow up with Amy as information becomes available.

Nominations & Elections (FY 08/09) new reps& alternates (College Mgmt, Campus Services) - Andi Liner.

We presently have 15 areas with the new revised list. Eva and Andi will work on the list this summer. The council was presented with a service area list for review.

Star Employee for May is Deborah Brasher. We did not receive any response from the campus bulletin in regards to additional Star Award members for 2006-2007 for updates in the library.

### **New Business:**

Summer Activity – A committee was formed for this activity by the chair (Belinda). The following people will serve on this committee: Judy Parker & Jan Harp along with the USAC officers. The activity will take place on the deck with shaved ice and nachos provided by Chris and Marybeth Thompson, owners of Snow Coney Island in Bullard, Texas. Several dates were considered for the activity June 19, 2008 and June 26, 2008. (Activity will be June 26, 2008 from 2-4pm on the Harvey Deck). We will need access to water for this event. The activity committee will contact the proper person to get permission.

August meeting schedule change, we will meet on August 13, 2008 1:00pm in ADM 301.

Andi Liner brought up the concern about information being sent to campus employees. After some discussion it was suggested to have Michael Gannaway (chair of Benefits committee) research new communication resource with Andi Liner.

Next meeting will be June 18<sup>th</sup> 2008.

Meeting adjourned by Pam Jones and seconded by Ray Sikes.



**The University Staff Advisory Council**  
**Minutes**  
**April 16, 2008**

Representatives and Alternates Attending:

Belinda Dean- Chair- Business Services - rep  
Eva Burnett- Administrative Offices - rep - Chair Elect  
Pamela Suell- Enrollment Management - rep - Secretary  
Jan Harp- Campus Services - rep  
Katy Cline-Student Affairs - alternate  
Judy Parker- Business Services - alternate  
Aris Obar- Student Affairs - rep  
Andi Liner- College of Nursing - rep  
Sheryl Marshall- College of Business & Engineering - alternate  
Pamela Jones- Longview & Palestine - rep  
Cynthia Harris- College of Education and Psychology - rep  
Mary Ellen Holland- College of Arts & Sciences-rep  
Erica Towne- Physical Plant - rep  
Ray Sikes- College of Arts & Sciences - alternate  
Michael Gannaway- Longview & Palestine - alternate  
Chris Green- Information Resources - alternate  
Warren Garlock- Information Resources - rep  
Amy Birdsong- College of Business & Engineering - rep  
Bonnie Pearson- College of Education and Psychology – alternate  
Renee Lampkin- Enrollment Management –alternate  
Joe Vorsas- ex-officio

Reps and alternates not attending:

Sergio Padilla- Administrative Offices - alternate  
Tracy Thompson- Campus Services - alternate  
Judy Beam - College of Nursing - alternate

At 2:05 pm the meeting was called to order by the Chair, Belinda Dean. She welcomed the council.

The March minutes were approved by Pam Jones and seconded by Cynthia Harris.

## **Old Business:**

### **UAW Updates/Committee Reports:**

#### **Mon – Thurs Activities**

Jan Harp discussed the database for registration. The council was appointed to help pickup the sign-in sheets for each activity. The cut off for reservations for paid activities would be Friday April 18, 2008. Everyone attending activities from UT Tyler would need to wear their id to all events.

**Fri Activities** - Judy Parker brought the council up to speed on the status of the dunking booth. It had been ordered and will be delivered Friday morning. The Physical Plant will be responsible for filling the dunking booth. All other events for Friday were ready. Friday activities included: Mock Tails, Disc Golf, Personal Massages, Retiree table, cake walk, Patriot Zone, and a best dressed contest with prizes for male and female.

\* You will need to sign up for the massages on the database. Friday activities are open to everyone and are not one of the weekly selections.

**Food and Decorations** – Katy Cline announced that she had confirmed with the caterer about the luncheon schedule for Friday and the decorations had been received and are ready to be set up. Mr. McCullough with Balloons with a Twist will be here Friday at 8:30am.

**Setup Committee-** Andi Liner – The setup committee had spoken with Melissa Hill about cordless mics, a power point presentation, and a screen with a projector. Music would be played in the gym.

All council members were reminded to sign up for the luncheon and activities.

## **New Business:**

**Star Award-** Eva Burnett announced that Faye Ingram was the recipient of the April Star Award.

**Nominations & Elections Committee-** Physical Plant alternate, Debbie Gibson, has moved to a different area and will no longer serve for the Physical Plant.

**Fruit Stand on Campus-** Belinda Dean stated that she would speak to Shannon about the option of having a fruit stand on campus possibly down by the lake at Harvey's.

Ray Sikes reminded everyone that the Art Store training had been moved to BUS 102.

There was a motion to adjourn by Amy Birdsong, and seconded by Bonnie Pearson.

Next meeting will be May 21, 2008.

**The University Staff Advisory Council**  
**Minutes**  
**March 19, 2008**

Representatives and Alternates Attending:

Belinda Dean- Chair- Business Services - rep  
Eva Burnett- Administrative Offices - rep - Chair Elect  
Pamela Suell- Enrollment Management - rep - Secretary  
Jan Harp- Campus Services - rep  
Katy Cline-Student Affairs - alternate  
Judy Parker- Business services - alternate  
Aris Obar- Student Affairs - rep  
Andi Liner- College of Nursing - rep  
Sheryl Marshall- College of Business & Engineering - alternate  
Pamela Jones- Longview & Palestine - rep  
Cynthia Harris- College of Education and Psychology - rep  
Debbie Gibson- Physical Plant - alternate  
Erica Towne- Physical Plant - rep  
Ray Sikes- College of Arts & Sciences - alternate  
Michael Gannaway- Longview & Palestine - alternate  
Chris Green- Information Resources - alternate  
Warren Garlock- Information Resources - rep  
Amy Birdsong- College of Business & Engineering - rep  
Bonnie Pearson- Education and Psychology – alternate  
Joe Vorsas- ex-officio

Reps and alternates not attending:

Tracy Thompson- Campus Services - alternate  
Renee Lampkin- Enrollment Management - alternate  
Mary Ellen Holland- College of Arts & Sciences - rep  
Sergio Padilla- Office of Sponsored Research - alternate  
Judy Beam - School of Nursing - alternate

At 2:05 pm the meeting was called to order by the Chair, Belinda Dean. She welcomed the council.

The February minutes were approved by Jan Harp and seconded by Eva Burnett.

## **Old Business**

The Policies and Procedures updates are on the webpage. The new alternate for the Physical Plant service area is Debbie Gibson.

Tentative activity dates were set for the Fiscal Year 2008-2009:

Meet your Rep. – October 3, 2008

Staff Development – November 20-21, 2008

University Appreciation Week- April 13-17, 2009

Service area handouts were presented and updated to include term end dates.

## **Star Awards- Eva Burnett**

The March Star recipient was Mark Walters from the Physical Plant department.

Anyone receiving the Star Award will have one year to take the day off with pay. These updates have been added to the USAC website.

Quarterly ads will be placed in the Patriot Talon to reach students for star votes. First ad will be placed in the Fall 2008. If enough participation, council will continue to place ads in the Patriot Talon. In addition, ads will be displaced on LCD screens for advertisement.

The Star Award committee needs help updating the Star Award plaque in the Library. There are names missing from August 2006-November 2006 and January 2007-August 2008.

## **UAW committee reports-**

Katy Cline - Food and Decorations Committee gave updates to the council. The decorations and centerpieces have been ordered. The balloons have been ordered and delivery date has been confirmed. The menu and caterer date are set.

Andi Liner- Setup Committee- Everything has been confirmed.

Friday Activities – Updated the committee on all the activities that are scheduled for Friday. You will sign up for the massage and volleyball on the UAW database.

**Donations-** Belinda, Chair, explained the guidelines for receiving donations and purchasing items for giveaways. Donations cannot be solicited from the community, but are acceptable if donated without solicitation as long as the value is \$50 or less. Gift cards are not allowed. Donations received and solicited from on-campus areas/departments are acceptable. Items purchased for giveaways may not include gift cards or athletic event tickets that are outside of UT Tyler. Gift items purchased are to be kept to a maximum of \$50. Examples were given as to the gifts we could giveaway.

## **New Business**

Employee Advisory Council – Andi Liner

Andi discussed things that were presented at the last meeting. Optional Retirement plans employee can save 1% of their pay effective September 1, 2009. More information can be acquired through the Office of Employee Benefits.

A Wellness Program of 30 minutes twice a week for all State of Texas employees is a possibility.

Campus Security- A video regarding the best way to react during an Active Shooter incident was viewed and is being distributed to all campuses for all students and employees.

Campuses are having problems retaining officers due to salary.

International travel evacuation plans are in place for employees.

I tunes U – Pod casting to students makes it easier to send messages and information to students.

**Meet Your Rep-** The council voted to have Meet Your Rep by service area to make it a little more personal. Each rep will set up a date with their service area to have snacks and introduce themselves.

**Greek Week Kickball -** The council decided to form a team and participate in the Greek Week Kickball competition, scheduled Wednesday, March 26 at 6:00pm. USAC staff will compete against the students to get more exposure to the students.

Motion was made to adjourn meeting by Ray Sikes and seconded by Jan Harp.

Next meeting will be April 16, 2008

**The University Staff Advisory Council**  
**Minutes**  
**February 20, 2008**

Representatives and Alternates Attending

Mary Ellen Holland - College of Arts & Sciences – rep  
Cynthia Harris- College of Education and Psychology- rep  
Amy Birdsong – College of Business and Technology & Engineering - rep  
Sheryl Marshall- College of Business and Technology & Engineering – alternate  
Andi Liner - College of Nursing/Palestine – rep  
Judy Parker - Business Services - alternate  
Aris Obar - Student Affairs - rep  
Katy Cline - Student Affairs - alternate  
Pamela Suell - Enrollment Management - rep – Secretary  
Renee Lampkin - Enrollment Management - alternate  
Jan Harp - Campus Services – rep - ex-officio  
Eva Burnett - Administrative Offices – rep - Chair Elect  
Sergio Padilla – Administrative Offices - alternate  
Pamela Jones – LUC - rep  
Joe Vorsas - ex-officio

Reps and alternates not attending:

Ray Sikes - College of Arts and Sciences – alternate  
Bonnie Pearson – College of Education and Psychology - alternate  
Judy Beam - College of Nursing/Palestine – alternate  
Mark Pierce - Physical Plant – rep  
Erica Towne – Physical Plant – alternate  
Belinda Dean – Business Services – rep – Chair  
Warren Garlock - Information Resources & Academic Comp Services - rep  
Chris Green - Information Res & Academic Comp Services - alternate  
Tracy Thompson – Campus Services – alternate  
Michael Ganaway – LUC - alternate

At 2:00 pm the meeting was called to order by the Chair Elect- Eva Burnett, and she welcomed the council.

The January minutes were approved by the council. A motion was made by Jan Harp and seconded Mary Ellen Holland.

Jesse Acosta – Service Awards and Convocation. After meeting with the President, Jesse and the council agreed to the following new process of presenting service awards. Anyone receiving awards for 25, 30, or 35 years of service, these awards will be presented at convocation by the President. All other service awards will be presented by their department head or Vice President.

**Gregg Lassen- Parking Issues:**

Anyone who has a complaint in reference to parking needs will need to contact the Police Department and then Gregg Lassen. The President should not be contacted about these issues. When the construction starts on the front part of the UC, the parking to that building will be closed. A portion of the staff and faculty parking will also be closed. There will be a couple of options for parking; the new library parking lot or possibly the TASCAs building. The budget will not allow for shuttles to run from the TASCAs building. The council expressed concerns, and Gregg Lassen said he would be glad to listen to everyone complaints. The idea of tiered parking was mentioned.

Chief Medders advised that the number of handicap parkings were mandatory. The number of handicap parkings cannot be reduced to create more parking spaces or to designate a spot for loading.

Time off from work for physical fitness was not approved by the President except during the Governor's Fitness program - Texas Round Up. During the year, supervisors will continue to have the authority to approve time off from work for this benefit.

**Old Business:**

The February Star award recipient was Alice Tidwell from the Campus Police Department.

UAW Committee reports. A separate document will be presented to the council with the prices of activities and activities for the week.

Aramark contract update: There is no obligation to use Aramark Food Services. Aramark would appreciate the opportunity to bid on any campus catering, but there is no exclusive catering agreement or obligation. Your budget authority may request that you use their services.

**New Business:**

Disciplinary Policy – Joe Vorsas

The 'at will policy' was approved by the UT System Board of Regents in November 2007. This policy moves the classified employee policy closer to that of the A&P policy. An employee can be terminated at anytime and can resign at anytime. Supervisors need to advise employees of their misconduct before they are terminated. If an employee decides to appeal, the last level the appeal will go to is to the Vice President of that division. Classified employees serve at the pleasure of the President.

Merit Raises - There was a complaint that the merit raises were not distributed in a fair manner. This matter will be further investigated by the council to determine whether merit procedures could be changed or if upper management is reviewing budget authority's allocations.

Meeting adjourned – motion carried by Mary Ellen Holland and seconded by Cynthia Harris.

Next meeting will be on March 19, 2008.



**The University Staff Advisory Council**  
**Minutes**  
**February 20, 2008**

Representatives and Alternates Attending

Mary Ellen Holland - College of Arts & Sciences – rep  
Cynthia Harris- College of Education and Psychology- rep  
Amy Birdsong – College of Business and Technology & Engineering - rep  
Sheryl Marshall- College of Business and Technology & Engineering – alternate  
Andi Liner - College of Nursing/Palestine – rep  
Judy Parker - Business Services - alternate  
Aris Obar - Student Affairs - rep  
Katy Cline - Student Affairs - alternate  
Pamela Suell - Enrollment Management - rep – Secretary  
Renee Lampkin - Enrollment Management - alternate  
Jan Harp - Campus Services – rep - ex-officio  
Eva Burnett - Administrative Offices – rep - Chair Elect  
Sergio Padilla – Administrative Offices - alternate  
Pamela Jones – LUC - rep  
Joe Vorsas - ex-officio

Reps and alternates not attending:

Ray Sikes - College of Arts and Sciences – alternate  
Bonnie Pearson – College of Education and Psychology - alternate  
Judy Beam - College of Nursing/Palestine – alternate  
Mark Pierce - Physical Plant – rep  
Erica Towne – Physical Plant – alternate  
Belinda Dean – Business Services – rep – Chair  
Warren Garlock - Information Resources & Academic Comp Services - rep  
Chris Green - Information Res & Academic Comp Services - alternate  
Tracy Thompson – Campus Services – alternate  
Michael Ganaway – LUC - alternate

At 2:00 pm the meeting was called to order by the Chair Elect- Eva Burnett, and she welcomed the council.

The January minutes were approved by the council. A motion was made by Jan Harp and seconded Mary Ellen Holland.

Jesse Acosta – Service Awards and Convocation. After meeting with the President, Jesse and the council agreed to the following new process of presenting service awards. Anyone receiving awards for 25, 30, or 35 years of service, these awards will be presented at convocation by the President. All other service awards will be presented by their department head or Vice President.

**Gregg Lassen- Parking Issues:**

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Merit Raises - There was a complaint that the merit raises were not distributed in a fair manner. This matter will be further investigated by the council to determine whether merit procedures could be changed or if upper management is reviewing budget authority's allocations.

Meeting adjourned – motion carried by Mary Ellen Holland and seconded by Cynthia Harris.

Next meeting will be on March 19, 2008.

**The University Staff Advisory Council**  
**Minutes**  
**January 16,2008**

Representatives and Alternates Attending

Belinda Dean –Business Services –rep- Chair  
Eva Burnett- Administrative Offices-rep-Chair Elect  
Pamela Suell- Enrollment Management- rep-Secretary  
Jan Harp-Library-rep- ex-officio  
Katy Cline-Student Affairs-alternate  
Amy Birdsong- College of Bus, Tech, Eng, & Computer Science-rep  
Judy Parker- Business services-alternate  
Aris Obar- Student Affairs-rep  
Bonnie Pearson- College of Education & Psychology-alternate  
Ray Sikes- College of Arts & Sciences-alternate  
Andi Liner- College of Nursing – rep  
Erica Towne- Physical Plant – alternate  
Joe Vorsas- ex-officio  
Renee Lampkin- Enrollment Management- alternate  
Warren Garlock- Info Resources &Academic Comp Services-rep  
Sheryl Marshall- Engineering  
Mary Ellen Holland- College of Arts & Sciences-rep  
Pamela Jones- LUC-rep

Reps and alternates not attending:

Judy Beam- College of Nursing-alternate  
Chris Green-Information Res & Academic Services-alternate  
Tracy Thompson- Library – alternate  
Michael Ganaway- LUC-rep  
Sergio Padilla- Admin Offices-alternate  
Cynthia Harris- College of Education & Psychology-rep  
Mark Pierce- Physical Plant- rep

At 2:05pm the meeting was called to order by the Chair Belinda Dean, and she welcomed the council.

The December minutes were approved by Jan Harp, and Amy Birdsong.

**Wellness**

Joe Vorsas discussed the wellness program to the council. The program will be January 30, 2008 held in HPC 2255 at 12:00pm. The purpose of this program will be to encourage employees to workout and thus leading happier and healthy lifestyles. With this program in place we can reduce the amount of sick days, and other medical procedures.

## **Old Business**

The Policies and Procedures were accepted by Eva Burnett, and Andrea Liner on behalf of the council.

## **University Appreciation Week**

There were three themes presented to the council a vote was held, and majority ruled. The theme this year will be "Take a Walk on the Wild Side" decorations will follow the theme with animal décor.

Belinda suggested that committees for Appreciation Week need to meet at least once a month until the event. There were discussions about contest, and other activities for Friday. More information will be presented in the next few months.

## **New Business**

Jan Harp discussed the Provost Search Committee. Interviewing has started on the phone with 13 candidates. The committee will reduce that number to four for on campus interviews. Everyone will be encouraged to ask questions of the candidates, and participate as we search for a new Provost. The campus will honor Dr. Osborne as he retires on May 30, 2008.

Policy on employees attending classes was addressed by the council. After research of the employee handbook the council agreed that it clearly states that: The department head has the authority to permit employees to take classes during work hour. There was not a guideline that states the department head has to allow employees to take classes.

Secondly, the policy on employees exercising during work hours was presented to the council. Jesse Acosta expressed that the cabinet will meet to discuss this issue further.

The parking issue was addressed by the council after much discussion this issue put off until there could be more information gathered from Thomas Pinkerton. There was a plea to reduce the number of handicap parking spaces in Lot # 8.

Next meeting will be February 20, 2008

Belinda ask for a motion to adjourn motion was carried by Ray Sikes, and Bonnie Pearson.

**The University Staff Advisory Council**  
**Minutes**  
**December 12, 2007**

Representatives and Alternates Attending

Belinda Dean –Business Services –rep- Chair  
Eva Burnett- Administrative Offices-rep-Chair Elect  
Pamela Suell- Enrollment Management- rep-Secretary  
Jan Harp-Library-rep- ex-officio  
Katy Cline-Student Affairs-alternate  
Sergio Padilla- Administrative Offices –alternate  
Amy Birdsong- College of Bus, Tech, Eng, & Computer Science-rep  
Judy Parker- Business services-alternate  
Aris Obar- Student Affairs-rep  
Cynthia Harris-College of Education & Psychology-rep  
Bonnie Pearson- College of Education & Psychology-alternate  
Ray Sikes- College of Arts & Sciences-alternate  
Andi Liner- College of Nursing – rep  
Mark Pierce – Physical Plant-rep  
Erica Towne- Physical Plant – alternate  
Michael Gannaway-LUC –rep  
Joe Vorsas- ex-officio  
Renee Lampkin- Enrollment Management- alternate  
Warren Garlock- Info Resources &Academic Comp Services-rep  
Sheryl Marshall- Engineering

Reps and alternates not attending:

Judy Beam- College of Nursing-alternate  
Chris Green-Information Res & Academic Services-alternate  
Tracy Thompson- Library – alternate  
Mary Ellen Holland- College of Arts and Science- rep  
Pamela Jones- Longview University Center-rep

At 2:00 pm the Council Picture was taken. This picture will serve as a re-take for a picture that was taken early in the year.

At approximately 2:10 the meeting was called to order by Belinda Dean.

**Old Business:**

A motion was made to accept the November 14, 2007 minutes. The motion was carried by Jan Harp and Cynthia Harris.

Belinda thanked everyone who emailed comments and concerns about the Staff Development Workshop from their service areas. Some of the suggestions were as follows:

- More door prizes for next year.
- Some people had issues with the breakfast selection. There were suggestions to have breakfast bars, muffins and fruit.

Eva Burnett gave a brief update on the USAC copy code. We now have a copy code, and it can be used at certain locations on campus. The code can be used at any of the following: ADM 345, ADM 309, Human Resources, Library, and the Ratliff Building South. Anyone needing to use the code may contact Eva Burnett for the copy code. Joe Vorsas advised that the council was more than welcome to use the copier in Human Resources.

### **Policies and Procedures:**

The Executive Committee had a meeting and agreed on all changes that were proposed. Each member should have received a copy of the policies and procedures. Changes were approved by Dr. Mabry on Dec 10, 2007.

There were some changes that were suggested from the council, and these changes will be presented in the final draft of the policies and procedures. USAC service areas restructure will be effective 9/1/08.

### **Web Page:**

Please advise your service areas that they can view photos from the Staff Development Workshop online. Each month the Star Award will be featured on the USAC website.

### **Words from President Mabry:**

Jesse Acosta will make sure that the Business Building receives a cigarette can at the entrance of the building.

Dr. Mabry also advised that he would be sending out an email to let everyone know how much he appreciates the hard work of all employees. This email will discuss the efforts that are being made for People Soft and SACS.

### **New Business:**

Belinda has asked that all council members help with a theme for University Appreciation Week.

Closing remarks Officer Pierce ask that the council consider offering the Staff Development at different times. The Police department cannot attend because of their schedules. This discussion will be discussed in a future meeting.

Meeting was adjourned 2:50pm.

Next meeting will be Jan. 16, 2008



**The University Staff Advisory Council**  
**Minutes**  
**November 14, 2007**

Representatives and Alternates Attending

Belinda Dean –Business Services –rep- Chair  
Eva Burnett- Administrative Offices-rep-Chair Elect  
Pamela Suell- Enrollment Management- rep-Secretary  
Jan Harp-Library-rep- ex-officio  
Mary Ellen Holland – College of Arts & Sciences-rep  
Katy Cline-Student Affairs-alternate  
Sergio Padilla- Administrative Offices –alternate  
Amy Birdsong- College of Bus, Tech, Eng, & Computer Science-rep  
Judy Parker- Business services-alternate  
Aris Obar- Student Affairs-rep  
Cynthia Harris-College of Education & Psychology-rep  
Bonnie Pearson- College of Education & Psychology-alternate  
Ray Sikes- College of Arts & Sciences-alternate  
Andi Liner- College of Nursing – rep  
Mark Pierce – Physical Plant-rep  
Erica Towne- Physical Plant – alternate  
Michael Gannaway-LUC –rep  
Pamela Jones – LUC-rep  
Joe Vorsas- ex-officio  
Jesse Acosta- President’s office

Reps and alternates not attending:

Judy Beam- College of Nursing-alternate  
Warren Garlock- Info Res & Academic Comp Services-rep  
Chris Green-Information Res & Academic Services-alternate  
Renee Lampkin- Enrollment Management – alternate  
Tracy Thompson- Library – alternate

At 1:45pm the meeting was called to order by Belinda Dean

Jesse Acosta with the President’s Office gave the committee a brief overview of the moves and office space. On December 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Computer Science will start moving. The Education and HPR will move to the Science Building, and Dr. Sherman will move to HPR at some point. The full scope of the move has not yet been worked through.

## **Old Business:**

A motion was made to accept the October 11, 2007 minutes, and the motion was carried by Andre Liner, and Eva Burnett

Council picture retake was discussed, and everyone agreed to the retake on December 12, 2007 at our next scheduled meeting. The members will wear orange or blue shirts, and jeans.

A sign-in sheet was passed around for Staff Development Day. Door prizes were discussed, and the prizes are as follows: (2) Greenberg Turkeys, (2) captain chairs, (2) cakes from Janie's Cakes, and (2) UT Tyler t-shirts.

### **Communications Committee report – Jan Harp**

Jan advised that the website had been updated, and include the following features:

Suggestion Box – Staff members can go to the website to make suggestions for USAC.  
Photos- The council photo has been posted to the website along with the officers, the star award nominations are online.

### **Star Award Committee report - Eva Burnett**

Eva advised that anyone who is awarded the Star Award will receive: a signed certificate, trophy, and a day off with pay. The term of one year was voted on, and the vote was carried motioned by Mark Pierce, and Jan Harp. (After **further review, the Chair decided that this would be presented to the President before the change was made**)

### **Nominations / Elections Committee report – Andi Liner**

Vacancies that have been filled are Erica Towne (Police Department), Renee Lampkin (Enrollment Management).

Executive Meeting Report will be presented after meeting with the President.

### **Copy Center**

We are currently waiting to resolve the campus code for USAC. A report will be given after this matter has been resolved.

## **New Business:**

### **Benefit Committee**

Belinda (Chair) suggested we have at least three people on this committee. This committee would serve as a go to between staff and Human Resources. There were three people selected to serve on this committee Mary Ellen Holland, Michael Gannaway, and Cynthia Harris.

Joe Vorsas advised the council of some options being considered by the Faculty Council. Currently one of the items being considered will be possible tuition for the spouse of UT Tyler employees.

The subject of smoking too close to the entrance of the buildings was presented again. After brief discussion the council decided that this item has been an on going compliant, no more can be done from the position of the council. A request will be put in to Van to have an ashtray to be placed at the Business Building.

There was a motion to adjourn, and carried by Pam Suell, and Jan Harp.

Meeting adjourned at 2:45 pm

Next meeting will be December 12, 2007.

**The University Staff Advisory Council**  
**Minutes**  
**October 17, 2007**

**Representatives and Alternates Attending:**

Belinda Dean – Chair –Business Services –rep  
Eva Burnett-Chair Elect-Administrative Offices –rep  
Pamela Suell-Secretary-Enrollment Management-rep  
Jan Harp-Campus Services –rep  
Amy Birdsong- College of Business & Tech/College of Engineering & Comp Sci-rep  
Aris Obar-Student Affairs-rep  
Katy Cline-Student Affairs-alternate  
Chris Green-Info Resources & Academic Comp Services –alternate  
Mark Pierce- Physical Plant –rep  
Ray Sikes – College of Arts & Sciences –alternate  
Judy Parker- Business Services – alternate  
Michael Gannaway- Longview University Center – alternate  
Joe Vorsas- Human Resources

**Representatives and Alternates not attending:**

Mary Ellen Holland- College of Arts and Science-rep  
Cynthia Harris- College of Education and Psychology-rep  
Bonnie Pearson – College of Education and Psychology-alternate  
Judy Beam- Nursing- alternate  
Warren Garlock- Inform Resources & Academic Comp Services-rep  
Tracy Thompson-Campus Services-alternate  
Sergio Padilla – Administrative Services –alternate  
Pamela Jones- Longview University Center-rep

**1. Welcome**

2. Belinda Dean opened the meeting of USAC at 2:05 pm.  
Photos were taken of the 07/08 officers and council members of USAC by Clarence Shackelford.

**3. Old Business**

- A motion was made by Andrea Liner and seconded by Ray Sikes to approve September 19, 2007 meeting minutes.
- Belinda suggested that every rep would be responsible for forwarding the meeting minutes to their service areas.

- Mike Goucher was present to hear and answer questions about our campus- wide concerns of our cleaning crew. One of the greatest problem areas are the restrooms. Each department had the same concerns - no tissue in restrooms, no paper towels, and floors not being mopped.
- Mike Goucher was able to explain to USAC what we were to expect from the night crew. Their responsibilities include collecting trash, vacuuming, and mopping daily. Additional duties include; dusting once a week if desk is cleared off (no computers or printers), and blinds cleaned bi-weekly. All future cleaning concerns need to be emailed or called into Mike or the Service Solutions Supervisor Lynn Burks.
- The Standing Committees are complete with volunteers from the council. Each committee will select a chair and have meetings and report progress.
- Belinda asked that we make sure we are nominating someone special from our service areas for the Star Award. This award is for people who go above and beyond their regular paid duties. Joe Vorsas suggested that we make sure the nominee is not under any disciplinary actions in HR.
- Judy Parker discussed Staff Development Workshop. The dates have been changed due to scheduling for the speaker. We will have our Staff Development on November 29<sup>th</sup> and 30<sup>th</sup>. We now have a speaker, Lee Fjelstad “Verbal Judo.” We will not have break out sessions this year. Lee Fjelstad will conduct training all day. The Staff Development training will be held at the TASCAs center. Other updates will be forthcoming.
- Andi Liner gave an update on the Nominations Committee and discussed a need to restructure USAC service areas. The Chair suggested the Executive Committee will review and present a proposal to USAC before finalizing.
- Jan Harp gave an update on the Habitat for Humanity Program. A partnership could be developed between UT Tyler and Carrier. Jan will serve as the liaison between the two. A proposed house to be built in 2008 by faculty, staff, and students of UT Tyler.

#### **4. New Business:**

- Eva Burnett proposed that USAC obtain its own copy code. This will enable council members to make copies at different locations on campus. Eva will follow up with contact to Todd Haines in the Copy Center.
- Andi Liner addressed the next meeting date scheduled the day before Thanksgiving. A motion was made by Jan Harp to move the date to November 14

and seconded by Andi Liner. Per Belinda, the November meeting will be moved up to November 14, 2007 due to Thanksgiving Holidays.

- Andi Liner gave a report on her trip to Austin regarding the Employee Staff Advisory. She reviewed on the topics that were discussed in the sessions. Andi Liner and Rick Peterson are the reps and Faye Ingram is the alternate for system. Special topics discussed: compensation, wellness, retention, professional development, and training for promotions. The next meeting will be held in March at Odessa.
  - The USAC handouts on policies and procedures will be reviewed by the council members for changes and updates.
  - The next scheduled meeting will be November 14<sup>th</sup> in ADM 301 at 1:45 pm.
4. A motion was made to adjourn by Jan Harp and seconded by Andrea Liner.

Adjourn 3:05 pm

**The University Staff Advisory Council  
Minutes  
September 19, 2007**

Representatives and Alternates attending:

Jan Harp - Chair, Library Rep  
Eva Burnett - Administrative Service Rep.  
Ray Sikes - College of Arts and Sciences Alternate  
Amy Birdsong - College of Business  
Belinda Dean - Business Services Rep  
Judy Parker - Business Services Alternate  
Cynthia Harris - College of Education Rep  
Bonnie Pearson - College of Education Alternate  
Andrea Liner - College of Nursing Rep  
Pamela Suell - Enrollment Management Rep  
Dana Welch - Student Affairs Alternate  
Gregg Lassen - Vice President Business Affairs  
Joe Vorsas - Human Resources

Representatives and Alternates not present:

MaryEllen Holland - College of Arts and Sciences Rep  
Warren Garlock - Business and Computer Services Rep  
Chris Green - Business and Computer Services Alternate  
Amy Dushuanack - College of CSEBT Rep  
Vacated position - Enrollment Management Alternate  
Tracy Thompson - Library Alternate  
Pamela Jones- LUC Rep  
Michael Gannaway - LUC Alternate  
Judy Beam - College of Nursing Alternate  
Heath Cariker - Physical Plant Rep  
Mark Pierce - Physical Plant Alternate  
Vacated position - Student Affairs Rep

**I. Welcome**

- Jan Harp opened the meeting of USAC at 2 pm.

**II. Old Business**

- A motion was made by Andrea Liner and seconded by Ray Sikes to approve August 15, 2007 meeting minutes.
- USAC officers for 2007-2008 will be Chair - Belinda Dean; Eva Burnett - Chair Elect; and Pam Suell - Secretary. It was noted that USAC needs an Administrative Services Alternate and a Student Services Representative.

**III. New Business**

- Dates set tentatively for Staff Development Workshop are November 15 & 16. Andi Liner, Judy Parker, Ray Sikes volunteered to head up an initial committee for this event.
- The committee unanimously decided there would be no “2007-08 Meet Your USAC Representative” activity. Committee members are to acquaint themselves with their area by email only.
- Creation of a University Peer Mediation Program was mentioned to serve to resolve conflicts/grievances among employees. Joe Vorsas informed the committee of options currently in place in Human Resources for this purpose. The USAC Representative from which the item originated will email the department and reiterate information given by Mr. Vorsas. No further action will be taken on this matter.
- Gregg Lassen brought the committee an update on UTT construction. UC expansion has been delayed due to relocation of utility lines/pipes and excessive rain. This expansion should be completed Summer 2008 barring unforeseen delays. Plans are in place for UC renovation. Ratliff North construction is on schedule with a Christmas 2007 completion date. Part of TRB funds will go toward future Science/Mathematics/HPR Renovation. A new contractor is being selected for the Art Studio construction. “The Beach” area which will encourage student and student/faculty activities and offer a sand volleyball court will possibly be complete in February or March of 2008. Expansion to the Library Parking lot should be complete in November of this year.
- New USAC activity committees will be organized at the next scheduled meeting.
- A move was made to adjourn by Ray Sikes. A second was made by Dana Welch. The next USAC meeting will be announced by Belinda Dean.