

The University Staff Advisory Council
Minutes
September 18, 2013

Representatives and Alternates Attending:

Renee Lampkin – District 4 – Chair
Jennifer Skinner – District 10 – Chair Elect
Georgia Glazebrook – District 2 – Secretary
Brad Low – District 1- Alternate
Lisa Wyatt – District 3 – Representative
Joy Shogry – District 6 – Representative
Adrian Lodge – District 10 - Alternate
Amelia Harrell – District 11 – Representative
Melissa Hill – District 12 – Representative
Tonya Gaddis – District 13 – Representative
John Kirkpatrick – District 14 – Alternate

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Tara Cheney – District 2 – Alternate
Katrina Smith – District 3 – Alternate
Tammy Cooper – District 4 – Alternate
Ryan Lilly – District 5 – Representative
Paul Weil – District 5 – Alternate
Kamell Hawkins – District 7 – Representative
Matt Izard – District 8 – Representative
Chad Kurtz – District 8 – Alternate
Dawn Allen - District 9 – Representative
Wess Reed – District 9 - Alternate
Beth Bruce – District 13 – Alternate
Scott Dillingham – District 14 - Representative
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate

Renee Lampkin called the meeting to order at 2:14 p.m. The August meeting minutes were approved by John Kirkpatrick and seconded by Lisa Wyatt.

Old Business:

Star Award – August winner was Perry Eagle – Police Department

Please nominate your co-workers for the UT Star Award

Election Update: Secretary Nominees declined nomination—special election meeting to take place on September 24th. **Congratulations to Chair Elect Adrian Lodge in District 10.**

New Business

University Council Update – Hosted by Dr. Alisa White

- **Pharmacy School, Music Addition and Alumni Center construction will begin this year**
- **Fall Student enrollment:** Census total is 7518. 2000 of them are in Nursing. Retention is up and increasing.
- **Campus Entrance:** If the University purchases Cambridge property, the campus entrance could possibly change in keeping with a more cohesive property.
- **Exterior Sidewalks around campus are being looked into and construction could begin soon**

- **Ona Tolliver:** Title IX now includes sexual assault. The Behavioral Intervention team is available to respond to any concerns. There is a form that can be submitted online and the team will investigate and talk with the student. <http://www.uttyler.edu/police/student-of-concern-report.php>

Committee Assignments:

Communications: Secretary, Beth Bruce and Brad Low

University Development Workshop: Amelia Harrell and Lisa Wyatt

Star Award: Adrian Lodge, Kathy Finley and Tonya Gaddis

Benefits: Christy Lewis

Nominations: Melissa Hill

Chair Jennifer Skinner will assign remaining committee assignments.

Upcoming Events:

Meet Your Rep: UC Ballroom October 4, 2013 from 7:30-9:30am

Homecoming: October 14th – 19th

University Development Workshop: November 21st & 22th.

University Appreciation Week: TBA once approved by Dr. Mabry

Meeting was adjourned by and seconded by Amelia Harrell and seconded by Tanya Gaddis.

*****Special Meeting Update: September 24, 201*****

Meeting called to order at 3:03pm and adjourned at 3:20pm by Lisa Wyatt and seconded by Renee Lampkin

Congratulations to the new secretary Katrina Smith, District 3

Employee Advisory Committee Alternate is Brad Low from District 1.

The next meeting is scheduled for **October 16 2013 at 2:00 p.m.** **Please plan on attending to discuss the upcoming events.**

Respectfully Submitted,

Georgia Glazebrook, Secretary

The University Staff Advisory Council
Minutes
October 16, 2013

Representatives and Alternates Attending:

Brad Low – District 1- Alternate
Katrina Smith – District 3 – Representative
Lisa Wyatt – District 3 – Representative
Matt Izard – District 8 – Representative
Dawn Allen - District 9 – Representative
Wess Reed – District 9 - Alternate
Jennifer Skinner – District 10 – Chair
Adrian Lodge – District 10 – Chair Elect
Melissa Hill – District 12 – Representative
Jana Brown – District 12 – Alternate
Beth Bruce – District 13 – Alternate
Scott Dillingham – District 14 - Representative
Christy Lewis – District 15 – Alternate

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Renee Lampkin – District 4 – Representative
Tammy Cooper – District 4 – Alternate
Paul Weil – District 5 – Representative
Ryan Lilly – District 5 – At Large
Joy Shogry – District 6 – Representative
Kamell Hawkins – District 7 – Representative
Chad Kurtz – District 8 – Alternate
Amelia Harrell – District 11 – Representative
Tonya Gaddis – District 13 – Representative
John Kirkpatrick – District 14 – Alternate
Kathy Finley – District 15 – Representative

Jennifer Skinner called the meeting to order at 2:10 p.m. The September meeting minutes were approved by Lisa Wyatt and seconded by Melissa Hill.

Old Business:

Star Award – Amy Clem – Human Resources

****Please nominate your co-workers for the UT Star Award****

Committee Assignments

Communications – Chair: Katrina Smith; Members include: Brad Low, Beth Bruce

University Development Workshop – Adrian Lodge; Members include Amelia Harrell, Lisa Wyatt, Dawn Allen, Chad Kurtz

Star Award – Adrian Lodge, Tonya Gaddis & Kathy Finley

Benefits – Christy Lewis, John Kirkpatrick, Matt Izard

Nominations – Melissa Hill, MaryEllen Holland, Scott Dillingham

UAW – All hands on deck! Name chairs of each day later in the year.

Meet your Rep Feedback

- Beth Bruce suggested we Mix up the Districts so district tables are not always in the same place
- Suggested we speak with HR about creating welcome to Tyler packet/orientation for new employees from out of town, Jennifer is going to contact HR about creating these.

University Development

- Dr. Mabry is good with the dates 11/21/2013 & 11/22/2013 and given the ok to hire an outside speaker again this year
- If anyone has suggestions for topics to be covered and activities anyone would like to see contact – Jennifer Skinner, Adrian Lodge & Katrina Smith will be looking for a speaker
 - o Communication was discussed as a topic to be covered, focusing on new forms of communication available, facebook, twitter, etc. within and outside of departments and University
- It was decided the 2 days will be broken up into morning and afternoon sessions that people can choose which two to attend with the speaker in the morning each day and smaller breakout groups in the afternoon. Jennifer will contact the People Soft Committee and IT Services to see if they will be willing to give presentations in the afternoon breakout sessions.

Homecoming

Homecoming activities will be held Saturday 10/19/2013

New Business

Honor Code

- Please distribute to your districts and if anyone has input please forward it to Jennifer Skinner and she will pass it along

New District for Ingenuity Center

- The Ingenuity Center has grown tremendously and it was decided that before a vote is taken to create a new district form them Jennifer will setup a meeting with them to see if there is interest from them to have more representation on USAC.

University Council Updates & Updates from Dr, Mabry

- The NESEE report came in and our UT Tyler faculty was ranked number one in faculty student interaction.
- The Executive council meeting with Dr. Mabry went well, he is good with USAC's plans for this coming year, we will continue to meet with him throughout the year, so if there are questions or concerns anyone would like brought to him please let Jennifer, Adrian or Katrina know.
- Dr, Mabry did state there would be raises again next year.

University Appreciation Week

- It was decided that University Appreciation week will be moved from April to May this year and will take place the week after Finals, May 12 – 16, 2013. The luncheon will be on Friday this year.

- Will evaluate after University Appreciation Week to see if the staff liked or disliked the change in dates.

Employee Advisory Council

- UT Tyler will be hosting the Employee Advisory Council this year and USAC will be helping to coordinate the visit – Jennifer Skinner will let everyone know what help will be needed as the visit date approaches.

A motion was made to adjourn the meeting by Ryan Lilly and seconded by Melissa Hill.

The next meeting is scheduled for **November 20, 2013 at 2:00 p.m.**

Respectfully Submitted,

Katrina Smith, Secretary

The University Staff Advisory Council
Minutes
November 20, 2013

Representatives and Alternates Attending:

Brad Low – District 1- Alternate
Katrina Smith – District 3 – Secretary
Renee Lampkin – District 4 – Representative
Ryan Lilly – District 5 – At Large
Johnna Thedford – District 6 – Representative
Tiffany Ayala – District 6 - Alternate
Kamell Hawkins – District 7 – Representative
Matt Izard – District 8 – Representative
Dawn Allen - District 9 – Representative
Jennifer Skinner – District 10 – Chair
Adrian Lodge – District 10 – Chair Elect
Amelia Harrell – District 11 – Representative
Melissa Hill – District 12 – Representative
Jana Brown – District 12 – Alternate
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Alternate
Scott Dillingham – District 14 - Representative

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Lisa Wyatt – District 3 – Alternate
Tammy Cooper – District 4 – Alternate
Paul Weil – District 5 – Representative
Chad Kurtz – District 8 – Alternate
Wess Reed – District 9 - Alternate
John Kirkpatrick – District 14 – Alternate
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate

Jennifer Skinner called the meeting to order at 2:04pm.
Jennifer tabled approval of the October 2013 minutes till next meeting

Old Business

Star Award – October 2013 – Bethany Waits

University Development

Will begin tomorrow November 21-22, the speaker is Tom Kregelstein and he will talk about coping with change.

The schedule is different between Thursday and Friday because we have asked some of the Executives to participate in a Q&A session. Thursday will be Dr. Marzilli and Jesse Acosta and Friday will be Dr. White & Dr. Whatley. After the Q&A there will be games along with PeopleSoft and IT presentations. Aramark will handle the catering with breakfast burritos for breakfast and the Italian lunch with drinks and snacks throughout the day.

If don't know which sessions you signed up for please email Adrian Lodge and she can let you know.

EAC Update

UT Tyler will be hosting will be hosting the Employee Advisory Council 2/26/2014 – 2/28/2014

Jennifer and Amelia will call on USAC to help with the visit. We will be hosting them at the Staybridge Suites and will be taking them out Wednesday and Thursday night along with giving them a tour of Tyler and campus.

Districts

- Discussed should we contact the Ingenuity Center and see who would be willing to be a representative for them – New District 16
- Still need rep for Education Psychology - if know anyone please reach out to them we need to get these seats filled

New Business

Honor Code - Tammy Cowart (Copy of Honor Code is attached)

Tammy Cowart presented the UT Tyler Honor Code, the goal is to use the honor code to shape the culture of UT Tyler. The crux of the Honor code is “Honor and integrity will not allow me to lie, cheat, or steal, nor accept the actions of those who do.” The goal of this honor code is not hold people down, but to uplift the campus as a whole and would apply to all stake holder groups; faculty, staff and students alike.

- Amelia motioned to vote on endorsing the Honor Code and it was approved unanimously

UC updates

- New employee orientation will now be on Monday morning and asked that we start new employees on Mondays.
- Students in recovery - addiction meetings for students and university community.
- Assessment - everyone will have to be assessed and how to use and improve from the results we are given, along with assessment in the global viewpoint.

Morale Issue

An anonymous letter was sent to USAC about concerns with staff morale issues. The letter enumerated issues with separate holiday celebrations for faculty, staff and leadership; the fact that faculty have a welcome back reception at the beginning of the school year and staff are not included; along with the fact that at Convocation new faculty are recognized by name and new staff are only listed in the program. These issues were discussed by USAC and it was decided they should be brought to Dr. Mabry's attention. The USAC Executive council will discuss the letter and subsequent concerns with Dr. Mabry at their next meeting with him.

Meeting was adjourned 2:50 pm.

The University Staff Advisory Council
Minutes
January 15, 2014

Representatives and Alternates Attending:

Brad Low – District 1- Alternate
Michelle Flannigan – District 2 Representative
Ryan Lilly – District 5 – At Large
Matt Izzard – District 8 – Representative
Dawn Allen - District 9 – Representative
Jennifer Skinner – District 10 – Chair
Adrian Lodge – District 10 – Chair Elect
Amelia Harrell – District 11 – Representative
Melissa Hill – District 12 – Representative
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Alternate
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate
John Kirkpatrick – District 14 – Alternate

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Lisa Wyatt – District 3 – Alternate
Tammy Cooper – District 4 – Alternate
Paul Weil – District 5 – Representative
Kamell Hawkins – District 7 – Representative
Chad Kurtz – District 8 – Alternate
Wess Reed – District 9 - Alternate
Katrina Smith – District 3 – Secretary
Renee Lampkin – District 4 – Representative
Johnna Thedford – District 6 – Representative
Tiffany Ayala – District 6 - Alternate
Jana Brown – District 12 – Alternate
Scott Dillingham – District 14 - Representative

Jennifer Skinner called the meeting to order.

Matt Izzard called to approve the minutes from December 2013 and it was seconded by Ryan Lilly.

Old Business:

UT Star Award - Jason McQuigg - IT

Dr. Mabry meeting:

- Letter about morale issue - thanks for letting us know luncheons being driven by numbers - open to suggestions about beginning of the year reception - come and go
- Beth - staff works whole day doesn't want to stay and
- Adrian - convocation later in the day and socialize after
- Newsletter - once a semester - new hires, dept. moves - Jennifer and Adrian create template to use and send announcement to call for newsletter info - try and see - everyone

New Business -

Aramark - no breakfast at Subway and Chick-fil-a - now at grill works 7:30 - 10:30 breakfast tacos - biscuits - pancakes and waffles once a week

Redistricting - looking at how districts were defined and they are very un balanced- ad hoc committee to look at districting -

- departments that communicate with each other can represent each other because they know what the issues are in the departments
- should we move to a system that reps are decided by number of people in district
- maybe ad hoc committee meets and comes with plan
- Ad Hoc committee - Tonya Gaddis will be on committee - Brad Low head - John Kirkpatrick
- Dawn Allen - Michelle Flannigan

University Appreciation week -

- Appreciation back in April - luncheon will in April

Logistics - Jennifer Skinner & Adrian Lodge - Ebony will be on committee

Events - Tonya Gaddis - Melissa Hill and Matt Izzard will be on committee

Luncheon - Amelia Harris - Jennifer will help - Fuzzys - Stanley's BBQ

What events - Movies 3 days - zoo - bowling - pinots pallet Tonya Gaddis will call and find prices and such - KE on friday night Jennifer will call - golf

EAC - need student perspectives - why came to UT Tyler - good stories

- if any area has anything that is unique that we can present

Adjourned - Jennifer 2:56

The University Staff Advisory Council
Minutes
February 19, 2014

Representatives and Alternates Attending:

Brad Low – District 1- Alternate
Ryan Lilly – District 5 – At Large
Kamell Hawkins – District 7 – Representative
Matt Izard – District 8 – Representative
Dawn Allen - District 9 – Representative
Jennifer Skinner – District 10 – Chair
Adrian Lodge – District 10 – Chair Elect
Amelia Harrell – District 11 – Representative
Melissa Hill – District 12 – Representative
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Alternate
Scott Dillingham – District 14 - Representative
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate
John Kirkpatrick – District 14 – Alternate

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Lisa Wyatt – District 3 – Alternate
Tammy Cooper – District 4 – Alternate
Paul Weil – District 5 – Representative
Chad Kurtz – District 8 – Alternate
Wess Reed – District 9 - Alternate
Katrina Smith – District 3 – Secretary
Renee Lampkin – District 4 – Representative
Johnna Thedford – District 6 – Representative
Tiffany Ayala – District 6 - Alternate
Jana Brown – District 12 – Alternate

Jennifer Skinner called the meeting to order

Old Business:

No UT star nominations for January, but there are a large number for February

Jennifer Skinner and Katrina Smith met with Dr. Mabry and spoke with him about golf courses to use for a University Appreciation week activity.

Jennifer Skinner and Adrian Lodge are working on a template for a USAC newsletter and plan to have available for the next meeting.

New Business:

Town Hall – SGA hosted their town hall today, here are some topics that were discussed and might be of interest to staff. 1) Parking on campus will be better with acquisition of Villages at the U it will add 650 student parking spots and will work like other on campus housing, limiting residents to parking to that lot between 8 and 5 pm. 2) Will develop an alert system to let everyone know when parking lot spots will be blocked off for Special Events 3) Police Department is now fully staffed and are working on safety apps. For smart phones 4) Library is working on a redevelopment of their space, i.e. Study space and technology 5) The Board of

Regents has approved the purchasing of the Villages at the U and have 60 days for due diligence, don't anticipate any issues and plan late May or early June as the actual purchase date.

Redistricting – Brad Low headed the ad hoc committee to look into redistricting based more on geographical basis. Most districts are equal except for a few, might look into having double representatives for the very large districts like Ingenuity Center. Proposed basing representatives on number of people in a district with any district numbering over 30 people having 2 representatives. This would require changes to the bylaws. – Concerns were brought up with getting more representatives for an area when we already have problems getting representatives. Jennifer Skinner called to table the discussion and she will send out the proposal of new districts for everyone to review and pick up the discussion again next meeting.

University Appreciation Week – April 21st – 25th

Monday – Luncheon

Tuesday – Movies and golf

Wednesday – Movies and Pinots Pallet

Thursday – Movies and bowling

Friday – KE and the Zoo

- Movies are costing \$10/per person, Zoo is \$7.80/person, bowling \$8.75/person, KE \$10/person for Pinots and golf we will pay the \$10/person and the attendee will cover the rest of the cost.
- Longview is discussing a paintball trip with faculty, staff and students – we will be willing to pay \$10 towards faculty and staff in Longview
- Will host Bingo and Cakewalk on Monday after the luncheon
- Jennifer Skinner will send out the save the date via email next week.
- Melissa will confirm with bowling, Tonya will work with Pinots Pallet and Jennifer will confirm the movies.
- Jennifer will ask Melissa to send out the Qualtrics survey this year

The EAC visit will be next week here on campus.

Jennifer Skinner adjourned the meeting.

The University Staff Advisory Council
Minutes
April 16, 2014

Representatives and Alternates Attending:

Brad Low – District 1- Alternate
Matt Izard – District 8 – Representative
Adrian Lodge – District 10 – Chair
Melissa Hill – District 12 – Representative
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Chair Elect
Scott Dillingham – District 14 - Representative
John Kirkpatrick – District 14 – Alternate
Lindsay Waldron-District 11-Representative

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Lisa Wyatt – District 3 – Alternate
Tammy Cooper – District 4 – Alternate
Paul Weil – District 5 – Representative
Chad Kurtz – District 8 – Alternate
Wess Reed – District 9 - Alternate
Katrina Smith – District 3 – Secretary
Renee Lampkin – District 4 – Representative
Johnna Thedford – District 6 – Representative
Tiffany Ayala – District 6 - Alternate
Jana Brown – District 12 – Alternate
Ryan Lilly – District 5 – At Large
Kamell Hawkins – District 7 – Representative
Dawn Allen - District 9 – Representative
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate

Jennifer Skinner called the meeting to order.

Old Business:

University appreciation week-

Emails are going out so that people will know the events they signed up for and CAN NOT change events at this point. Emails sent out Monday (Pinots send out today). Melissa Hill and Tonya Gaddis are sending out emails and gathering numbers. Assignments for sign in sheets at events will be issued. Reminder to those who are event coordinators to get the invoice/receipt from each event.

Decorations- Pick up balloons Monday morning from Card and Party.

Dr. Mabry is covering the extra cost for appreciation week. We are expecting a huge increase in price this year.

Staff scholarship- It has been decided with the staff development scholarship for classes that the staff needs held responsible for failed or withdraw classes. It is unsure at this point if staff will have to pay up front and be reimbursed, or if they will have to be paid back later if failed/withdrawn.

Concern was voiced over this because it may require the staff to take out loans and pay them back, or that those who would like to pursue a degree may not do so because they cannot afford it out of pocket.

Redistricting- The redistricting committee decided to not make any huge changes to the districts at this time. Instead, they urged for better communication within the districts. There may be small changes to districts to be addressed at a later date.

New Business:

March UT Star- The March Star Award goes to Cheryl Wallace. Nominations for April are now open.

Budget- covered by President; Jennifer Skinner will be sitting down with Cheryl Dennis to see about getting our budget money back.

USAC Officers- Adrian will be leaving in Sept; Jennifer Skinner is leaving at the end of May for UNT. We will need to elect a new chair elect for the summer who will become chair in September.

E-Cigarettes- Each building on campus makes its own policy at this point. There has been no decision by system yet, but it is expected that a decision be made soon.

Meeting was adjourned by Jennifer Skinner.

The University Staff Advisory Council
Minutes
May 21, 2014

Representatives and Alternates Attending:

Brad Low – District 1- Alternate
Matt Izard – District 8 – Representative
Adrian Lodge – District 10 – Chair
Melissa Hill – District 12 – Representative
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Chair Elect
Scott Dillingham – District 14 - Representative
John Kirkpatrick – District 14 – Alternate
Lindsay Waldron-District 11-Representative

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Lisa Wyatt – District 3 – Alternate
Tammy Cooper – District 4 – Alternate
Paul Weil – District 5 – Representative
Chad Kurtz – District 8 – Alternate
Wess Reed – District 9 - Alternate
Katrina Smith – District 3 – Secretary
Renee Lampkin – District 4 – Representative
Johnna Thedford – District 6 – Representative
Tiffany Ayala – District 6 - Alternate
Jana Brown – District 12 – Alternate
Ryan Lilly – District 5 – At Large
Kamell Hawkins – District 7 – Representative
Dawn Allen - District 9 – Representative
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate

Jennifer Skinner called the meeting to order.

Old Business:

University Appreciation Week Recap- We were \$1600 over, not \$5000, since some didn't show up to the events.

We ended up feeding 575 people at the luncheon. We had few complaints regarding the events and only a few issues.

Finals week will be earlier next year, end of April/beginning of May. Because of this, we may look at doing Appreciation week two weeks into May after finals and grades post.

Budget- We will need to ask Dr. Mabry to see if we can get our budget increased since it was cut in half several years ago.

E-cigarettes policy-This still needs clarification. There is talk going on regarding campus wide policy.

Hot water- hot water was supposedly turned on in the buildings, but it seems to take awhile in the University Center for it to come on, and other buildings are reporting never getting any hot water.

New Business:

UT Star- The April Star Award goes to Carol Hodge with enrollment management.

Next meeting will be June 18th at 2:00.

Meeting was adjourned by Jennifer Skinner.

The University Staff Advisory Council
Minutes
June 18, 2014

Representatives and Alternates Attending:

Brad Low – District 1- Alternate
Matt Izard – District 8 – Representative
Adrian Lodge – District 10 – Chair
Melissa Hill – District 12 – Representative
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Chair Elect
Scott Dillingham – District 14 - Representative
John Kirkpatrick – District 14 – Alternate
Lindsay Waldron-District 11-Representative

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Lisa Wyatt – District 3 – Alternate
Tammy Cooper – District 4 – Alternate
Paul Weil – District 5 – Representative
Chad Kurtz – District 8 – Alternate
Wess Reed – District 9 - Alternate
Katrina Smith – District 3 – Secretary
Renee Lampkin – District 4 – Representative
Johnna Thedford – District 6 – Representative
Tiffany Ayala – District 6 - Alternate
Jana Brown – District 12 – Alternate
Ryan Lilly – District 5 – At Large
Kamell Hawkins – District 7 – Representative
Dawn Allen - District 9 – Representative
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate

Adrian Lodge called the meeting to order.

Old Business:

Newsletter- Still in the process of creating newsletter which would have new employee updates, any info on training, and info on HR. Adrian and Tonya will work on this as time allows.

Budget- waiting on meeting with Dr. Mabry to discuss USAC's budget.

New Business:

UT Star for May is Bonnie Davis. A little late this month on the star award but we have already gotten nominations for June.

Campus Bulletin Board- some people don't know about this and others are not sure how to access this. We will see if we can find information on how to add the campus bulletin board to send out email notifications.

Dates are all set for the semester events.

Meet your Rep- Friday Sept 26th, 8-9:30 UC Ballroom. Breakfast will be served.
Set up will be available Sept 25th beginning at 2:00.

University Development- Tentative Nov 20-21 in the ballroom. Setup is Nov 19 beginning at 2:00.
Speakers/topics: Tonya Gaddis has been researching speaker options. Adrian and Tonya will also be meeting with President Mabry soon to see if he has any suggestions on speakers and/or topics.

A breakout session's committee needs formed to help plan the afternoon sessions. Some of the topics include: safety tips, IT training, library, customer service (Bushardt?), helpful resources, coupon cutting or other life hacks ideas.

University Appreciation Week- There were two weeks that could work for next year: April 6th-10 or May 11-15. Luncheon is on Monday again. Spring 2015 finals are April 27-May 2, so that week is out. The week before and after is usually not good for ESC. Patriot Days is 13-17, so this will either need to be early or late this year. We called it to a vote. The committee agreed on May 11-15th because this will also cut out some expenses.

Elections- We will need to elect a chair elect and secretary for Sept. Elections for district members will be held in July. The list is in need of updating

Website is very out of date. Robin is working to get Adrian and Tonya access.

Employee Advisory Council- Need someone for the EAC later this month. Jennifer Skinner and Amelia Harrell served on this committee before, so we have two spots to fill.

Adrian Lodge adjourned the meeting.

The University Staff Advisory Council
Minutes
July 16, 2014

Representatives and Alternates Attending:

Brad Low – District 1- Alternate
Ryan Lilly – District 5 – At Large
Tiffany Ayala – District 6 - Alternate
Kamell Hawkins – District 7 – Representative
Matt Izard – District 8 – Representative
Adrian Lodge – District 10 – Chair
Jessie Reel – District 10 – Alternate
Lindsay Waldron-District 11-Representative
Melissa Hill – District 12 – Representative
Tonya Gaddis – District 13 – Chair Elect
Scott Dillingham – District 14 - Representative

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 – Representative
Katrina Smith – District 3 – Secretary
Lisa Wyatt – District 3 – Alternate
Renee Lampkin – District 4 – Representative
Tammy Cooper – District 4 – Alternate
Paul Weil – District 5 – Representative
Johnna Thedford – District 6 – Representative
Chad Kurtz – District 8 – Alternate
Dawn Allen - District 9 – Representative
Wess Reed – District 9 - Alternate
Jana Brown – District 12 – Alternate
Beth Bruce – District 13 – Representative
John Kirkpatrick – District 14 – Alternate
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate

Adrian Lodge called the meeting to order at 2:02pm.

Old Business:

Past Minutes - Past minutes will be sent out to everyone to catch up on missing past minutes that have not been sent out as of yet.

Newsletter- Still in the process of creating newsletter which would have new employee updates, any info on training, and info on HR. Adrian and Tonya will work on this as time allows.

Budget- Adrian has a meeting with Dr. Mabry next Tuesday 7/22/14 and will discuss the USAC budget.

New Business:

UT Star for June 2014 is Lori Sisemore

USAC Elections -

- We have had several people step down since the emails were sent out to confirm whom was representing each district
- Waiting on the list from Judy Parker for the latest list of all Staff – then will hold elections in August for all districts needing Reps.

- If a district just need an Alternate then they don't need to hold an election the Representative can nominate someone from their district and as long as the person has supervisor approval they can hold the Alternate Position for that district
- 5 Districts need both Rep and Alternate, 2 districts need only a Rep and 2 districts need only Alternates
- Lindsay Waldron volunteered to be on the Elections Committee with Melissa Hill and Tonya Gaddis
- In September we will elect a new USAC Secretary and Chair Elect

USAC Policies and Procedures -

- Have not been updated since 2011, parts read unclear and need to be updated especially elections policies which is still stating paper ballots
- Convene a committee to work on this and present changes for a vote at Aug meeting so we have updated policies for the new USAC convening in September
- Ebony has volunteered to be on the committee with Adrian.

Website – the USAC Website is not up to date, but working with Robyn Kelly Adrian & Tonya have been added as administrators and will add UT Stars and correct representations for all districts

EAC

- Jessie Reel – is the new Alternate for District 10 and has volunteered to serve on EAC
- Jessica Brown in Business and Technology has offered to fill the second EAC spot
- Dr. Mabry wants the EAC rep to be on USAC - he is ok if a non USAC member has to go, but prefers a USAC member – since they can bring the EAC information back to USAC since they will already be attending the monthly meetings
- In September we will reopen nominations for the 2 EAC Reps and 1 Alternate.

University Council

- We have 2 new Deans and 1 new Interim Dean – Lumpkin in Business and Technology , Dr. Wang in Nursing and Dr. Hickey in Education respectively
- Alumni House 2.9 mil has been raised which is about 90% of funds needed - still planning and traffic flow around new house
- Pharmacy building still ongoing and they are preserving the landscape as much as possible
- Talk Eagles Landing and how to have students cross Omen Rd. safely
- Music wing under construction and still looking for further fundraising
- Move in day is 8/21 – they will need volunteers to help 8am – 3pm - Dave Hill will send out more info

Exofficio per the USAC Bylaws are – President of UT Tyler, Vice President of Business Affairs, Director of Human Resources and Previous Chair of USAC if not currently serving.

Cost Saving curtailment reveals- per the email from Jessie Acosta hot water was to be restored to buildings on Campus, but the Library still has no hot water – Adrian will bring this up with Dr. Mabry in her meeting on Tuesday.

2:35 Adrian adjourned the meeting.