

The University Staff Advisory Council
Minutes
September 17, 2014

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Misty Butler: District 2 Alternate
Cindy Sprayberry: District 2 Representative
Taylor Young: District 2 Alternate
Lisa Wyatt: District 3 Alternate
Tammie Cooper: District 4 Representative
Raejean Griffin: District 4 Alternate
Tiffany Ayala: District 6 Representative
Matt Izard: District 8 Representative
Ryan Lilly: District 9 Representative
Adrian Lodge: District 10 Representative
Jessi Reel: District 10 Alternate
Ebony Cruise-Brown: District 11 Representative
Lindsay Waldron: District 11 Alternate
Melissa Hill: District 12 Representative
Tonya Gaddis: District 13 Chair
Beth Bruce: District 13 Alternate
Jerry Massey: District 14 Representative

Representatives and Alternates Not Attending:

Katrina Smith: District 3 Representative
Brista Kent: District 7 Representative
Michelle Salinas: District 7 Alternate
Chad Kurtz: District 8 Alternate
Andrew Cage: District 9 Alternate
Jana Brown: District 12 Alternate
Alex Werner: District 14 Alternate
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate

Tonya Gaddis called the meeting to order at 2:05pm.

Old Business:

Minutes: August minutes were not submitted in time for voting. They will be voted on in October.

Districts: The Assistant Vice President for Enrollment Management requested that the Registrar's Office and Financial Aid be moved from District 10 to District 11 so that all of Enrollment Management could be in the same district. With that requested change, USAC proposed moving Marketing & Communications from District 11 to District 10 in order to even out numbers. The Director for Marketing & Communications confirmed the change would be acceptable. USAC voted unanimously to approve the changes.

Policies & Procedures: Tonya went through proposed updates to USAC's policies and procedures, which included district updates, elections language, nomination requirements, alternate terms, and mid-year elections. While some updates are new, most of the changes reflect what has been practiced previously. USAC members will receive the updates for review via email and voting for the changes will take place at the USAC meeting in October.

District 5: District 5 still does not have any representation on USAC. Tonya called for nominations for current members or an at-large member who could represent this district.

New Business:

UT Star: August 2014 UT Star is Chuck Brown. Nominations for this month will remain open until September 31.

Alternate Nominations: Alternates for multiple districts were nominated and unanimously voted in to USAC.

- District 1 alternate: Misty Butler
- District 2 alternate: Taylor Young
- District 6 alternate: Richard Moore
- District 10 alternate: Hannah Buchanan

Officer Nominations: Floor nominations were opened up and voting took place during the meeting.

- Chair-Elect: Ebony Cruise-Brown
- Secretary: Lindsay Waldron

Meet Your Rep: Meet Your Rep will be held on Friday, September 26. A university-wide invitation was sent last week and a reminder will be sent the day before. Representatives were encouraged to contact their districts to remind them of the event. It will be held in the UC Ballroom and breakfast will be provided.

Employee Advisory Council: Tonya confirmed our EAC representatives, Jessi Reel and Misty Butler. Sonya Meinert volunteered to be the alternate for EAC.

Committee Assignments:

Communications Committee

- Chair: Lindsay Waldron
- Members: Jerry Massey, Melissa Hill, and Sonya Meinert

Staff Development Committee

- Speaker/sessions: Ebony Cruise-Brown, Melissa Hill, Tonya Gaddis
- Décor/door prizes: Misty Butler, Tiffany Ayala

UT Star Award Committee

- Chair: Ebony Cruise-Brown
- Members: Ryan Lilly, Matt Izard

Benefits Committee

- Sonya Meinert

Any representatives not assigned to a committee this month will be added during the October meeting.

Staff Development: Staff Development will be held on November 20th and 21st. Each day will be the same and staff members can select which day to attend. The morning session will be an outside speaker. Tonya is in the process of confirming the contract for Jason Jaggard. The afternoon will be breakout sessions. Some ideas for breakout sessions are security, an Excel workshop, and couponing. The breakout sessions committee will work to confirm the options for the afternoon. Sonya suggested

utilizing books from Barnes & Noble as prizes, as well as getting donations from various colleges and departments so that more people can win. Ebony also recommended checking with Aramark about the possibility of getting coupons as prizes.

Aramark: Matt Iazard and Melissa Hill confirmed that Aramark is still selling discount cards in the C-Store for \$30.00 plus tax.

Tonya Gaddis adjourned the meeting at 3:03pm.

The next USAC meeting will be held October 15 at 2:00pm.

Respectfully submitted,
Adrian Lodge

The University Staff Advisory Council
Minutes
October 17, 2014

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Taylor Young: District 2 Alternate
Katrina Smith: District 3 Representative
Lisa Wyatt: District 3 Alternate
Tiffany Ayala: District 6 Representative
Michelle Salinas: District 7 Alternate
Matt IZard: District 8 Representative
Ryan Lilly: District 9 Representative
Jessi Reel: District 10 Representative
Hannah Buchanan: District 10 alternate
Ebony Cruise-Brown: District 11 Representative
Lindsay Waldron: District 11 Alternate
Melissa Hill: District 12 Representative
Tonya Gaddis: District 13 Chair
Beth Bruce: District 13 Alternate
Alex Werner: District 14 Alternate

Representatives and Alternates Not Attending:

Misty Butler: District 2 Alternate
Cindy Sprayberry: District 2 Representative
Tammie Cooper: District 4 Representative
Raejean Griffin: District 4 Alternate
Richard Moore: District 6 Alternate
Brista Kent: District 7 Representative
Chad Kurtz: District 8 Alternate
Andrew Cage: District 9 Alternate
Jana Brown: District 12 Alternate
Jerry Massey: District 14 Representative
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate

Tonya Gaddis called the meeting to order at 2:12pm.

Old Business:

Minutes:

September minutes were emailed. Vote for approval passes.

Meet your Rep Review:

We had a good turnout. All the food was eaten. Everyone's tables looked good. We had a suggestion to make the table decorations a competition. We'll revisit that idea during prep next year. Call for other feedback generated no comments.

University Council Update:

- Upcoming Job fairs (Grad and Prof school on 28th & 29th of October)
- Cowan Center upcoming events
- Global Quiz night is October 30th
- HEC job fair
- Dr. Mabry and the provosts discussed beginning strategic planning
- Dr. Mabry he indicated support for the event. We will mention it at the next University Council.

Meeting with Dr. Mabry:

- We presented our Staff Development ideas. Outside vendors can be used as well.
- Plan is to use Fuzzy's for breakfast tacos and to buy orange juice.
- Dr. Mabry also indicated he would distribute a message to Directors and VPs to encourage their staff to attend given his support for the event.
- We also brought up the intersection/pedestrian crosswalk situation at the Main Entrance on Old Omen. We made the suggestion of having a delay after the crosswalk button is pressed. Dr. Mabry said he would mention the concerns and suggestion to the city planner he was to meet with the following day.

Policies and Procedures:

Nominations and elections changes

Voting on:

- 1- Language changes and updates (paper to email, dept. names, language updates)
 - a. Approved
- 2- Method of election: 1 nomination to get on the ballot (as opposed to 2 nominations)
 - a. Approved
- 3- Terms of Alternate: Should terms of alternate complete full unexpired term (or limit it to 2) in order to get everyone on the same election cycle and ensure voting on reps and alternate together.
 - a. Approved

District 5- any at large nominations? (District 5 is Physical Plant & Mail Services.)

New Business

UT Star: September winner is Veronica Viesca.

The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts. This month's nominations are due by Oct 31st. (Reminder: Ebony, Matt and Ryan on the star committee.)

Employee Advisory Council

October 23-24th (Oct 22 travel day) in Austin

- Rep #1: Jessi Reel
- Rep #2: Misty Butler
- Alternate: Sonya Meinert

EAC reps will bring back questions concerns to keep USAC and UT Tyler informed. Misty can contact Faye Ingram to arrange a travel card.

Staff Development updates:

Dates are Thursday and Friday Nov 20th and 21st

Schedule:

- 8:30-9:00 - Breakfast
- 9:00-12:00 - Speaker Jason Jaggard
- 12:00-1:00 - Lunch

- 1:00-1:45 - Breakout Session 1: Couponing (Rebecca Fountain) and Eating Healthy for Working Professionals (Health & Kinesiology Dept.)
- 2:00-2:30 - Break/Bingo/Door Prizes
- 2:30-3:15 - Breakout session 2: Excel (Dr. Venu) and Personal and Professional Apps (Scott Dillingham and Janna Brown)
- 3:15-3:30 - Wrap up

The contract has been signed and completed. The breakout sessions are scheduled. They have Dr. Mabry's approval.

Suggestions for next year: breakout on financial planning, a session on Outlook (Geanina King cited as presenter for Outlook by Michelle), filming/video archiving for future viewing for those who can't make it

Discussion regarding the afternoon break:

- Game
- Coffee
- Bingo from student life and leadership – Jessi Reel indicated daubers are available
- Decision to have door prizes spread out throughout the day

Katrina brought up concern about signing up for different days. Can people sign up for two different days? Decision made that staff will have the opportunity to pick one morning and one afternoon. For the afternoon, pick a session 1 and a session 2. Staff will also pick which day they will have breakfast and lunch.

Decorations committee:

We are planning on 200 people total, 100 each day.

Decoration Committee: Tiffany Ayala, Misty Butler, Tammie Cooper, Raejean Griffin, Jana Brown

- We have a box of books to use as door prizes. More to be purchased
- The committee should coordinate with Tonya for budget information and the ProCard
- We asked about solicitations of freebies from the community. There are a lot of hoops to jump through so it probably won't happen.

Updates/Concerns from the Districts:

Jessi Reel: For homecoming there will be a door decorating contest. Departments can pick up materials starting tomorrow in student affairs. There will be judging and prizes on Monday morning. Decorators can use other stuff than just what is in the bag – it's just a starter kit. The theme is "This is your story."

Matt Izard: IT wonders about the ventilation. It would seem the filters do get changed, but actual cleaning of the duct work is an unknown. People across campus are experiencing symptoms of exposure to poor air quality and notice the symptoms go away when not at work. Matt will check with physical plant and report back. If he is not able to generate a response, USAC will put some muscle behind the inquiry.

Motion to Adjourn

Melissa Hill and Matt IZard motioned and seconded.

Tonya Gaddis adjourned the meeting at 2:53pm.

The next USAC meeting will be held November 19 at 2:00pm.

Respectfully submitted,
Lindsay Waldron

The University Staff Advisory Council
Minutes
November 19, 2014

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Misty Butler: District 1 Alternate
Taylor Young: District 2 Alternate
Katrina Smith: District 3 Representative
Lisa Wyatt: District 3 Alternate
Tammie Cooper: District 4 Representative
Raejean Griffin: District 4 Alternate
Brista Kent: District 7 Representative
Hannah Buchanan: District 10 alternate
Lindsay Waldron: District 11 Alternate
Melissa Hill: District 12 Representative
Jana Brown: District 12 Alternate
Tonya Gaddis: District 13 Chair
Beth Bruce: District 13 Alternate
Jerry Massey: District 14 Representative
Alex Werner: District 14 Alternate

Representatives and Alternates Not Attending:

Cindy Sprayberry: District 2 Representative
Tiffany Ayala: District 6 Representative
Richard Moore: District 6 Alternate
Michelle Salinas: District 7 Alternate
Matt Izard: District 8 Representative
Chad Kurtz: District 8 Alternate
Ryan Lilly: District 9 Representative
Andrew Cage: District 9 Alternate
Jessi Reel: District 10 Representative
Ebony Cruise-Brown: District 11 Representative
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate

Tonya Gaddis called the meeting to order at 2:12 pm.

Old Business:

Minutes:

October minutes were emailed. Katrina Smith motions to approve, Melissa Hill seconds. Vote for approval passes.

University Council Update (Dr. Mabry & VP Acosta):

Dr. Mabry:

- The Board of Regents has voted in favor of funding for our new music facilities. They see our need to not only attract talented music students but also to have the facilities available to draw bright students in other disciplines who are also musicians.
- We are excited about our alumni house. [Note: The recent cable installation running through the main entrance and parking area was to run internet out to the alumni house site.]
- We are looking at a long-term plan for changing the main entrance to better accommodate vehicle traffic with the increased pedestrian flow across Old Omen.
- Safety is important. Dr. Mabry thanks us for our diligence with Emergency Warning Signals and Drills.
- The Administration appreciates all the hard work being done across campus, particularly given the PeopleSoft Finance implementation.

- Dr. Mabry expresses thanks for USACs role in communicating messages and dispelling misinformation.

VP Acosta:

- VP Acosta spoke briefly on all the areas under his oversight. He mentioned the numerous construction efforts underway, new enrollment strategies, the Budget Office's diligent and tireless work to get PeopleSoft off the ground, Marketing's new commercial campaigns and the relationship between the master plan and the strategic plan.

A few other notes:

- Matt received an answer about the ventilation cleaning frequency question. The ducts are checked quarterly but an area can request an ad hoc check-up if there are particular concerns. Tonya will forward along the email answer.
- Recycling: There are two recycling areas. One is behind the gym/HPC facility and there is also a plastic recycling station by Student Life & Leadership. The new strategic plan may be an opportunity to expand accessibility to recycling. A present work-around would be to have student workers periodically transport recyclables collected within our offices.
- Hot Water: The process to get hot water back on across campus has been started, but it's being addressed one building at a time. Hot water heaters must be checked and some are in need of replacement before hot water can be re-established and testing takes time.

New Business

UT Star: October winner is Cheryl Cushatt from the College of Arts & Sciences.

The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.

Employee Advisory Council

Recap by Misty Butler & Sonya Meinert.

- Minutes will be emailed shortly. Below is a summary of the committees which collaborated at the EAC conference back in October.
- Wellness: UT system did a pilot program for a wellness initiative. They are currently reviewing data to determine if a system-wide implementation would be possible/beneficial.
- Managing Workplace Dynamics: The purpose of this committee is to help UT system manage workplace issues and survey to see how each campus handles intercampus workplace bullies.
- Career Development: This workgroup is creating a best practices guide to look at what other campus locations are doing to encourage career path succession.
- Communications One System: The goal with this team was to establish one voice to improve communication between campus locations.

Staff Development updates:

- Dates are Thursday and Friday Nov 20th and 21st – set up and decoration occurred immediately following the meeting.
- Volunteers were collected and gathered for:
 - Check in table/ hand out tickets
 - Food assistance (3 for orange juice and tacos)
 - Bingo game

- Someone with knowledge of technology in theater for afternoon session

Motion to Adjourn

Tammie Cooper and JJ Massey motioned and seconded.

The next USAC meeting will be held December 17 at 2:00pm in ADM 201.

Respectfully submitted,
Lindsay Waldron

The University Staff Advisory Council
Minutes
January, 21st 2015

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Cindy Sprayberry: District 2 Representative
Tammie Cooper: District 4 Representative
Kevin Karaki: District 5 Representative
Jessica Brown: District 5 Alternate
Brista Kent: District 7 Representative
Matt Izard: District 8 Representative
Ryan Lilly: District 9 Representative
Jessi Reel: District 10 Representative
Ebony Cruise-Brown: District 11 Representative
Lindsay Waldron: District 11 Alternate
Melissa Hill: District 12 Representative
Jana Brown: District 12 Alternate
Tonya Gaddis: District 13 Chair
Beth Bruce: District 13 Alternate
Jerry Massey: District 14 Representative
Alex Werner: District 14 Alternate

Representatives and Alternates Not Attending:

Misty Butler: District 1 Alternate
Taylor Young: District 2 Alternate
Katrina Smith: District 3 Representative
Lisa Wyatt: District 3 Alternate
Raejean Griffin: District 4 Alternate
Tiffany Ayala: District 6 Representative
Richard Moore: District 6 Alternate
Michelle Salinas: District 7 Alternate
Chad Kurtz: District 8 Alternate
Andrew Cage: District 9 Alternate
Hannah Buchanan: District 10 alternate
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate

Tonya Gaddis called the meeting to order at 2:07 pm.

Old Business:

Staff Development:

Staff Development went great. We didn't get the survey out this year, but we hadn't done it last year either. In any event, we hope to send out a post-event survey after next year's Staff Development. If you have any feedback, please send it to us.

Minutes:

There was no December meeting. The November minutes were emailed. Tammie Cooper motions to approve; Melissa Hill seconds. Vote for approval passes.

University Council Update:

- The UT System Chancellor visit will be Friday, February 6th
 - Please make sure your areas are clean and make sure your staff knows he is coming. Specific offices have been contacted for prearranged visits; however, you never know where he may pop in.
 - If your area has golf carts, please stay on the roads so that the turf doesn't have a lot of muddy tire tracks.
- Strategic planning meeting update
 - Meetings are ongoing. Tonya has been informed there will be some open sessions but has not yet been issued dates/times. When she has more details, she will let us know.

- Clarification: current focus is the 5 year strategic plan review
- Summer online classes
 - There will be more online/undergrad classes this summer than normal.
 - 17 lower level classes will be offered with multiple sections
- Catalog updates
 - Reminder we are now on a yearly schedule for catalog updates (formerly we issued catalogs for two-year periods).
- Budget Office
 - As the legislature is back in session, you may be hearing from staff in the Budget Office with questions/requests.
 - They will try to give you sufficient processing time/notice, but be aware you may be contacted.
- Construction projects
 - If you have questions or concerns, bring them to Tonya and she will investigate and track down answers/information.

District 5 Rep & Alternate

- District 5 members have been contacted and have approved Kevin Karaki for representative and Jessica brown for an at large alternate at large.
- Thank you and Welcome to Kevin and Jessica!

New Business

UT Star: December UT Star winner: Clarence Shackelford.

- Please get your nominations in for January.
- The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.

USAC has an email address now!

- usac@uttyler.edu
- Anything you want to submit to the council as a whole, you can now email it to us.

USAC group photos - March 18th in the Ballroom.

- We haven't done a group photo in a while. We have tentatively scheduled Clarence for during our March meeting.
- We will update everyone with details and send a reminder closer to the time, but mark your calendars.
- We can talk about what to wear during the February meeting.
 - Sonya Meinert suggests all black attire.
 - There is discussion of jeans, but as some divisions do not allow jeans on non-Fridays or ever, jeans won't work.

- Attire will likely be business casual, but suggestions are welcome.

University Staff Appreciation Week

- May 11th-15th
- Timing is later this year because finals were moved up and having the event right before or right after finals doesn't work for many areas.
- The luncheon will be on Monday.
 - Last year we had Mexican and BBQ (Stanleys)
 - Think about whether you/your districts liked those options or would like to suggest something different.
- Be thinking about which committee to join. It's still a little early to assign groups, but consider what is important to you/where you can contribute:
 - Food committee (if you have an opinion on food, the surest way to make it happen is to work the food committee!)
 - Communications (will send out survey to sign up for events/food choices)
 - Decorations/theme
 - Events- what events do we want to have?
 - Afternoon games- cake walk (Monday)
 - Each committee will have a chair and team of volunteers to help plan and carry out functions.

Meeting with Dr. Mabry next week

- Tonya solicits any concerns or items to raise (these can also be emailed as you think of them).
 - We will look into the Traffic/Old Omen Pedestrian Crossing Signal issue to see if there is any further information.
 - We will ask about an update on whether the Main Entrance is moving with the addition of the Alumni house?

Miscellaneous

- Jerry Massey (Budget Office) indicates they are down a person as of the break. Please be patient and know they are working on your requests, but they are short a staff member. If you have a particularly time-sensitive issue, please let us know. For less urgent requests, your understanding is appreciated.

Motion to adjourn by Matt Izzard; seconded by Ebony Brown. Meeting adjourned at 2:24 pm.

Next Meeting will be February 18th at 2:00 in ADM 301.

Respectfully submitted,
Lindsay Waldron

The University Staff Advisory Council
Minutes
February, 18th 2015

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Lisa Wyatt: District 3 Alternate
Jessica Brown: District 5 Alternate
Tiffany Ayala: District 6 Representative
Richard Moore: District 6 Alternate
Brista Kent: District 7 Representative
Matt IZard: District 8 Representative
Ryan Lilly: District 9 Representative
Hannah Buchanan: District 10 Alternate
Ebony Cruise-Brown: District 11 Representative
Lindsay Waldron: District 11 Alternate
Melissa Hill: District 12 Representative
Jana Brown: District 12 Alternate
Tonya Gaddis: District 13 Chair
Beth Bruce: District 13 Alternate
Jerry (JJ) Massey: District 14 Representative
Alex Werner: District 14 Alternate
Kathy Finley: Longview Representative

Representatives and Alternates Not Attending:

Misty Butler: District 1 Alternate
Cindy Sprayberry: District 2 Representative
Taylor Young: District 2 Alternate
Katrina Smith: District 3 Representative
Tammie Cooper: District 4 Representative
Raejean Griffin: District 4 Alternate
Kevin Karaki: District 5 Representative
Michelle Salinas: District 7 Alternate
Chad Kurtz: District 8 Alternate
Andrew Cage: District 9 Alternate
Jessi Reel: District 10 Representative
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate

Tonya Gaddis called the meeting to order at 2:04 pm.

Old Business:

Minutes:

January Minutes: JJ Massey motions to approve, Ebony Brown seconds. January minutes are passed by vote.

USAC group photo

- March 18th
- Meet in the Ballroom first.
- Dress is business casual.
- After the photo we will move to ADM 301 for the rest of the meeting. The photo portion shouldn't take longer than half an hour so we should be back to ADM 301 by 2:30pm.
- Kathy Finley from the Longview Campus indicates she may be able to be in Tyler for the photo.

New Business

UT Star: January IT Star: Chase Ragland.

- Please get your nominations in for February.

- The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.

VP Jesse Acosta Updates and Q&A

- The University is working on 37 projects including The New Pharmacy Building, The Music Complex and The Alumni House.
- Master Planners will be on campus helping to align the goals of the strategic plan with the physical aspects of the master plan.
 - We are imagining what the university will look like twenty years from now. At our present rate of growth, we need to plan for where we will put all of our students, faculty and staff.
- VP Acosta wants to express that the administration knows USAC is more than just event planners.
 - He encourages us as well as the staff teams we represent to be involved with campus
 - Sonya Meinert inquired about staff being mentioned in the strategic plan.
 - VP Acosta will take a look and make sure staff is represented.
 - VP Acosta encourages staff to challenge their direct leadership to provide opportunities for growth and challenges. If staff can present cogent requests, their leadership should be requested to make it happen.
 - There is some discussion on this topic. Tonya Gaddis, as USAC chair, will work with USAC Chair Elect, Ebony Brown, and Secretary, Lindsay Waldron, to develop a proposal to work with HR and other campus departments already offering training to streamline and enhance opportunities for staff development.

EAC Representative & Alternate Needed

- Tonya Gaddis asked for volunteers to represent USAC/UT Tyler as EAC representatives either as a permanent rep/alt or just for the March meeting.
- Contact Tonya if you are interested in participating in EAC in either a permanent or ad hoc capacity.

University Staff Appreciation Week

- May 11th-15th
 - The luncheon will be on Monday the 11th
- Food Committee:
 - Ebony Brown, Katrina Smith, Lisa Wyatt
- Communications Committee:
 - Lindsay Waldron, Hannah Buchanan, Michelle Salinas
- Events Committee:
 - Tonya Gaddis, Ryan Lilly, Melissa Hill, Matt IZard, Jana Brown
- Afternoon Games:
 - Jessi Reel, Jessica Brown, Alex Werner

Additional discussions:

**Summer budget – workshops (Excel) over summer – monthly – lots of workshops for faculty – throw staff a bone – have a class on zoom – JJ: training isn't centralized – Sonja (Employee Development for UT System – some schools have very good modules and training – we can borrow from existing – year program counts as “year of supervision” – mentorship program/skills training – teaching tools – wants us to go to leadership meeting and be able to ask our leaders for a similar model – where can I go to get the experience and skills to move to the next position -

Motion to adjourn by Tonya Gaddis; seconded by Melissa Hill. Meeting adjourned at 3:13 pm.

Next Meeting will be March 18th at 2:00 in the Ballroom then ADM 301.

Respectfully submitted,
Lindsay Waldron

The University Staff Advisory Council
Minutes
March, 18th 2015

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Cindy Sprayberry: District 2 Representative
Lisa Wyatt: District 3 Alternate
Kevin Karaki: District 5 Representative
Jessica Brown: District 5 Alternate
Richard Moore: District 6 Alternate
Brista Kent: District 7 Representative
Michelle Salinas: District 7 Alternate
Matt IZard: District 8 Representative
Chad Kurtz: District 8 Alternate
Ryan Lilly: District 9 Representative
Jessi Reel: District 10 Representative
Hannah Buchanan: District 10 Alternate
Ebony Cruise-Brown: District 11 Representative
Lindsay Waldron: District 11 Alternate
Melissa Hill: District 12 Representative
Jana Brown: District 12 Alternate
Tonya Gaddis: District 13 Chair
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Jerry (JJ) Massey: District 14 Representative
Alex Werner: District 14 Alternate

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Katrina Smith: District 3 Representative
Tammie Cooper: District 4 Representative
Raejean Griffin: District 4 Alternate
Tiffany Ayala: District 6 Representative
Andrew Cage: District 9 Alternate
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate
Kathy Finley: Longview Representative

Tonya Gaddis called the meeting to order at 2:15 pm following the photograph in the ballroom.

Old Business:

Minutes:

February Minutes: Matt IZard motions to approve, JJ Massey seconds. February minutes are passed by vote.

USAC group photo

- Mission accomplished.

Chancellor McRaven Visit

- A USAC panel met with him when he was on campus in February.
 - We mentioned the staff scholarship amongst the ways the campus supports its staff.
 - In terms of challenges, we mentioned PeopleSoft.
 - He indicated this has been an issue raised at every campus he has visited and his team is dedicating time and resources to figuring out how we can make this successful.

New Business

UT Star: February UT Star: There was no one nominated for February ☹️

- Since no one was nominated for February, there was discussion of having two winners for March.
 - It was decided that there will be two winners picked in March, one being for February since the committee has already received a number of March nominations.
- Michelle Salinas notes the need to inform new folks of what the UT Star Award is (including what one gets for winning and how/why to nominate).
- Matt IZard mentions, incidentally, that a person can no longer 'reply all' to an email sent to 'All Faculty/Staff.'
- Continue to get your nominations in for March.
- The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.

Provost Search Committee

- There will be open sessions for candidates starting next week (Presentations/Q&A).
- Look for emails with more details soon.
- Please try to come to represent staff concerns.
- As USAC Chair, Tonya is on the search committee; however, they just bring in candidates; they don't make the decision on who to hire.

Proposal to HR for possible training organization & initiatives

- We are working on a proposal to present to HR about staff training/development
- Lindsay is putting together the proposal.
 - Presenting requests to the appropriate party would be better, and we feel we will have the greatest success going through the chain of command in this manner.
- Discussion on compliance training:
 - The short modules are appreciated.
 - Blackboard is a good platform with regard to accessibility.
 - Michelle Salinas noted some staff has had trouble getting started, but has gotten assistance.
 - Matt IZard indicated IT has gotten a lot of inquiries, but has been able get people their passwords and get them in.

University Staff Appreciation Week

- May 11th-15th – "Spring Time" will be the simple, spring theme.
- Food Committee:
 - Ebony contacted Stanleys but their prices are cost prohibitive. She is waiting on the owner to see if he will work with us.
 - The current standard price is 14.99/person.

- He seems to want the campus to use them, so we'll see how much room there is for negotiation.
 - Rudy's BBQ price is better at 11.99/person.
 - We will be doing Fuzzy's again.
 - Katrina Smith is contacting them for quote.
 - Their price was good last year; even if it has increased somewhat this year, it should still be manageable.
 - We are working with Aramark to do desserts (cobbler).
- Communications Committee:
 - The 'Save the Date' went out.
 - Thank you to Hannah Buchanan (and April Moore) for a really nice graphic.
 - We are having difficulty getting access to the Qualtrics "survey" that was used last year as a registration tool. It appears to have disappeared with the former staff member's Qualtrics account.
 - Alex Werner indicated her office should be able to get the survey back.
- Events Committee:
 - Preliminary Event Schedule:
 - Tue: Golf (mini and *regular)/Movies
 - Wed: *Pinot's Palette (56 seats) and movies
 - Thurs: Bowling & Movies
 - Fri: Zoo & TJC planetarium
 - Family-Friendly Friday!
 - There are three planetarium shows lasting 30-45 minute at 2, 3 or 4 pm.
 - They can accommodate 85 people per show
 - Get there early if a particular show time is important to you.
 - There is also an exhibit area that may or may not be included with admission to the planetarium show. Per Matt, the current one is on earthquakes.
 - Regular Golf and Pinot's Palette would require partial payment to participate. USAC covers \$10 of the fee, but the staff member is responsible for the remainder.
 - E.g. 1 person for Pinot's Palette is \$35 – USAC covers \$10 of that – the staff member would only have to pay \$25 out of their own pocket.
- Afternoon Games:
 - The Games committee suggests having something outside: Softball, kickball, lawn games.
 - They could start around 2 or 3 in the afternoon. This way staff can change for the activity but still have worn professional dress for the first part of the day.
 - Kickball is the activity with the most support.
 - Jesse Reel will work with the Rec Sports Team at HPC to make sure equipment is available.
 - There would still be an indoor cake walk (by popular demand).
 - Like last year, the cake walk will be after the luncheon.
 - The foyer in front of the theater was a good spot last year. We will try to reserve the same space.
 - Jessi Reel inquires about whether we can have bottled water or other beverages since it may be hot for the outdoor activity.

- Tonya indicates that USAC does have cooler and we actually have a case of leftover water from staff development. We can also get Gatorade.
- We will put out a request for people to bring their own lawn games equipment as well. People can participate in kick ball or whichever other games arise.

EAC Updates and Summary

- Sonya will send us minutes about sick policies and other campus policies discussed at the meeting.
 - There were four different groups with presentations.
 - Action items from other campuses
 - UTMD Anderson mentioned a tobacco-free hiring policy with urine testing starting in January.
 - UT Brownsville's merger with UT Pan American to become UT Rio Grande Valley.
 - UT Dallas brought up a space problem and their desire to have a campus ombudsman (complaints against the school handled by this party).
 - San Antonio talked about an employee hardship program where funds are raised by employees as fundraisers.
 - Compensation for cell phones
 - Staff to conferences – highlight that so and so at conference – information sharing
 - UT Austin medical school in progress – lost pres and ceo and several directors and three deans – lots reorg
 - RI status and strategic plans
 - Peoplesoft – unable to get reports since no one knows how to use it- new consultants needed
 - UT Arlington – increase space and staff to help others with peoplesoft
 - UT Galveston- 300 employees from med facility
 - UT Southwestern internal meeting online – concerns forum
 - EAC activities four hours a months to do EAC work (ask mabry)
 - Action
 - Rep from student and faculty council – what interaction between those three groups – get their voice added to the mix
 - Guns on campus – parking lot yes, not in bldgs. – what is our gun policy – going to go to legislature for system wide
 - Bullying, TRS/ERS (sound) diversified portfolio – not oil centric,
 - How are letting staff know about USAC? New staff onboarding? (Newsletter is tabled idea because of all the involvements) website = yes;
 - UT Fit housebill 1297 = 3 30 min times per week to exercise – wellness office?
 - Tracking? Funding for wellness coordinator?
 - Staff bullying grant
 - Contracts UT Dallas – add clause can be shared with UT Components – so we can share resource with UT system
 - Development
 - UT Southwestern Software ACE – allows employees to take development modules – upon completeion supervisor notified, can go on eval – take modules toward skillsets required for different positions – Linda – another software –

Skillsoft – how many licenses, unused licenses, barter them with other universities?

- Developmental needs of campuses – cost effective means – ut Dallas do word and excel weekly, can we skype into there? Allow more access to training within system
- Skillsoft: other systems schools go in as group and get discount – very different modules,
- Sonya requested a list of UT Tyler staff concerns for the next EAC meeting.
 - We'll solicit input before the next trip.

Motion to adjourn by Matt ; seconded by JJ. Meeting adjourned at 3:20 pm.

Next Meeting will be April 15th at 2:00 in ADM 301.

Respectfully submitted,
Lindsay Waldron

The University Staff Advisory Council
Minutes
April 15th, 2015

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Taylor Young: District 2 Alternate
Lisa Wyatt: District 3 Alternate
Richard Moore: District 6 Alternate
Michelle Salinas: District 7 Alternate
Hannah Buchanan: District 10 Alternate
Lindsay Waldron: District 11 Representative
Melissa Hill: District 12 Representative
Jana Brown: District 12 Alternate
Tonya Gaddis: District 13 Chair
Beth Bruce: District 13 Alternate
Alex Werner: District 14 Alternate
Kathy Finley: Longview Representative
Katrina Smith: District 3 Representative

Representatives and Alternates Not Attending:

Misty Butler: District 1 Alternate
Tammie Cooper: District 4 Representative
Raejean Griffin: District 4 Alternate
Tiffany Ayala: District 6 Representative
Andrew Cage: District 9 Alternate
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate
Brista Kent: District 7 Representative
Kevin Karaki: District 5 Representative
Jessica Brown: District 5 Alternate
Matt IZard: District 8 Representative
Chad Kurtz: District 8 Alternate
Ryan Lilly: District 9 Representative
Jessi Reel: District 10 Representative
Jerry (JJ) Massey: District 14 Representative
Cindy Sprayberry: District 2 Representative

Tonya called the meeting to order 2:10 PM.

Old Business:

University Council Updates-

- Provost decision is pending, should have an answer on this soon but no timeline on decision
- Be sure to RSVP and attend the Alumni House opening next Thursday, April 23rd.
- House Bill 1298 Update- this is the exercise time during work hours for state employees; HR is working on a policy for this so we should hear back about this soon

New Business:

- Star Award:

Since February was a short month and few nominations were received, we awarded after the March nominations came in. Jannette Brazzil received the February award and Kelly Moore from Grad admissions received the March award.

- Lindsay Waldron is now rep for District 11 with Ebony's departure. We will hopefully be voting in an alternate next month. Chair elect nominations are ongoing as well with Ebony's departure.
- Discussion was held regarding faculty representation on USAC and staff representation on the faculty senate. There was discussion on whether this was important or not, but no opposition. One way to do this would be to have the previous year's chair from each council attend meetings as necessary. This will be brought up again after discussion with faculty senate chair and voted on to be put in policies/procedures.

University Appreciation Week updates:

Food-

- Fuzzy's gave us the same price as last year even though the meat prices have gone up. Great deal from them.
- We had to go with a different BBQ place due to rising prices for Stanley's, but Spring Creek is giving us good prices and has been great to work with so far.
- We are using Aramark for cobbler and should two kinds.

Volunteers for ticket shifts: 11-12 Sonya and Alex

12-1 Jana and Melissa

Volunteers to help with food: 11-12 Katrina and Lisa

12-1 Ryan and ?? (Volunteer needed)

Survey- this will go out next week and Alex will help to see if survey can be updated to use quota for Pinot's Palette and get easier headcounts.

Check-in for events:

Tuesday-

Putt Putt (Tonya will sign in) and Movies (Movies usually allow sign in sheet)

Wed-

Pinot's (Tonya will sign in)

Movies (sign in sheet)

Golf- sign in sheet, billing us

Thursday:

Bowling (Michelle with procard)

Movies- sign in sheet

Friday:

Zoo- Tonya and other members who are attending

Planetarium- Matt, Tonya will bring card after Zoo check-in

****Those in Longview and Palestine can get reimbursed for up to \$10 for doing something in their areas should they wish.

Volunteers for games: Need 2 referees for kick ball

Emails will be sent out to solicit more volunteers next week.

Katrina and Melissa adjourned the meeting at 2:43.

The next meeting will be May 20th at 2:00 in Adm 301.

The University Staff Advisory Council
Minutes
May, 20th 2015

Representatives and Alternates Attending:

Taylor Young: District 2 Alternate
Tammie Cooper: District 4 Representative
Kevin Karaki: District 5 Representative
Jessica Brown: District 5 Alternate
Tiffany Ayala: District 6 Representative
Richard Moore: District 6 Alternate
Michelle Salinas: District 7 Alternate
Matt Izard: District 8 Representative
Ryan Lilly: District 9 Representative
Jessi Reel: District 10 Representative
Hannah Buchanan: District 10 Alternate
Lindsay Waldron: District 11 Representative
Pam Hudgins: District 11 Alternate
Melissa Hill: District 12 Representative
Tonya Gaddis: District 13 Chair
Beth Bruce: District 13 Alternate
Jerry (JJ) Massey: District 14 Representative
Alex Werner: District 14 Alternate

Representatives and Alternates Not Attending:

Sonya Meinert: District 1 Representative
Misty Butler: District 1 Alternate
Cindy Sprayberry: District 2 Representative
Katrina Smith: District 3 Representative
Lisa Wyatt: District 3 Alternate
Raejean Griffin: District 4 Alternate
Brista Kent: District 7 Representative
Chad Kurtz: District 8 Alternate
Andrew Cage: District 9 Alternate
Jana Brown: District 12 Alternate
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate

Old Business:

Minutes:

- March & April Minutes
 - Motion by JJ (Massey) to approve March minutes and second by Michelle (Salinas). Passed by vote.
 - Motion by Melissa (Hill) to approve April minutes and second by Matt (Izard). Passed by vote.

Employee scholarship update (Jesse Acosta)

- Thank you for a wonderful Appreciation Week.
- General Update
 - Construction
 - Rain is a blessing but a construction complication; nevertheless, projects are moving forward.
 - Budget
 - Budget authorities are running hard to determine current account reconciliation. There are many minds working on it.
 - Our healthy enrollment makes our budget situation slightly less uncomfortable.
 - Campus leadership is petitioning the President for merit pay raises.
 - Enrollment
 - Our enrollment growth has been healthy in recent years. This is particularly noteworthy in comparison to flat or negative nationwide trends.

- We are working on innovative ways to continue growing new student numbers.
- Scholarship Update
 - The scholarship fund comes from a benefactor endowment.
 - As student population grows, logically the staff and faculty numbers grow.
 - As usage approached the maximum funding levels, it became necessary to make adjustments in order to ensure the program will be able to continue.
 - Initial changes to require successful completion of one semester (and repayment in the event of drops or failures) helped, but more accountability was still needed.
 - Staff which agreed to take positions with certain expectations regarding education benefits will be grandfathered into the current levels of staff scholarship funding.
 - Starting Jan 1, new staff will have a monetary contribution required each semester.
 - Michelle (Salinas) asked if it is accurate that a person must be an employee for a year to use?
 - Yes, for the staff scholarship. No, for the dependent scholarship
 - There will be a set cost per semester rather than per credit hour. This encourages staff to complete their programs expediently.
 - Ryan (Lilly) asked about the ability to waive certain fees if a person is not wanting to use campus resources?
 - No, the fees pay debt off on projects that have already been put in place (Cowan Center, HPC etc.). All students are required to pay these fees as part of their account as a UT Tyler student.
 - The fees also go to college and course development, library databases etc.
 - JJ (Massey) asks if employees will need to pay up front or if the cost could be deducted from payroll or spread out on a payment plan?
 - The only accommodation would be the standard cashier's payment plan (with processing fee).
 - If an employee fails or withdraws, when are they notified about the repayment? Right away after the term? When they go to register for next term?
 - Michelle (Salinas) indicates the Registrar's Office would need to contact the scholarship/waiver staff in the ESC. The cashier's office won't know to assess fees until the Registrar processes term completion records.

Feedback about UAW

- Since time is short, please email usac@uttyler.edu with positive/constructive feedback.
- Melissa suggests sending an email to your district to ask them for feedback to relay.

New Business

UT Star: April Star: Lindsey Heaton (Graduate Nursing Recruiter)

- Continue to send your nominations.
- The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.

- Michelle (Salinas) noted her district doesn't agree with the process to nominate and how a decision is made so they are no longer participating. It was apparently done differently at some other point (historical note: the winning nominee was formerly decided as a purely quantitative comparison. Since people could lobby and arrange for a large number of nominations, a decision was made to base the recipient upon the supporting comments rather than a purely tally-driven system).
 - JJ (Massey) suggests a monthly email blast rather than the bulletin board post.
 - More widely viewed coverage of the rationale behind each month's selection may work well to allay concerns.
 - Tonya is trying to get the utstar@uttyler.edu and usac@uttyler.edu email access for being able to send "All Staff" emails.
 - Once access is achieved, we will work to publicize via pushed email since so many people don't know about &/or know how to get on bulletin board.

District 11 Alternate

- Pam Hudgins from the Enrollment Services Center.
- She has supervisor approval.
- Unanimous in favor

Chair Elect Nomination

- Melissa Hill
- She has supervisor approval and knows a lot about USAC.
- Call for other nominations: None noted.
- Call for whether a ballot is needed: No one requests ballot; vote will be by show of hands.
- 11 votes in favor, none against, no abstentions.
- The next round of nominations will be in September and position occupancy will take immediate effect.

University Development

- Precise dates are TBD but it will be in November 2015.
- We will get a committee together soon to look into picking a guest speaker.

Ice Cream Social Event

- TBA – potentially on deck for July.
- There has been a suggestion to have it on the patio with VPs volunteering to serve the ice cream.

Open to the Floor for Concerns

- None noted; email usac@uttyler.edu if you have anything you wish to bring up.

Motion to adjourn by Kevin (Karaki); seconded by Melissa (Hill). Meeting adjourned at 3:10 pm.

Next Meeting will be June 17th at 2:00 pm in ADM 301.

Respectfully submitted,
Lindsay Waldron

The University Staff Advisory Council
Minutes
June, 17th 2015

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Katrina Smith: District 3 Representative
Lisa Wyatt: District 3 Alternate
Tammie Cooper: District 4 Representative
Kevin Karaki: District 5 Representative
Jessica Brown: District 5 Alternate
Richard Moore: District 6 Alternate
Matt Izard: District 8 Representative
Ryan Lilly: District 9 Representative
Jessi Reel: District 10 Representative
Lindsay Waldron: District 11 Representative
Pam Hudgins: District 11 Alternate
Melissa Hill: District 12 Representative
Jana Brown: District 12 Alternate
Tonya Gaddis: District 13 Chair
Jerry (JJ) Massey: District 14 Representative
Cindy Sprayberry: District 2 Representative
Kathy Finley: District 15 Representative

Representatives and Alternates Not Attending:

Misty Butler: District 1 Alternate
Taylor Young: District 2 Alternate
Raejean Griffin: District 4 Alternate
Tiffany Ayala: District 6 Representative
Brista Kent: District 7 Representative
Michelle Salinas: District 7 Alternate
Chad Kurtz: District 8 Alternate
Andrew Cage: District 9 Alternate
Hannah Buchanan: District 10 Alternate
Beth Bruce: District 13 Alternate
Alex Werner: District 14 Alternate
Christy Lewis: District 15 Alternate

Old Business:

Minutes:

- May Minutes
 - The photo mention was removed from the May minutes.
 - Motion by Kevin to approve May minutes and second by Matt. Passed by vote.

University Council Updates/Dr. Mabry Updates

- The new provost, Amir Mirmiran, starts July 1st.
- Business building remodel/addition has just been approved by the legislature. There is no date yet projected.
- Reminder about the Behavioral Intervention Team (BIT)
 - If you have student in a situation concerning to you, this is a resource to go to for assistance. Check out their website.
- The Cowan Center season has been announced. Remember staff gets a subscription discount.
- The Holiday Schedule is not out yet, but it is coming.

- We may or may not get to vote depending on how holidays fall.

EAC Updates

- Representative- Sonya Meinert and Kathy Finley
 - An alternate is still needed for our campus
 - Sonya:
 - Legislative focus on higher education construction and research
 - On campus open carry has been approved for 2016. It will be up to each campus to prohibit at their institutions if desired.
 - Hazelwood: since tuition doesn't actually generate revenue for the institution, and there are many students accessing the benefit, it's being reviewed for long-term sustainability.
 - 30hr/wk employees are eligible for the same portable care act benefits as 40hr/wk employees.
 - Benefits – premiums will be increasing.
 - EAC did not elaborate if increases will affect Health, Dental, &/or vision
 - Tonya will contact HR.
 - (Chair note 7/2: see guidebook HR sent out for more info)
 - Regarding the pilot for going to UT Health for care: they are re-evaluating data and determining the extent of benefits and cost. There was no projection on when they will finish the assessment but preliminarily it appears costly.
 - There is a new plan in the works at MD Anderson for Cancer therapy. They are looking at charging UT employees the same cost for a new (less invasive) beam therapy as traditional invasive chemo and radiation.
 - Committees
 - Bullying Regulations
 - UT Tyler HR policies do not address bullying.
 - Professional Development
 - The committee is proposing 24/7 on demand learning modules.
 - This would cost less than half a cent per day per employee.
 - Employees can request the modules be applied toward evaluations.
 - Two self-paced training software packages under consideration are:
 - Linda
 - Skillsoft
 - UT Southwest currently uses Skillsoft (a very robust module).
 - UT Austin uses Linda.
 - Also, they are proposing linking educational systems by zooming in on classes being held on other campuses.
 - Wellness committee (Kathy)
 - There is a goal of creating a culture of wellness and engaging in 1 initiative.
 - Time for exercise and wellness videos were discussed.

- Employees working at UT System are allowed 8 hrs for getting a check-up.
- In general, there was discussion of linking EAC to each universities websites?
 - There was also the suggestion to educate each campus' staff about usac and EAC.
- The next meetings will be in October and then February/March.
- Open Enrollment for Benefits Election is in July – Remember to check your elections!

New Business

Representation Changes

- JJ will be moving to a faculty position in CBT.

Homecoming

- Jesse Reel presents updates about how we can help:
 - Oct 5th – 10th (A little earlier due to soccer scheduling)
 - We would like to start new traditions.
 - We will be trying to do a tail-gate alley.
 - Suggestions are encouraged!
 - We would like to encourage more campus involvement. Ideally it would be an event for more than just student life and leadership; we want faculty and staff to feel welcome and involved.
 - Last year we tried door decorating. Send Jesse your input on whether you liked that event or have other ideas.
 - We will need judges for Patriot Idol.
 - It is a more significant time commitment since there are 3 prelims and final (an hour each).
 - Musically inclined staff are encouraged to get involved as judges.
 - We hope to advertise family friendly events to encourage fac/staff attendance.
 - Movie on the lawn by the lakes
 - Saturday carnival
 - We are planning an alumni relations event for fac/staff that are also alumni.
 - If your dept. has an event they would host, let her know.
 - First come first serve for the calendar.

UT Star:

- May Star = G. Aaron Ramirez with the Library
- Continue to send your nominations.
- The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.

Committees

- Elections Committee

- Melissa: We need 3 people. Everything is via email. There aren't very many districts needing both alt/rep.
 - Duties consist of: Collect nominations, Send ballot, Receive votes, Tally.
 - Elections will be taking place in July. New reps will be announced August. They will come in to serve starting at the September meeting.
- Volunteers:
 - The newly officed Kevin Karaki.
 - Jessi Reel
 - Tammie Cooper
- Note: reps and alts must have been employees for the 6 month probation period.
- University Development Committee-
 - Tentative event dates: Nov 19th and 20th
 - We need to get speaker and Break-out sessions Planned; this includes deciding on a topic.
 - A committee will need to be formed to Brainstorm and contact speakers/break-out leaders
 - Potential speakers topics: motivational, customer service, leadership, work-life balance
 - Jessica Brown suggests Dave Anderson – Express Leadership University.
 - She will also send other suggestions & volunteers for committee.
 - She has a self-defense speaker she knows of as well.
 - There are several suggestions for financial topics
 - Student Money Management
 - Professor JJ Massey
 - Dr. Mabry had suggested something on minimalist living, finances/saving.
 - Other topic suggestions include:
 - Professional Communication (email formats/business correspondence)
 - Home Organization
 - Container Store Speaker suggested by Sonya Meinert.
 - Sonja also suggested calling the volunteering center in Dallas to source people who might speak for free.
 - JJ Massey indicated when he was involved with the Leadership Tyler Class he networked with the Chamber of Commerce. They may have someone who could speak on or get more information on volunteer occasions within tyler and ways to help.
 - Suggestion to contact East Texas Food Bank.
 - Suggestion to go off campus to do volunteer activity for the afternoon in lieu of an on campus break-out session.
 - Brainstorming Volunteers
 - Katrina Smith
 - Melissa Hill
 - Jessica Brown
 - Keep office swag in mind for door prizes.

Ice Cream Social Event

- ~~Aug 7th (Pending) 2-3:30pm~~ Icecream social will be July 16th!
 - Hopefully we will get VPs/Provost/President to serve.

- We had to move the date after Astra scheduling training took our original week.
- We also were trying to avoid orientation dates.

Meet your Rep

- The ballroom is available on Friday, Oct. 23 (but not available on the Thursday before to decorate; set-up would all have to be done that morning).
- Alternatively, we could do an afternoon Cookie event instead of breakfast burritos?
- A table decoration contest was proposed.

Open to the Floor for Concerns

- None noted; email usac@uttyler.edu if you have anything you wish to bring up.

Motion to adjourn by Tammie Cooper; seconded by Ryan Lilly. Meeting adjourned at 2:55 pm.

Next Meeting will be July 15th at 2:00 pm in ADM 301.

Respectfully submitted,
Lindsay Waldron

The University Staff Advisory Council
Minutes
July, 15th 2015

Representatives and Alternates Attending:

Taylor Young: District 2 Alternate
Katrina Smith: District 3 Representative
Kevin Karaki: District 5 Representative
Jessica Brown: District 5 Alternate
Tiffany Ayala: District 6 Representative
Richard Moore: District 6 Alternate
Brista Kent: District 7 Representative
Michelle Salinas: District 7 Alternate
Matt IZard: District 8 Representative
Jessi Reel: District 10 Representative
Hannah Buchanan: District 10 Alternate
Lindsay Waldron: District 11 Representative
Pam Hudgins: District 11 Alternate
Melissa Hill: District 12 Representative
Jana Brown: District 12 Alternate
Tonya Gaddis: District 13 Chair
Beth Bruce: District 13 Alternate
Jerry (JJ) Massey: District 14 Representative

Representatives and Alternates Not Attending:

Sonya Meinert: District 1 Representative
Misty Butler: District 1 Alternate
Cindy Sprayberry: District 2 Representative
Lisa Wyatt: District 3 Alternate
Tammie Cooper: District 4 Representative
Raejean Griffin: District 4 Alternate
Chad Kurtz: District 8 Alternate
Ryan Lilly: District 9 Representative
Andrew Cage: District 9 Alternate
Alex Werner: District 14 Alternate
Kathy Finley: District 15 Representative
Christy Lewis: District 15 Alternate

Old Business:

Minutes:

- June Minutes
 - A few names that had been marked as not attending were corrected. Be sure to sign in so that attendance can be correctly reflected.
 - Motion by Kevin to approve May minutes and second by Michelle. Passed by vote.

University Council Updates/Dr. Mabry Updates

- David Dabney has stepped in as interim while a search is conducted for the Vice President for Administration and Chief Business Officer position.
- A PeopleSoft Finance consultant will be coming.
- There will be lots of job fairs this fall. More info to come.
- Everyone should check out the new events coming up at the Cowan Center and keep in mind you get a discount if you subscribe as staff.

New Business

Dr. Mirmiran – UT Tyler’s Provost and Vice President for Academic Affairs

- Dr. Mirmiran started on July 1st.
- Welcome and introductions

UT Star:

- June Star = Mindy Lilly w/ Academic Success
- Continue to send your nominations.
- The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.
- The email for the UT Star winner has been well-received and is generating more nominations.

Holiday Schedule Update

- The Holiday Schedule has been crafted and the administration has asked for our review and blessing. There are no choices to vote on due to how holidays fall. As normal, the state has approved 14 days for closure. [Editor's note: since the date of the USAC Meeting, the holiday schedule has been emailed to all staff]
- There is some confusion over the "open/skeleton crew" designation on Dec. 31st during the winter break. Melissa will pass along the concern, but it is expected that interpretation and coverage on this day will be at the discretion of each department.
- The schedule matches Tyler and Whitehouse ISDs.

Open Enrollment for Benefits Is Now Open

- Remember to make your benefits elections during the open enrollment period (July 15 – 31)
- Monday July 20th there are morning and afternoon sessions in the ballroom for information on benefits and plan changes.

Meet Your Rep

- Date has been set for Fri 10/2 from 8-9:30am (followed by clean up).
- We will be in the White lobby of Cowan Center as the Ballroom was already booked for all of our possible dates.
- There will be Set-up on Thursday 10/1 from 1-5 for service solutions to do the tables. We will have to play it by ear as far as timing for decorating and doing our set-up.
- Discussion ensues regarding the egg shortages, taco alternatives like Einstein bagels and which vendor to use. As the date nears, prices on breakfast tacos from Aramark and Fuzzys will be assessed.
- Consensus reached that a photo booth (with props) is more popular than a table decorating contest.
 - There is a question as to who will take the photos.
 - Some multimedia student assistants will be inquired after.

Committee Updates

- Elections Committee
 - Progress check-in
 - Kevin – no email responses

- Jessi – questions about what is done during the third week.
 - It is suggested to do a reminder email about sending in nominations.
 - It is also suggested to check with the nominees to see if they accept prior to ballots being emailed out.
 - Note: reps and alts must have been employed beyond the 6 month probation period.
 - We will need them voted upon by our next meeting to announce the new reps.
- University Development Committee-
 - Tentative event dates: Nov 19th and 20th – Thurs and Fri before Thanksgiving.
 - Jessica gave us the name of Dave Anderson of Express Leadership University here in Tyler.
 - When asked what programs he may be able to present, he suggested the topic of, “Leading without a title – leaders at all levels.”
 - It will be \$4500 to speak from 9-12 on both days and since he is local there are no travel expenses.
 - Brainstorming Volunteers
 - Again, due to an incredible amount of events already booked in UC Spaces, the event will probably be at OAC.
 - We will need to either to set-up on Wednesday or early Thursday before the event.
 - The Wednesday before the event is actually a USAC meeting day so we may do set-up instead of a normal meeting.
 - Will call around on breakfast tacos. Hopefully the chickens will be back to normal by then.
 - We are looking for new lunch options.
 - Breakouts:
 - Jessica secured Dr. Wu for a session related to financial planning but we will need a specific topic within that scope:
 - Investing
 - Credit management
 - Planning for and securing a mortgage
 - Jessica also has a personal safety contact (Mark Seguin).
 - Melissa is looking into nonprofits and home organization.
 - It is probably not feasible to do a volunteer afternoon off campus but it could potentially be done on campus.
 - Campus Drive for supplies?
 - Use anything leftover from speaker budget to help fund a service project?
 - Jessica on theme: We are thinking of a sports theme to emphasize team work. Swag and decorations could include pennants and sports equipment shaped stress ball. Sports give aways for tailgating could be sourced on clearance right now.

Ice Cream Social Event

- Tomorrow, 2-3:30: Thursday, July 16th!
- We need Volunteers for 30 minute shifts
 - 2-2:30 – Beth & Katrina
 - 2:30-3:00 – JJ
 - 3:00-3:30 – Jessica Brown

- We will be in the Met cafeteria due to the overwhelming heat.
- About 200 people rsvp'd.

Who wants to run USAC next year? Keep yourself and others in mind for Chair Elect and Secretary Positions!

Open to the Floor for Concerns

- This is JJ's last meeting. He thanks everyone for the good times.
- Pam asks about whether the University will be sponsoring the Fresh 15 again.
 - She will contact HR and let us know what she learns.
- Melissa has been appointed to the SECC Committee (State Charitable Campaign). They would like USAC to promote awareness of the campaign since UT Tyler is one of the lower giving institutions.
 - She will be attending meetings on Aug 4th and Aug 26th.
 - They want us to communicate how much of that money stays local and the charities here it helps.
- Email usac@uttyler.edu if you have anything you wish to bring up.

Motion to adjourn by Pam seconded by Michelle. Meeting adjourned at 3:02 pm.

Next Meeting will be August 19th at 2:00 pm in ADM 301.

Respectfully submitted,
Lindsay Waldron

The University Staff Advisory Council
Minutes
August, 19th 2015

Representatives and Alternates Attending:

Sonya Meinert: District 1 Representative
Taylor Young: District 2 Alternate
Lisa Wyatt: District 3 Alternate
Tammie Cooper: District 4 Representative
Jessica Brown: District 5 Alternate
Brista Kent: District 7 Representative
Matt IZard: District 8 Representative
Ryan Lilly: District 9 Representative
Jessi Reel: District 10 Representative
Lindsay Waldron: District 11 Representative
Melissa Hill: District 12 Representative
Jana Brown: District 12 Alternate
Tonya Gaddis: District 13 Chair

Representatives and Alternates Not Attending:

In Transition: District 1 Alternate
Cindy Sprayberry: District 2 Representative
Katrina Smith: District 3 Representative
Raejean Griffin: District 4 Alternate
Kevin Karaki: District 5 Representative
Tiffany Ayala: District 6 Representative
Richard Moore: District 6 Alternate
Michelle Salinas: District 7 Alternate
Chad Kurtz: District 8 Alternate
Andrew Cage: District 9 Alternate
Hannah Buchanan: District 10 Alternate
Pam Hudgins: District 11 Alternate
Beth Bruce: District 13 Alternate
In Transition: District 14 Representative
In Transition: District 14 Alternate
In Transition: District 15 Representative
Christy Lewis: District 15 Alternate

Meeting called to order at 2:07pm

Old Business:

We were all saddened to learn about the passing of Kathy Finley. Her family seemed to keep the services private. As she was a long time UT Tyler and USAC member, we do want to say that we appreciate her service and she certainly is missed.

Minutes:

- July Minutes
 - No changes requested.
 - Motion by Matt IZard to approve July minutes; second by Tammie Cooper. Passed by vote.

University Council Updates/Dr. Mabry Updates

- The Innovation Academy Charter School is doing high school levels this year for the first time.
- Fall Convocation
 - Friday 8/21 beginning at 8:30am
 - Light refreshments will be served in the lobby beginning at 7:30am
 - It will last possibly an hour and a half, but some have to leave early due to engagements and if the event is running long.
 - It is a busy time of year for all departments, but please try to make it if you can.

- Reps will be recognized and asked to stand. Melissa will say a few words as incoming chair and Tonya speak briefly as outgoing chair.

Ice Cream Social Event

- It went very well.
- Several VPs showed up to serve and meet staff.
- We had about 250 campus members show up.
- It was moved inside due to the extreme heat.

Holiday Schedule

- The Holiday Schedule was sent out.
- The skeleton crew days (including the “Open/Skelton Workforce” day) will likely be at the discretion of each department depending upon necessity of operations.

New Business

UT Star:

- July Star = John Johnson w/ Admissions Processing.
 - Note: Chair does not serve or vote on the Star Committee.
- Continue to send your nominations.
- The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.
- Keep an eye out for the email announcing the star winner with excerpts from nominations.

Chair Elect & Secretary Positions

- Consider serving as chair-elect or secretary!
- We will be sending out request for nominations last week of August!
 - The email will include a description of duties.
- The 14/15 Chair Elect will move to the Chair position for 15/16.
- A 15/16 Chair Elect and a 15/16 secretary will be voted in during the next USAC meeting (September '15).
- [Editor’s note: You can nominate yourself if you are interested in serving!]

District 1 Alternate

- Misty Butler has had to step down.
- Amanda Ritchie (College of Pharmacy – Student Affairs Coordinator) is willing to step in as a District 1 alternate.
- Pharmacy is currently part of District 1.
- Vote:
 - Motion: Melissa Hill; seconded: Ryan Lilly; All in Favor – None Against – No Abstentions
 - Amanda Ritchie is voted in as District 1 Alternate.

EAC

- We will need another person on EAC due to Kathy Finley's departure.
- Note: Travel to the EAC meeting in Austin includes a Sunday departure and Tuesday afternoon return.
- We do have interest from a person to serve on EAC, but that person isn't currently a USAC member.
 - In the past Dr. Mabry has expressed a desire to have EAC reps derive from USAC membership, but we will ask if we can use a staff member not on USAC.
- Request from Sonya to have the new person well-informed on the scope and responsibility of EAC representation.
- Request from Sonya to have all of USAC read the EAC minutes published on the EAC website (<http://www.utsystem.edu/sites/employee-advisory-council/meetings-and-minutes>) so we can discuss them during the September meeting, and she can bring any of our lingering questions to the October EAC meeting.

Committees

Meet Your Rep

- Date has been set for Fri 10/2 from 8-9:30am (followed by clean up).
- We will be in the White lobby of Cowan Center.
- There will be Set-up on Thursday 10/1 from 1-5 for service solutions to do the tables. We will have to play it by ear as far as timing for decorating and doing our set-up.
- Fall theme
 - There isn't a budget with any funding allocated to decorations for this event.
 - If districts want to decorate tables, it would be up to the reps to carry out.
- Jessi is orchestrating a photo booth to engage your district members.
- Breakfast Tacos are TBD based on egg availability.
 - Each taco currently has a \$0.75 price increase.

Elections Committee

- We now have reps for each district.
- We are waiting on an alternate for district 14.
 - This district includes many staff who report directly to the President.
 - USAC bylaws stipulate membership should not overlap with staff who report directly to the President.
 - Consequently, it is a bit more challenging to source potential reps and alts in this district.

University Development Committee

- Dates: Nov 19th and 20th – Thurs and Fri before Thanksgiving.
- Keynote Speaker (Thank you Jessica): Dave Anderson of Express Leadership University here in Tyler.
- Due to the incredible amount of events already booked in UC Spaces, the event will probably be at OAC.
- Jessica also lined up a personal safety connection with Mark Seguin.
 - He is willing to present a complimentary workshop on controlling your online presence, protecting your identity, and cyber security.

- We are also looking into a CBT presenter on finances and a couple other leads for workshops.
- Lunch: Italian foods (possibly meat and vegetarian lasagnas) are being researched along with pricing.
- Again, the egg shortage is making it difficult to get quotes on breakfast items.

Open to the Floor for Concerns

- USAC members Melissa Hill and Lisa Wyatt have been asked to get involved with the SECC (State Employee Charitable Campaign) committee.
 - They would like USAC to help increase UT Tyler awareness of the campaign.
 - The East Texas Regional Coordinator will hopefully be coming to speak at our next USAC meeting.
 - We're going to try to stress the importance of even the smallest donations as well as the local organizations that will benefit.
- Staff Development questions
 - We should wait to see if the UT System/EAC initiative to implement virtual training (Linda or Skillsoft) is successful before we try the same inquiry.
 - If it is successful, it will be completely implemented by the UT system and won't require campus staff to coordinate.
 - This is the ideal situation as there is not presently funding to support a campus staff position to coordinate training.
 - If UT System/EAC is not successful, we can assess the feasibility of UT Tyler looking into a virtual module (or piggy-backing off UT Dallas content as suggested by Sonya Meinert).
 - Current efforts to have Academic Transformation integrate separate staff training into the workshops they currently coordinate are stalled due to their staff being at capacity with their present demands.
 - They have expressed willingness to advertise training more inclusively so that both staff and faculty are equally invited.
- Sonya Meinert, on behalf of an employee from her district, asks if there is a campus policy regarding funding or dispensation to use work hours in pursuit of professional development.
 - Funding (for conferences, classes, seminars) and leave consent is at the discretion of the supervisor.
 - There isn't a campus mandate regarding allowing staff to attend trainings; nor is there any budgetary allocations for funding of professional development for staff.
 - Faculty may have different circumstances, but that would need to be addressed through faculty channels rather than via USAC.
- Email usac@uttyler.edu if you have anything you wish to bring up.

Motion to adjourn by Tammie Cooper; seconded by Ryan Lilly. Meeting adjourned at 2:48 pm.

Next Meeting will be September 16th at 2:00 pm in ADM 301.

Respectfully submitted,
Lindsay Waldron