

**The University Staff Advisory Council**  
**Minutes**  
**August 18, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jan Harp – District 12 – alternate  
Sheryl Marshall – District 3 – rep  
Renee Lampkin – District 4 – rep  
Linda Speed – District 2 – rep  
Scott Dillingham – District 8 – rep  
Monica Davis – District 3 – alternate  
Jennifer Skinner – District 10 – alternate  
Dayna Lambright – District 1 – alternate  
Paula Hibbert – District 1 – rep  
Rich Legler – District 5 – alternate  
Janet Robertson – District 9 – alternate  
Joe Vorsas – ex-officio

Reps and Alternates Not Attending:

Beth Bruce – District 13 – alternate  
Page Chapman – District 5 – rep  
Glenda Bennett – District 7 – rep  
Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – alternate  
Brandy Monts – District 12 – rep  
Johnna Thedford – District 6 – rep  
Eric Figueroa – District 8 – alternate  
Ron Rippe – District 14 – alternate  
Jennifer Adams – District 13 – rep  
Kristen Dickerson – District 11 – rep  
Doug Raymond – District 4 – alternate  
Kathy Finley – District 15 – rep  
Christy Lewis – District 15 – alternate  
Sherre Holmes – District 7 – alternate

Ingrid Frazier called the meeting to order at 2:07 p.m.

A motion was made by Jan Harp to approve the minutes of the July meeting and was seconded by Paula Hibbert.

**Old Business:**

There was no old business on the agenda for this meeting.

**New Business:**

Paula Hibbert announced the results of the elections for district reps and alternates for 2010-11. In District 3, Lisa Wyatt will be the rep and Kerrie Ambort will be the alternate. In District 9, Aris Obar will be the rep and Samantha Dwight will be the alternate. In District 12, James Mbewe will be the

rep and Kristen Dickerson will be the alternate. In District 11, Angie Beekman will be the rep and Robyn Hundley will be the alternate. In District 13, Beth Bruce will be the rep and Tonya Gaddis will be the alternate.

Ingrid advised that the administration had requested volunteers from USAC to serve on an ad hoc committee that will plan activities to commemorate the 40<sup>th</sup> anniversary of UT Tyler in 2011. Jennifer Skinner and Aris Obar volunteered to serve on the committee. UT Tyler will be celebrating the 40<sup>th</sup> anniversary of the legislative bill that created Texas State College on June 10, 1971.

Nominations for the August star award will be accepted until August 24<sup>th</sup>.

Ingrid announced that Residence Life was still looking for volunteers to help with student move-in on August 20<sup>th</sup>.

Scott Dillingham attended the most recent UT Tyler Area Development Plan meeting. He reported that the committee is looking at ways to brand the UT Tyler area of Tyler. They are anticipating growth in this area and considering adding amenities such as pedestrian walking areas, bike lanes, lamp posts and medians to University Blvd.

Dayna Lambright proposed adding a child care facility for children of employees that could be run by the College of Education and Psychology. She suggested that it could benefit education majors in their research on child behavior as well as be an added benefit to faculty and staff with children. Joe Vorsas advised that this idea has been brought up before and was actually implemented at UT Tyler several years ago. He said that having a child care facility requires meeting complex state regulations and can be problematic. Personnel costs can make it costly to run and maintaining ratios of employees to children is very difficult.

Ingrid reminded the council that the Meet Your Rep breakfast is scheduled for September 24<sup>th</sup> from 8:00-9:00 am in the UC Ballroom. Each district will have a table where they will meet the members of their districts. Also, the Staff Development workshop is set for November 18<sup>th</sup> and 18<sup>th</sup> at the Ornelas Activity Center.

Ingrid updated the council on the recent University Council meeting. All staff should go to room UC 2160 to receive their new P2 cards during the month of August. Starting in September, P2cards can be picked up in the cashier's office. Eventually all campus buildings will have new door locking systems that will require the new cards to access the building. Staff should be aware that ethics issues should be reported to the University's Compliance Hotline.

Convocation is scheduled for Monday, August 23<sup>rd</sup> in the new University Center auditorium. All reps and alternates are requested to attend as USAC members will be recognized during the convocation.

A motion was made to adjourn the meeting by Dayna Lambright and seconded by Renee Lampkin.

The next meeting is scheduled for September 15<sup>th</sup> at 2:00 p.m. in ADM 301.

**The University Staff Advisory Council**  
**Minutes**  
**July 21, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jan Harp – District 12 – alternate  
Sheryl Marshall – District 3 – rep  
Renee Lampkin – District 4 - rep  
Linda Speed – District 2 – rep  
Scott Dillingham – District 8 – rep  
Monica Davis – District 3 – alternate  
Beth Bruce – District 13 – alternate  
Page Chapman – District 5 – rep  
Jennifer Skinner – District 10 – alternate  
Glenda Bennett – District 7 – rep  
Joe Vorsas – ex-officio

Reps and Alternates Not Attending:

Dayna Lambright – District 1 – alternate  
Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – alternate  
Brandy Monts – District 12 – rep  
Johnna Thedford – District 6 – rep  
Eric Figueroa – District 8 – alternate  
Ron Rippe – District 14 – alternate  
Jennifer Adams – District 13 – rep  
Paula Hibbert – District 1 – rep  
Kristen Dickerson – District 11 – rep  
Doug Raymond – District 4 – alternate  
Kathy Finley – District 15 – rep  
Christy Lewis – District 15 – alternate  
Janet Robertson – District 9 – alternate  
Sherre Holmes – District 7 – alternate  
Rich Legler – District 5 – alternate

Ingrid Frazier called the meeting to order at 2:05 p.m.

A motion was made by Linda Speed to approve the minutes of the June meeting and was seconded by Page Chapman.

**Old Business:**

There was no old business on the agenda for this meeting.

**New Business:**

Discussion was held on the annual Meet Your Rep breakfast. Members decided to hold the breakfast in September again with all districts meeting together. It will be held on September 24<sup>th</sup> in the UC Ballroom from 7:30 a.m. until 9:00 a.m.

Dates were also set for the annual Staff Development Workshop for Nov. 18<sup>th</sup> and 19<sup>th</sup>. It will either be held at the Ornelas Activity center or the UC Ballroom. Council members are encouraged to submit ideas for the structure and theme for the upcoming workshop. Several suggestions were made on possible themes including a health and wellness emphasis or incorporating GATE into the workshop.

July Star Award nominations were still being accepted and no nominee had been chosen as of the meeting date.

Ingrid advised that a staff member had expressed concern over a rumor that the University is considering consolidating printing to central printers. She researched the issue and advised that no decision had been made by the administration concerning the above.

Jan Harp suggested that there is a need for staff training on the latest MS Office programs including MS Outlook. Ingrid advised that she would bring up the issue with the IT department to see if they have any plans for training classes in the near future.

A motion was made to adjourn the meeting by Jennifer Skinner and seconded by Scott Dillingham.

The next meeting is scheduled for August 18<sup>th</sup> at 2:00 p.m. in ADM 301.

**The University Staff Advisory Council**  
**Minutes**  
**June 16, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jan Harp – District 12 – alternate  
Glenda Bennett – District 7 – rep  
Renee Lampkin – District 4 - rep  
Linda Speed – District 2 – rep  
Scott Dillingham – District 8 – rep  
Monica Davis – District 3 – alternate  
Beth Bruce – District 13 – alternate  
Kathy Finley – District 15 – rep  
Doug Raymond – District 4 – alternate  
Rich Legler – District 5 – alternate  
Page Chapman – District 5 – rep  
Jennifer Skinner – District 10 – alternate  
Janet Robertson – District 9 – alternate  
Sherre Holmes – District 7 - alternate  
Joe Vorsas – ex-officio  
Jesse Acosta – Chief of Staff

Reps and Alternates Not Attending:

Dayna Lambright – District 1 – alternate  
Christy Lewis – District 15 – alternate  
Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Pedro Flores – District 6 – alternate  
Eric Figueroa – District 8 – alternate  
Ron Rippe – District 14 – alternate  
Jennifer Adams – District 13 – rep  
Paula Hibbert – District 1 – rep  
Kristen Dickerson – District 11 – rep  
Sheryl Marshall – District 3 – rep

Ingrid Frazier called the meeting to order at 2:05 p.m.

A motion was made by Jennifer Skinner to approve the minutes of the May meeting and was seconded by Glenda Bennett.

**Old Business:**

Normally, USAC plans a summer activity for faculty and staff. Ingrid proposed that the summer activity be eliminated this year due to budget constraints. The council agreed that Ingrid should make a formal request to President Mabry to close the campus early on July 2nd instead of having a summer activity this summer.

**New Business:**

Joe Vorsas spoke with the council about changes in UT Insurance benefits for 2010-2011. He explained that due to the increasing costs of health care, employees will see increases in monthly premiums for spouse and family coverage. Deductibles for some services will also increase as well as the annual deductibles for individuals and families. Premiums for term life insurance will decrease by 11% and AD&D insurance will decrease by 14% this year. There will also be changes in the cost of Pay Flex accounts. Employees are encouraged to pay special attention to information provided by UT System and Human Resources concerning the upcoming open enrollment in July.

Glenda Bennett will replace Andrea Jenkins as the representative for District 7 and Sherre Holmes has agreed to serve as the alternate.

The council discussed implementing changes to the official USAC Policies and Procedures. Under section 1.213, the service area for News and Information has been changed from District 8 to District 9. The Registrar's office has been in District 13 but, had been left off of the listing. Another change discussed concerned filling council member vacancies. Under section 1.23, it was decided to add section 1.232 which will give districts the ability to be actively represented by an at-large council member if there is no one in that district willing to serve on the council. Under section 1.431, Duties of Officers, a line was added to insure that the Chair will be responsible to the budget authority for purchases, account reconciliations, DEFINE/Point Plus, and will have a procard issued in their name for USAC related purchases. A motion was made by Linda Speed to accept the changes to the policies and procedures and was seconded by Jennifer Skinner. Ingrid will forward the changes to Dr. Mabry for final approval.

The council voted to approve the re-appointment of Aris Obar as one of the USAC representatives on the UT System Employee Advisory Council. She has recently completed a partial term that was left vacant by the resignation of Andi Liner. Michael Gannaway is the other rep for UT Tyler and Glenda Bennett is the designated alternate.

Millie Skinner, Administrative Assistant in Student Services, has been awarded the June UT Tyler Star Award. All staff are encouraged to recognize outstanding performance by other staff members by emailing nominations to [utstar@uttyler.edu](mailto:utstar@uttyler.edu).

Ingrid advised that she recently attended a presentation by Edge Creative Strategies given to the Strategic Marketing Committee. They presented different ideas concerning advertising, slogans and positive images that would appeal to students in the East Texas Market. One of the company's main objectives is to creatively market UT Tyler in ways that will draw students from surrounding areas such as Dallas and Houston. They are attempting to develop a slogan or "image" for UT Tyler that will be catchy and innovative. Another goal is to imprint UT Tyler on high school and transfer students' minds so that more students will be drawn to make UT Tyler their first choice for higher education.

A motion was made by Page Chapman to adjourn the meeting and was seconded by Rich Legler.

The next meeting is scheduled for July 21<sup>st</sup> at 2:00 p.m. in ADM 301.

**University Staff Advisory Council Meeting  
Minutes  
May 19, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Katy Cline – District 10 – rep – Chair-elect – recorded minutes  
Glenda Bennett – District 7 – alt  
Renee Lampkin – District 4 – rep  
Linda Speed – District 2 – rep  
Scott Dillingham – District 8 – rep  
Rich Legler – District 5 – alt  
Beth Bruce – District 13 – alt  
Sheryl Marshall – District 3 – rep  
Page Chapman – District 5 – rep  
Janet Robertson – District 9 – alt  
Christy Lewis – District 15 – alt  
Joe Vorsas – ex-officio

Representatives and Alternates not in attendance:

Aris Obar – District 9 – rep – Secretary  
Jan Harp – District 12 – alt  
Kristen Dickerson – District 11 – rep  
Monica Davis – District 3 – alt  
Kathy Finley – District 15 – rep  
Andrea Jenkins – District 7 – rep  
Dayna Lambright – District 1 – alt  
Jennifer Skinner – District 10 – alt  
Michelle Flanagan – District 2 – alt  
Angie Beekman – District 11 – alt  
Michael Seale – District 6 – alt  
Johnna Thedford – District 6 – rep  
Brandy Monts – District 12 – rep  
Eric Figueroa – District 8 – alt  
Ron Rippe – District 14 – alt  
Paula Hibbert – District 1 – rep

Ingrid Frazier called the meeting to order at 2:08pm

A motion was made by Glenda Bennett to approve the minutes of the April meeting and was seconded by Rich Legler.

**Old Business:**

Holiday schedule- Responses from the e-mail Ingrid sent asking you to poll your service area winter break vs spring break were pretty much unanimous for winter break. Dr. Mabry was considering breaking it up but we believe winter has been approved. Does everyone understand why we get the days off we get or does it need to be further explained after the email sent? Thank you to Lynne Bandy for her assistance clarifying the situation. *Post meeting note: The holiday schedule has been published and can be found at: web site*

University Appreciation Week recap - Quite a bit of money is left in the USAC account after UAW (see spreadsheet distributed at meeting). BIG thanks to Jennifer Skinner for the significantly reduced price/cost on the luncheon on Friday. THANK YOU to all who participated on committees and planned. Any thoughts, feedback? Janet – I heard a lot of people comment positively on Keipersol Ingrid – a lot of people were there. Linda – I had a few people complain that that there were no snacks at bowling Ingrid – This was part of our conserving Katy - and the bowling alley does not allow us to bring in food; employees were also informed on the sign up for all events that snacks/guests were the responsibility of the employee. Scott – Putt putt worked out a deal that included a drink, snack, could we ask Green Acres Bowling for a package like that next year? If it gets super expensive that still wouldn't work but maybe we could let them know our employees would appreciate some discount/deal. Renee – the bowling alley didn't charge us for shoes and gave us a great deal on games so they may not be able to negotiate further. Scott – could we measure how many attended this year versus last? Ingrid - Aris has both sign-up sheets so she could check and Jennifer could get the number from Stanley's for Friday. In addition, we might want to get a comparison from this year to last before rebooking for next year. Janet – this year there were more movie option which is not always true, and a wide variety of movies. Linda – on the cake walk: the people who stayed to clean up did not get the chance to participate and there was a lot of store bought stuff and it didn't seem like we had a lot of stuff after the luncheon. Scott – we couldn't do the massage chairs (\$) and we'd planned a lot for outside Ingrid - we didn't get the ballroom like we'd anticipated either. Renee – with the cake walk we could set a later time to make it easier and we'll work a way to encourage more homemade items and variety. Linda – loved the winery. Janet – I loved the movies. Ingrid – We'll see what next year brings with the budget.

#### **New Business:**

New District 6 Representative – Johnna Thedford Police department area isn't able to be with us today but is excited to serve.

Summer Activity Ideas – In years past we've had a summer activity. With budget cuts I'm not sure they'll let us and it would have to be app by Gregg and Sheryl. We thought we could throw some ideas around now so we could ask for specifics. Any ideas would be great but any exciting free activity would be really great. Page – I liked last year's (hot dogs, chips, drinks, snow cones baseball themed shirt). Ingrid – there's nothing wrong with doing the same thing again and I know some people appreciated being able to wear outside of dress code. Any other ideas??? Scott – I really like the idea of food and you can't do food much cheaper than hot dogs. When would be a good time???? End of June before the 4<sup>th</sup>/vacations would be best. Ingrid – I'll ask VPBA if he would approve (Page would volunteer again to grill); if we get the okay for the end of June we'll form a small committee ☺ And we'll request funding for separate Longview/PAL events

May Star Award – Mr. Jason DiStefano – Lab/Tech Services ☺ Presented today at noon.

Polling Service Areas Katy – is there anything we could ask all of our service areas or would it be worth our time to survey our districts? I know my district responds better when I can ask them a number of things once versus one thing many times so if we could combine thing we need our colleagues thoughts on that might allow us to do more for them. Scott – I would like to know if there's anybody else who's missing food service. I know everything can't be open but if there was some may to figure out what options we could do we could ask about that. It could be revenue neutral for whomever's doing or even revenue generating. Janet – the contract that they have with chick-fil-a is that if subway is open chick-fil-a is open so that's part of why they're closed. Scott – if we could explore other options or if the grill could offer other things. Joe – contractually they have certain obligations and we fought for all opening



options. Katy – Their current summer hours are on the homepage *post meeting note: and can now be found at <http://www.utt Tyler.edu/news/announcements/2010/05192010.html>* Scott – We're just talking about gauging our consentience and getting some data. Katy – We're really talking about being more proactive in asking people what they want versus reactive. Joe – Traffic flow is an issue for Aramark but I think Shannon would be interested in expanding options if they would get more business and would welcome suggestions.

Joe – where are you on the list that we generated with the people that died while in service? Katy – we've sent our proposal to Jesse/Dr. Mabry at the same meeting it was discussed and have not heard back from them since (it requires funding from Dr. Mabry to move forward).

Joe – Health insurance will go up in September. System HR reps were look at multiple options including: do you want it to be higher premiums to employee or employer? more co-pays and deductibles or a combination? Just increased premiums would have taken employee and family up to \$46/month so we opted for a blended plan. Your premiums are going to go up some (less than \$46/mo) but there will be some increased deductibles (like the emergency room will be \$150 not \$100) and the maximum annual out of pocket will be increased. HR will go down to Austin in early June to the benefits training workshop and will definitely have something by then and will probably have something before then.

Ingrid – on the cost containment, we talked the last meeting about the options/suggestions and EVPBA sent the draft report but is doing a blended report with both committees and will present that to the president shortly and we'll be hearing something about those ideas soon. As far as I can tell there will be no lay-offs and if in the future we have to go to voluntary furloughs that will come a long way down the line. Joe – there are a lot of steps between now and voluntary furloughs and we're looking at part time rates and the number of student employees, etc. and we just don't know what the legislature is going to do.

A motion was made by Renee Lampkin to adjourn the meeting at 2:46pm and was seconded by Page Chapman.

The next meeting will take place on June 16, 2010 in ADM 301 at 2:00pm.

**The University Staff Advisory Council**  
**Minutes**  
**April 14, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Jan Harp – District 12 – alternate  
Kristen Dickerson – District 11 – rep  
Glenda Bennett – District 7 – alternate  
Renee Lampkin – District 4 – rep  
Linda Speed – District 2 – rep  
Scott Dillingham – District 8 – rep  
Monica Davis – District 3 – alternate  
Rich Legler – District 5 – alternate  
Beth Bruce – District 13 – alternate  
Sheryl Marshall – District 3 – rep  
Kathy Finley – District 15 – rep  
Doug Raymond – District 4 – alternate  
Andrea Jenkins – District 7 – rep  
Joe Vorsas – ex-officio

Reps and Alternates Not Attending:

Dayna Lambright – District 1 – alternate  
Christy Lewis – District 15 – alternate  
Jennifer Skinner – District 10 – alternate  
Katy Cline – District 10 – rep – Chair-elect  
Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Pedro Flores – District 6 – alternate  
Eric Figueroa – District 8 – alternate  
Janet Robertson – District 9 – alternate  
Ron Rippe – District 14 – alternate  
Jennifer Adams – District 13 – rep  
Paula Hibbert – District 1 – rep

Ingrid Frazier called the meeting to order at 2:05 p.m.

A motion was made by Paula Hibbert to approve the minutes of the March meeting and was seconded by Linda Speed.

**Old Business:**

Courtney Settlemyer, a member of the Campus Assault Response Effort (CARE) group, and Samantha Dwight, Health Education Specialist, spoke to the council about Denim Day which will be observed on April 21<sup>st</sup>. CARE is a student organization of peer educators with the mission of providing education, prevention, and response programs related to sexual assault, sexual misconduct, dating violence, stalking, and domestic violence. Denim Day began as a protest over an Italian Supreme Court case where the court overturned a rape conviction. The court decided that the victim's jeans were so tight that she had to have helped the rapist take them off which meant there was no rape but consensual sex. All employees are encouraged to donate \$5 to purchase a pin and wear jeans on Wednesday in support of victims of sexual assault. Tables will be set up in the University Center to accept donations.

University Appreciation Week will take place, April 19–23. All council members are requested to come to the HPC at 9:00 a.m. on Friday to help setup for the luncheon and return at 1:00 p.m. to help with clean up. Linda Speed advised that we will have a mechanical bull as part of the Friday luncheon activities. Renee Lampkin requested that anyone who can bring a dessert for the cakewalk needs to contact her and bring it to the HPC on Friday morning. All assignments have been made for the Monday through Thursday activities and Dayna Lambright will distribute sign up sheets to the responsible council member. Any digital pictures that are taken at the different activities need to be emailed to Melissa Hill by 9 a.m. the next day. Signup sheets should be returned to Aris Obar in UC 3150.

**New Business:**

Charlie Hutchins, Asst. Vice Pres. for Enrollment Management and Marketing, gave a presentation on the recently completed Noel-Levitz Student Satisfaction Survey. This electronic survey consisted of about 190 questions and was given to undergrad and grad students in the fall of 2009. The questions attempted to target areas of importance to UT Tyler students and their satisfaction with those areas in relation to their importance. In comparison to other universities across the country, UT Tyler was rated higher for student satisfaction than the national norms. However, there were areas where improvements need to be made. The survey will be repeated again next year. A copy of the full survey will be forwarded to council members to distribute to their district members shortly.

The April Star Award has been awarded to Stephanie Long in HRD and Technology. The award will be presented before the movie activity at Carmike Theaters on Wednesday, April 21<sup>st</sup>.

Ingrid Frazier is representing USAC on the Cost Containment committee for UT Tyler. The committee has compiled a list of cost containment ideas. (The list is attached to these minutes.) Council and district members are asked to review the ideas and email any feedback or suggestions to Ingrid Frazier.

A motion was made by Paula Hibbert to adjourn the meeting at 3:20 p.m. and was seconded by Glenda Bennett.

The next meeting will take place on May 19<sup>th</sup> at 2:00 p.m. in ADM 301.

Attachment – Cost Containment Ideas

## Cost Containment Ideas

As of April 12, 2010

- Close or do not heat swimming pool in winter
- Reduce faculty travel to \$500 to \$750 per professor allowing professors to use indirect cost for travel
- Reduce memberships to one in the University name for each department and organization – eliminate individual memberships using UT Tyler funds including sponsored research
- Reduce administrative and staff travel to essential operational travel – must explain direct benefits in the notes for all travel. How is this travel related to your job function?
- One instructional support (administrative assistant) person for a set number of faculty
- ASO in each college not each department – deans would have a better idea of what is done in departments
- Student workers wages - look at cost per hour
- Review class sizes to determine cost recovery
- Review degree plans to streamline offerings in core classes
- Reduce food purchases and reduce lunch/dinner meetings – including University Advancement i.e. have afternoon meetings serving only snacks instead of full meals
- Evaluate cost/benefit of University Advancement
- Evaluate athletic programs-cost per athlete
- RAs in residence life
- Residence life – services offered as part of housing
- Residence life functions – participation – how many, attendance, cost
- Patriot center usage – Longview paid from Patriot Center fee not Student Service Fee if done at all
- Cowan Center –cut operational costs  
Patterson to Performance account and ½ of director's salary
- Allow time off/pkg vs activities for employee appreciation week
- Country club dues – reduce to one club per Executive
- Four day summer class/work week or year round-must watch legislative viewing on this one
- Review landscaping/campus beautification projects and ways we could potentially cut back in those areas
- Have employees shut down computers, printers, and other electronics every night.
- Utilize technology on ID cards, door issues, etc in one system such as Blackboard
- Reduce the number of pamphlets printed and put more information on the web
- Review staffing requirements for each area
- Enforce parking restrictions
- Use hang tags instead of permanent stickers for parking and only issue one per fee
- Enforce students who live in student housing not parking outside of the designated area

- Review times that scoreboards are turned on
- Review night time lighting within the buildings
- Consider using more email and less paper mailings to reduce postage, printing, supplies, and labor costs
- VOLUNTARY REDUCTION IN HOURS OR SUMMERS OFF FOR THOSE WHO CHOOSE TO DO SO WITH SALARY SPREAD OVER TWELVE MONTHS. MAYBE VOLUNTARY 4.5 DAY WORK WEEK WITH 10% REDUCTION IN SALARY
- BUY ONE YEAR OF TRS TIME FOR THOSE WHO WANT TO RETIRE AS AN INCENTIVE FOR THOSE WHO WISH TO DO SO (WOULD REQUIRE LEGISLATIVE APPROVAL)
- VOLUNTARY REORGANIZATION/ELIMINATION OF POSITIONS FOR THOSE DEPARTMENTS WISHING TO DO SO
- EMPLOYEES MAKING OVER 50K – 60K PER YEAR GO TO A 4.5 DAY WORK WEEK AND SACRIFICE 10% OF THEIR SALARY
- FEWER PART-TIME STUDENT EMPLOYEES AND FIXED LOWER RATE FOR UNDERGRADUATE AND GRADUATE PART TIMERS
- TAKE A LOOK AT PROFESSIONAL MEMBERSHIPS AND ELIMINATE SOME
- ANY EXCESS EARNINGS FROM COWAN CENTER GO INTO THE GENERAL FUNDS
- BUY YOUR OWN BOTTLED WATER AND COFFEE (I DO....EVEN FOR THE DEPARTMENT)
- CENTRAL PURCHASING FOR OFFICE SUPPLIES AND COMPUTERS
- HAVE COPY CENTER REFILL INK-JET CARTRIDGES
- ASK ALL EMPLOYEES ON CAMPUS TO SEND THEIR IDEAS ON COST SAVINGS TO A CENTRAL POINT FOR EVALUATION
- IMPLEMENT A "HARDER" HIRING FREEZE. BUT REALIZING THAT SOME POSITIONS MUST BE FILLED, CONSIDER MOVING INTERNAL CANDIDATES WHO'S POSITIONS COULD BE ELIMINATED OR MODIFIED TO THOSE VACATED POSITIONS THAT ARE MISSION CRITICAL. EXAMPLES MIGHT INCLUDE THE LUC DIRECTOR POSITION AND THE ATHLETIC DIRECTOR POSITION
- IF LAYOFFS BECOME NECESSARY, CONSIDER A LAST IN FIRST OUT SCENARIO
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**The University Staff Advisory Council**  
**Minutes**  
**March 17, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jan Harp – District 12 – alternate  
Kristen Dickerson – District 11 – rep  
Glenda Bennett – District 7 – alternate  
Renee Lampkin – District 4 - rep  
Jennifer Skinner – District 10 – alternate  
Linda Speed – District 2 – rep  
Scott Dillingham – District 8 – rep  
Dayna Lambright – District 1 – alternate  
Monica Davis – District 3 – alternate  
Rich Legler – District 5 – alternate  
Page Chapman – District 5 – rep  
Beth Bruce – District 13 – alternate  
Sheryl Marshall – District 3 – rep  
Kathy Finley – District 15 – rep  
Christy Lewis – District 15 – alternate  
Jesse Acosta  
Joe Vorsas – ex-officio

Reps and Alternates Not Attending:

Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Pedro Flores – District 6 – alternate  
Eric Figueroa – District 8 – alternate  
Andrea Jenkins – District 7 – rep  
Janet Robertson – District 9 – alternate  
Ron Rippe – District 14 – alternate  
Doug Raymond – District 4 - alternate  
Jennifer Adams – District 13 – rep  
Paula Hibbert – District 1 – rep

Ingrid Frazier called the meeting to order at 2:03 p.m.

Dr. Sterken and Dr. Dickerson gave a presentation on the SACS visit scheduled for April 6, 7 & 8th. The SACS committee will consist of eleven people representing universities across the south. During the course of their visit, they will tour the campus and meet with various department heads in ADM 301 in accordance with the SACS accreditation process. Dr. Sterken gave a PowerPoint presentation on the GATE program – Global Awareness Through Education. This is a 5 year integrated program to increase global awareness among cohorts of freshmen and sophomore students. This will be accomplished through global learning communities, integrating global content into existing or new

core courses and creating a sophomore study abroad experience. GATE's total budget will be about 3 million dollars over the 5 year period.

A motion was made to approve the minutes of the February meeting by Dayna Lambright and seconded by Jennifer Skinner.

### **Old Business**

Jesse Acosta addressed a complaint concerning the recent campus closure due to snowy weather. He said that he talked with Chief Medders and Beverly Golden at 5:30 a.m. After Beverly Golden consulted with TJC, she talked to Jesse Acosta who then consulted with Dr. Fos. By 6:00 a.m., the decision was made and it was later posted on the website. He encouraged all employees to sign up for Patriot Alert at [www.uttyler.edu/emergency/patriotalert](http://www.uttyler.edu/emergency/patriotalert) to receive timely emergency notifications.

Ingrid advised that all activities for University Appreciation Week have been arranged. The suggestion had been made to require employees to pay their own admissions fees to Monday – Thursday activities in an effort to save money. However, Dr. Mabry insisted that admission fees normally covered by USAC should continue to be covered for this year. All duty assignments for USAC members will be assigned at the April meeting based on what activities the member has chosen to attend.

### **New Business**

The March UT Tyler Star award has been awarded to Jennifer Adams, Information Specialist in Academic Success.

Katy Cline announced that Family Service and Fun Day will be held on April 10<sup>th</sup> at 8:00 a.m. It is being coordinated by Student Life & Leadership. Participants will work at PATH in the morning and attend a tail gate party and baseball game in the afternoon.

Jennifer Skinner announced that Greek Week would take place March 22<sup>nd</sup> -26<sup>th</sup>. Patriot Days are scheduled April 12<sup>th</sup> – 16<sup>th</sup>.

Employees are reminded that the Texas Round up Initiative is ongoing through April 10<sup>th</sup>.

Ingrid advised that a volunteer from USAC was needed to serve on the Academic Integrity Committee. Scott Dillingham volunteered to serve.

A motion was made by Linda Speed to adjourn the meeting and seconded by Rich Legler. The next meeting is scheduled for April 14<sup>th</sup> in ADM 301.



**The University Staff Advisory Council**  
**Minutes**  
**February 17, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jan Harp – District 12 – alternate  
Kristen Dickerson – District 11 – rep  
Glenda Bennett – District 7 – alternate  
Renee Lampkin – District 4 - rep  
Jennifer Skinner – District 10 – alternate  
Linda Speed – District 2 – rep  
Paula Hibbert – District 1 – rep  
Scott Dillingham – District 8 - rep  
Monica Davis – District 3 – alternate  
Rich Legler – District 5 – alternate  
Kathy Finley – District 15 – rep  
Christy Lewis – District 15 – alternate  
Joe Vorsas – ex-officio  
Gregg Lassen  
Pres. Mabry

Reps and Alternates Not Attending:

Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Pedro Flores – District 6 – alternate  
Eric Figueroa – District 8 – alternate  
Andrea Jenkins – District 7 – rep  
Janet Robertson – District 9 – alternate  
Page Chapman – District 5 – rep  
Ron Rippe – District 14 – alternate  
Doug Raymond – District 4 - alternate  
Beth Bruce – District 13 – alternate  
Sheryl Marshall – District 3 – rep  
Jennifer Adams – District 13 – rep  
Dayna Lambright – District 1 – alternate

Ingrid Frazier called the meeting to order at 2:03 p.m.

A motion was made by Paula Hibbert to approve the minutes of the January meeting and was seconded by Jennifer Skinner.

Gregg Lassen updated the council on funding issues for the university. Questions had been raised concerning whether costs were being cut at the executive level. He advised that spending at the executive level has also been scaled back. He said he, personally, hasn't traveled on a plane for

university business in 2 years, uses rental cars and makes days trips as much as possible. He also advised that the State is asking for a 5% cut in their funding to the university for the next biennium. The university will be asking faculty to step up and be more efficient. They will be asked to examine their workload and cut down on the use of adjunct faculty wherever possible. He expressed his appreciation for the sacrifices being made by the staff. Jennifer Skinner asked him about the prospects of layoffs at UT Tyler. He said that the administration will do everything possible to avoid staff layoffs and is now implementing a flexible hiring freeze to save costs. He emphasized that UT Tyler has wonderful facilities that can support a large increase in students and our avenue to prosperity is pursuing growth in the number of students.

### **Old Business**

The council heard updates from the committees working on University Appreciation Week which is scheduled for April 19<sup>th</sup> – April 23<sup>rd</sup>. Jennifer Skinner advised that the Friday luncheon will have a western theme this year and will be catered by Stanley's BBQ. We will have several activities planned for Friday afternoon including the cake walk, outdoor activities and a possible dance class. The Monday – Thursday committee announced that most of the favorite week day activities will be held again this year. The zoo and geocaching will take place on Monday. The Carmike movie theater is scheduled for Tuesday and Wednesday. Green Acres bowling is planned for Tuesday. An outing to a golf course will occur on Wednesday and Putt-Putt golf is planned for Thursday. A new offering this year will be a winery tour to Kiepersol Winery which is scheduled for Thursday afternoon. Denim Day is a national program to bring awareness to the prevalence of sexual assault. April is Sexual Assault Awareness month. USAC will be supporting this program and will designate a day during University Appreciation Week when participants will be able to donate \$5 and wear jeans to work on that day.

### **New Business**

The February Star Award was awarded to Sue Gossett in Assessment and Institutional Effectiveness. The presentation will take place on February 23<sup>rd</sup> in the HPC.

Katy Cline advised that staff members are eligible for induction into the Who's Who among American Universities and Colleges. For more information go to [www.uttyler.edu/sll/.../2009-2010WhosWhoRequirementsandApplication.doc](http://www.uttyler.edu/sll/.../2009-2010WhosWhoRequirementsandApplication.doc)

Katy and Ingrid attended the City of Tyler Area Stakeholders meeting along with other UT Tyler employees. The City of Tyler is looking for information from area citizens on ways to improve the University area. Suggestions for improvements included additional sidewalks, a city park and more boutique style restaurants and shops. The city is also looking for a name to identify this area of Tyler.

The re-scheduled date for Habitat for Humanity is March 6<sup>th</sup>.

A suggestion was made by Ingrid Frazier to have an ex-officio member of the Faculty Senate attend USAC meetings and vice versa.

Jan Harp advised that some employees were unhappy about the timeliness of the notification process regarding the closing of the campus on Feb. 12<sup>th</sup>. The website was updated late and some employees who start work in the library at 7:30 a.m. had already left their homes. President Mabry said that the decision to delay the start of classes may have been made later than it should have been but, 6 a.m. was considered to be a time that would catch most employees. He emphasized that employees should always consider their personal safety first when making decisions in extreme weather conditions.

President Mabry advised the council that he would be sending out an email concerning the university's financial situation. The state government has asked for the return of 5% of our appropriations. Fortunately, we have a million dollars saved that will lessen the blow on this year's budget. Since it's unlikely that we can expect any increase in funds for the next budget year, we must scrutinize our budgets and concentrate on saving creatively. He will challenge faculty to look at ways to save on the academic side. He emphasized that we need to do business in a better way.

A motion was made to adjourn the meeting by Renee Lampkin and seconded by Sheryl Marshall at 3:20 p.m.

The next meeting is scheduled for Wednesday, March 17<sup>th</sup> at 2:00 p.m. in ADM 301.

**The University Staff Advisory Council**  
**Minutes**  
**January 20, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jan Harp – District 12 – alternate  
Doug Raymond – District 4 - alternate  
Kristen Dickerson – District 11 – rep  
Glenda Bennett – District 7 – alternate  
Beth Bruce – District 13 – alternate  
Renee Lampkin – District 4 - rep  
Sheryl Marshall – District 3 – rep  
Monica Davis – District 3 – alternate  
Jennifer Adams – District 13 – rep  
Jennifer Skinner – District 10 – alternate  
Dayna Lambright – District 1 – alternate  
Linda Speed – District 2 – rep  
Kathy Finley – District 15 – rep  
Christy Lewis – District 15 – alternate  
Joe Vorsas – ex-officio

Reps and Alternates Not Attending:

Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Pedro Flores – District 6 – alternate  
Eric Figueroa – District 8 – alternate  
Paula Hibbert – District 1 – rep  
Scott Dillingham – District 8 - rep  
Andrea Jenkins – District 7 – rep  
Janet Robertson – District 9 – alternate  
Page Chapman – District 5 – rep  
Ron Rippe – District 14 – alternate  
Rich Legler – District 5 – alternate

Ingrid Frazier called the meeting to order at 2:03 p.m.

A motion was made by Glenda Bennett to approve the minutes of the December meeting and was seconded by Linda Speed.

**Old Business**

The Habit for Humanity work day scheduled for January 16<sup>th</sup> was cancelled due to bad weather. It will be rescheduled for a later date.

No additional complaints have been received concerning smokers congregating too close to building entrances.

### **New Business**

The UT Tyler Star Award for January was presented to Matt IZard in Mail Services. Star awards will now be presented in conjunction with a campus event, whenever possible.

Katy announced that The Weight Is Over program for faculty, staff and students will be beginning again in February. The program will have two phases this semester. Phase I is for beginners and is an 8 week program designed to improve the participant's overall health and fitness. This semester, there will also be a Phase II section for those who have previously completed Phase I.

University Appreciation Week has been scheduled for the week of April 19<sup>th</sup> through the 23<sup>rd</sup>. This year's planning will be conducted by the Monday – Thursday activities committee, Friday activities committee and a Logistics committee. Volunteers were requested to chair the three committees. Jennifer Skinner volunteered for the Friday Activities committee. Dayna Lambright volunteered to chair the Monday – Thursday committee and Linda Speed agreed to lead the Logistics committee. Council members were asked to submit suggestions for a theme and type of food for the Friday luncheon to the officers or committee chairpersons. It was agreed that Palestine and Longview will coordinate an activity locally for employees to attend in place of the Tyler Monday - Thursday activities.

Ingrid asked that council and staff members continue to look for ways that costs can be saved in their own departments and university-wide.

The City of Tyler will be holding a stakeholders meeting to gain input from businesses located within the university area of Tyler regarding future growth and development. Ingrid Frazier and Katy Cline volunteered to represent USAC for UT Tyler at the meeting on Feb. 3, 2010.

A change of policy regarding refunds on Faculty & Staff Development Scholarships was brought to the attention of the council. According to the Scholarships page on the UT Tyler website, "*Students who completely withdraw from classes prior to the census date each semester will be responsible for any balances on their student account.*" Staff may find information about Faculty & Staff Development Scholarships at [www.uttyler.edu/scholarship/scholarship0910.html](http://www.uttyler.edu/scholarship/scholarship0910.html).

A motion was made by Jennifer Skinner to adjourn the meeting and seconded by Renee Lampkin.

The next council meeting is scheduled for February 17, 2010 in ADM 301 at 2:00 p.m.

**The University Staff Advisory Council**  
**Minutes**  
**December 16, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jennifer Adams – District 13 – rep  
Jan Harp – District 12 – alternate  
Kristen Dickerson – District 11 – rep  
Paula Hibbert – District 1 – rep  
Scott Dillingham – District 8 - rep  
Andrea Jenkins – District 7 – rep  
Glenda Bennett – District 7 – alternate  
Beth Bruce – District 13 – alternate  
Renee Lampkin – District 4 - rep  
Sheryl Marshall – District 3 – rep  
Janet Robertson – District 9 – alternate  
Monica Davis – District 3 – alternate  
Page Chapman – District 5 – rep  
Ron Rippe – District 14 – alternate  
Jennifer Skinner – District 10 – alternate  
Rich Legler – District 5 – alternate  
Dayna Lambright – District 1 – alternate  
Joe Vorsas – ex-officio  
Jesse Acosta – Chief of Staff

Reps and Alternates Not Attending:

Christy Lewis – District 15 – alternate  
Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Doug Raymond – District 4 - alternate  
Pedro Flores – District 6 – alternate  
Linda Speed – District 2 – rep  
Eric Figueroa – District 8 – alternate  
Kathy Finley – District 15 – rep

Ingrid Frazier called the meeting to order at 2:04 p.m.

A motion was made by Paula Hibbert to approve the minutes of the October meeting and was seconded by Rich Legler.

**Old Business**

Ingrid gave the council feedback concerning the Staff Development Workshop, held on Nov. 19<sup>th</sup> & 20<sup>th</sup>. 116 staff and faculty attended the workshop over both days. 82 people stayed to fill out the

questionnaire given out at the end of each day's program. Susan Franzen compiled the information and said the participants gave the workshop an 86% effectiveness rating.

Jesse Acosta advised that due to the grade involved and the requirements to meet ADA compliance, a sidewalk will not be installed next to the cart path by the library.

Jan Harp, Jennifer Skinner and Rich Legler were asked to serve on a committee to research how to memorialize staff members who die while in active employment at UT Tyler. They suggested that inscribed pavers be placed along the sidewalk between the baseball complex and Ornelas Hall. It was also suggested that the committee should research back to 1979 to get the names of all staff and faculty who passed away while in active employment. Pavers could be inscribed with the names and dates of service. Another suggestion was made to have signs placed at either end of the sidewalk to designate it as a memorial sidewalk.

Jesse Acosta advised that the posting of additional no smoking signs will not be approved by President Mabry. He advised that Gregg Lassen will send out an email to all faculty and staff reminding everyone that smoking is not allowed within 25 feet of the entrances to all campus buildings.

#### **New Business**

The winner of the December UT Tyler Star award for December is Shari Koukl.

USAC is participating in the Habitat for Humanity project scheduled for January 16, 2010. All

USAC members and staff are invited to contact Ingrid Frazier to volunteer for this worthwhile project.

Staff members are encouraged to continue cost saving measures. Small things, like turning off lights when leaving a room can save energy and expense. All staff were advised to turn off computers and office machines before leaving for the Christmas break.

A motion was made to adjourn the meeting by Jennifer Skinner and was seconded by Dayna Lambright.

The next meeting is scheduled for January 20, 2009 in ADM 301 at 2:00 p.m.

**The University Staff Advisory Council**  
**Minutes**  
**November 18, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jennifer Adams – District 13 – rep  
Jan Harp – District 12 – alternate  
Pedro Flores – District 6 – alternate  
Rich Legler – District 5 – alternate  
Kristen Dickerson – District 11 - rep  
Scott Dillingham – District 8 - rep  
Andrea Jenkins – District 7 – rep  
Glenda Bennett – District 7 – alternate  
Beth Bruce – District 13 – alternate  
Renee Lampkin – District 4 - rep  
Linda Speed – District 2 – rep  
Sheryl Marshall – District 3 – rep  
Janet Robertson – District 9 – alternate  
Monica Davis – District 3 – alternate  
Page Chapman – District 5 – rep  
Eric Figueroa – District 8 – alternate  
Ron Rippe – District 14 – alternate  
Kathy Finley – District 15 – rep  
Joe Vorsas – ex-officio  
Dr. Mabry - President

Reps and Alternates Not Attending:

Jennifer Skinner – District 10 – alternate  
Christy Lewis – District 15 – alternate  
Paula Hibbert – District 1 – rep  
Dayna Lambright – District 1 – alternate  
Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Doug Raymond – District 4 - alternate

Ingrid Frazier called the meeting to order at 2:00 p.m.

A motion was made by Eric Figueroa to approve the minutes of the October meeting and was seconded by Pedro Flores.

**Old Business**

Final details and assignments were given to all USAC members for the Staff Development workshop on Nov. 19 & 20<sup>th</sup>.



Ingrid advised that she checked with the bookstore and they will not cash personal checks for employees.

At the last meeting, it was suggested that room P11 in the UCN (otherwise known as the President's dining room) in the rear area of the MET café could be used as an employee lounge. It was thought that staff and faculty could take their lunches into this area and have a quiet place to eat. After further checking, however, we have been advised that this room is not available for staff to use unless they pay to eat in the MET.

A suggestion was made last month that a sidewalk be constructed next to the cart path by the library for the safety of pedestrians. This is being considered as a project for next semester. More discussion was held on the issue of smoking near the entrance of campus buildings. A suggestion was made to make ashtrays more visible and available since smokers tend to congregate around ashtrays. Since it appears that ashtrays are being moved closer to building entrances than is allowed by city ordinance, Dr. Mabry asked Ingrid to email Jesse about determining exact points where ashtrays should be located outside of each building entrance.

### **New Business**

The star awards for October and November will be presented to the recipients at the Staff Development workshop. More discussion was held on finding a way to memorialize staff members who pass away while employed at UT Tyler. Dr. Mabry suggested that a committee could be formed to look into a more permanent way to honor deceased staff and faculty such as a permanent plaque or an area where brick pavers could be placed. Jan Harp volunteered to look into costs. A motion was made by Katy Cline to purchase a book in honor of Rosemary Ballard to be placed in the library. Eric Figueroa seconded the motion and it was approved by all members.

Ingrid advised that she is on the committee that is revising the Handbook of Operating Procedures (HOP). She said that the HOP is being revised into a new format per the Office of General Counsel (OGC) at UT System and the new format will be available on the web after it is reviewed and approved by the OGC, hopefully sometime during FY 2010.

Some complaints were made about flies in the BEP building. Joy in Environmental Health and Safety is working with the physical plant to eradicate the flies.

Other issues were brought up by council members including the high pitched noise outside of the UC renovation area and the lack of hot water in the nursing building. Both issues have been forwarded on to Gregg Lassen to consider/address.

Dr. Mabry thanked the council for the work being done. He also asked that all staff work on increasing student retention by responding to students who may need encouragement. He reminded the council that budget issues are still an ongoing concern within the state legislation and all staff should make an effort to reduce costs wherever possible.

A motion was made to adjourn the meeting by Eric Figueroa and seconded by Pedro Flores.

The next meeting is scheduled for December 16<sup>th</sup> at 2:00 p.m. in ADM 301.

**The University Staff Advisory Council**  
**Minutes**  
**October 21, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jennifer Adams – District 13 – rep  
Jan Harp – District 12 – alternate  
Pedro Flores – District 6 – alternate  
Rich Legler – District 5 – alternate  
Kristen Dickerson – District 11 - rep  
Scott Dillingham – District 8 - rep  
Andrea Jenkins – District 7 – rep  
Glenda Bennett – District 7 – alternate  
Beth Bruce – District 13 – alternate  
Renee Lampkin – District 4 - rep  
Linda Speed – District 2 – rep  
Sheryl Marshall – District 3 – rep  
Paula Hibbert – District 1 – rep  
Janet Robertson – District 9 – alternate  
Monica Davis – District 3 – alternate  
Jennifer Skinner – District 10 – alternate  
Kathy Finley – District 15 – rep  
Christy Lewis – District 15 – alternate  
Page Chapman – District 5 – rep  
Eric Figueroa – District 8 – alternate  
Joe Vorsas – ex-officio  
Jesse Acosta – Chief of Staff

Reps and Alternates Not Attending:

Dayna Lambright – District 1 – alternate  
Ron Rippe – District 14 – alternate  
Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Doug Raymond – District 4 - alternate

Ingrid Frazier called the meeting to order at 2:15 p.m.

A motion was made by Jennifer Adams to approve the minutes of the September meeting and was seconded by Jennifer Skinner.

**Old Business**

Jan Harp updated the council on plans for the Staff Development Workshop. Check in will begin at 8:30 am and parking will be available at the library. Lunch will be provided by Stanley's Barbeque. Members were encouraged to email Jan with any suggestions for decoration. Campus Bulletin Board

announcements are scheduled to be sent to staff members to save the date. Sign up will take place through a database in Lotus Notes about two weeks prior to the workshop. All USAC members are expected to help with setup and cleanup on the date that they choose to attend.

### **New Business**

Michael Martin, in the Computer Science department, received the UT Tyler Star Award for October 2009. Rosemary Ballard was nominated posthumously for the award by several members of her department. The Star Award committee asked members for suggestions on ways that USAC could honor staff members who died during employment. One suggestion that will be considered is for USAC to purchase a book for the library and dedicate it to memorialize the deceased staff member.

A request had been made for employees to be able to cash personal checks at the Cashier's office. Ingrid advised that this would not be permitted. However, some members said that Barnes & Noble has intermittently been allowing employees to cash checks. Ingrid said that she will get clarification from Barnes and Noble and report back to the Council.

An agenda item was submitted to request that an employee lounge/break room be set aside in the UC/Administration area once the renovation of the University Center is completed. Jesse Acosta advised that a Faculty/Staff dining room (P11) is available in the back of the MET cafeteria.

An update was requested on posting announcements on the Campus Bulletin Board in Lotus Notes. Ingrid advised that a clarification on what could be posted had been requested from the General Counsel. They advised that only business related items may now be posted on the Campus Bulletin Board.

The council was advised that the No Smoking signs that had been approved by the council to be posted at entrances to campus buildings did not meet Dr. Mabry's approval. Discussion was held and suggestions made that instead of posting negative signs; the council could pursue posting signs indicating where designated smoking areas are on campus. Jesse Acosta agreed to check with Dr. Mabry to see if that would be acceptable to him.

In miscellaneous items, Eric Figueroa was asked when the campus would be switching from Lotus Notes to MS Outlook. He said there was no definitive date for a campus-wide migration. He did say that anyone interested in changing from Lotus Notes to Outlook should email [outlook@uttyler.edu](mailto:outlook@uttyler.edu) and request to be changed.

A motion was made to adjourn the meeting by Eric Figueroa and seconded by Renee Lampkin..

The next meeting is scheduled for November 18th at 2:00 p.m. in ADM 301.

**The University Staff Advisory Council**  
**Minutes**  
**September 16, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jennifer Adams – District 13 – rep  
Jan Harp – District 12 – alternate  
Pedro Flores – District 6 – alternate  
Rich Legler – District 5 – alternate  
Kristen Dickerson – District 11 - rep  
Scott Dillingham – District 8 - rep  
Andrea Jenkins – District 7 – rep  
Glenda Bennett – District 7 – alternate  
Beth Bruce – District 13 – alternate  
Renee Lampkin – District 4 - rep  
Linda Speed – District 2 – rep  
Sheryl Marshall – District 3 – rep  
Paula Hibbert – District 1 – rep  
Janet Robertson – District 9 – alternate  
Monica Davis – District 3 – alternate  
Dayna Lambright – District 1 – alternate  
Jennifer Skinner – District 10 – alternate  
Kathy Finley – District 15 – rep  
Christy Lewis – District 15 - alternate  
Joe Vorsas – ex-officio

Reps and Alternates Not Attending:

Vacant – District 14 – alternate  
Michelle Flanagan – District 2 – alternate  
Angie Beekman – District 11 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Page Chapman – District 5 – rep  
Vacant – District 8 – alternate  
Doug Raymond – District 4 - alternate

Ingrid Frazier called the meeting to order at 2:05 p.m.

A motion was made by Linda Speed to approve the minutes of the August meeting and was seconded by Glenda Bennett.

**Old Business**

An update was given by Katy Cline on the planning for the Staff Development Workshop scheduled for Nov. 19 & 20, 2009. Susan Franzen, of the Leadership Institute at UT System, will be coordinating the program for this year's workshop. The topic will be Work-Life Balance and may include a keynote speaker. Additional details will be forthcoming. Jan Harp is researching various

food options and is looking for input on what staff members would like to see included. Staff members are asked to email Jan with suggestions.

A mock-up of the new tobacco signs being donated by PECAT was shown to the council.

### **New Business**

Ingrid welcomed the new district representative and alternates to the first USAC meeting of 2009-2010.

The UT Tyler Star Award was awarded to Lisa Wyatt in Computer Science. The presentation of her award will be done during the Meet Your Rep event on Sept. 23<sup>rd</sup> in the UCN Ballroom.

The Meet Your Rep function is scheduled from 7:45 to 9:00 on Wednesday, Sept. 23<sup>rd</sup> in the UCN ballroom. All reps and alternate are asked to attend to meet the members of your district. Table tents and name tags will be provided for each district. Reps may bring optional tablecloths (6 ft. rectangular tables), etc to decorate their specific table.

Katy Cline advised that committee assignments for 2009-2010 will be made by September 30<sup>th</sup>. Reps and alternates were asked to email Katy and advise which committee they would like to be on. All council members will be assigned to a committee. Longview and Palestine reps will be assigned to the University Appreciation Week committee since they are based at a remote location.

All staff are reminded to take precautions against the H1N1 virus and that seasonal flu shots will be available to all staff at no charge. A seasonal flu shot clinic will be held on Sept. 22, 23 and 24 in the HPC lobby from 9 a.m. – 4 p.m.

Joe Vorsas advised that new information from the CDC indicates that the infectious period of a patient with H1N1 may be as long as one week after symptoms begin. They are also receiving information that the H1N1 vaccine may provide protection with only one injection instead of two. However, there has been nothing definitive decided yet. He expects that the University may offer H1N1 flu shots around the first of November.

Janet Robertson advised that flyers and posters will be put up around campus displaying simple precautions that should be taken to minimize transmission of the flu virus. Staff members are encouraged to check out the H1N1 link on the main UT Tyler web page for the most up to date information.

Ingrid reminded all reps and alternates that a 2009-2010 USAC group picture will be taken at the next meeting. Council members are asked to wear their favorite UT Tyler apparel.

Andrea Jenkins advised that she has received comments from students who are concerned about the reduced outdoor lighting on campus during the evening hours. She said that lights are out by the west side of the business building. Rich Legler volunteered to check on these lights and make sure they are fixed. Staff are reminded that anyone can call X 7300, campus police, to request an escort around campus.

Nominations were requested for the positions of chair-elect and secretary. No nominations were received and Jan Harp made a motion to re-elect the current slate of officers for a second term. Ingrid Frazier – Chair, Katy Cline – Chair-elect and Aris Obar – Secretary were re-elected for 2009-2010

A motion was made to adjourn the meeting by Andrea Jenkins and seconded by Jennifer Skinner.

The next meeting is scheduled for October 21st at 2:00 p.m. in ADM 301.