

**The University Staff Advisory Council
Minutes
September 15, 2010**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair
Aris Obar – District 9 – rep – Secretary
Katy Cline – District 10 – rep – Chair-elect
Renee Lampkin – District 4 - rep
Linda Speed – District 2 – rep
Scott Dillingham – District 8 – rep
Jennifer Skinner – District 10 – alternate
Paula Hibbert – District 1 – rep
Kristen Dickerson – District 12 – alternate
Page Chapman – District 5 – rep
James Mbewe – District 12 – rep
Beth Bruce – District 13 – rep
Stephanie Long – District 3 – alternate
Glenda Bennett – District 7 – rep
Tonya Gaddis – District 13 – alternate
Robyn Hundley – District 11 – alternate
Lisa Wyatt – District 3 – rep
Kathy Finley – District 15 – rep
Christy Lewis – District 15 – alternate

Reps and Alternates Not Attending:

Michelle Flanagan – District 2 – alternate
Samantha Dwight – District 9 - alternate
Angie Beekman – District 11 – alternate
Michael Seale – District 6 – alternate
Johnna Thedford – District 6 – rep
Eric Figueroa – District 8 – alternate
Ron Rippe – District 14 – alternate
Doug Raymond – District 4 – alternate
Sherre Holmes – District 7 – alternate
Dayna Lambright – District 1 – alternate
Rich Legler – District 5 – alternate
Joe Vorsas – ex-officio

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

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

Old Business:

Ingrid reminded all council reps and alternates of the upcoming Meet Your Rep breakfast on Sept. 24th. The breakfast is scheduled from 8:00 to 9:00 a.m. and all reps and alternates should plan to have their tables setup by 7:45 a.m. Catering will be done by Aramark. Palestine and Longview campuses will setup their own breakfasts and should submit receipts to Katy for reimbursement.

Staff Development is scheduled to take place on Nov. 18th and 19th at the Ornelas Activity Center.

New Business:

Ingrid updated the council on what was discussed at the latest University Council meeting. It was advised that UT Tyler enrollment was up 4.5% over last and that spring break was officially moved to the week of March 7-11th. Career Services announced that a career fair was scheduled for Oct. 21st. A recent fire marshal inspection revealed several infractions. Paula Tate is working to educate staff and faculty on regulations pertaining to the fire code. It was also announced that the 2010 East Texas Book Fest is scheduled on September 25th from 10a.m. to 4p.m. at the Ornelas Activity Center.

Ingrid congratulated the Palestine campus on implementing a cost savings plan to route all black and white printing to a central high-efficiency printer.

Reps and alternates were encouraged to setup a comment box within their district area for staff to anonymously submit issues for USAC to address. A comment box will be made available at the Meet Your Rep breakfast on Sept. 24th.

Nominations for the September UT Tyler Star Award will be accepted through the end of today, September 15th.

All council members are requested to sign up for a standing or ad hoc committee. The committees are Communications, Staff Development, Star Award, Benefits and Nominations. Katy described the functions of each committee and asked for volunteers. All committees including committee members will be listed on the USAC website www.uttyler.edu/usac.

Elections were held for chair-elect and secretary. Candidates for each office were introduced and ballots filled out. Katy Cline assumes the position of chair for 2010-2011 since she was chair-elect the previous year. Scott Dillingham was elected to chair-elect and Glenda Bennett was elected to the position of secretary for 2010-2011.

Jennifer announced that preparations are being made for homecoming in October. She asked for volunteers to play on a faculty/staff vs. student softball game on Oct. 22nd at 6:30 p.m. Scott Dillingham volunteered to be the captain of the team. Staff are advised to let Jennifer or Scott know if they are interested in playing on the team.

A motion was made to adjourn the meeting by Lisa Wyatt and seconded by Paula Hibbert.

The next meeting is scheduled for October 20, 2010 at 2:00 p.m.

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

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Scott Dillingham – District 8 - Chair-elect
Glenda Bennett – District 7 - Secretary
Kristen Dickerson – District 12 - Alternate
Page Chapman – District 5 - Representative
Stephanie Long – District 3 - Alternate
Linda Speed – District 2 - Representative
Robyn Hundley – District 11 - Alternate
Tonya Gaddis – District 13 - Alternate
Aris Obar – District 9 - Representative
Dayna Lambright – District 1 - Alternate
Lisa Wyatt – District 3 - Representative
Renee Lampkin – District 4 - Representative
Paula Hibbert – District 1 - Representative
James Mbewe – District 12 – Representative
Christy Lewis – District 15 – Alternate

Representatives and Alternates Not Attending:

Ingrid Frazier – District 14 – Representative
Jennifer Skinner – District 10 – Alternate
Beth Bruce – District 13 – Representative
Kathy Finley – District 15 – Representative
Samantha Dwight – District 9 – Alternate
Angie Beekman – District 11 – Representative
Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Eric Figueroa – District 8 – Alternate
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Rich Legler – District 5 – Alternate
Amelia Harrell – District 2 – Alternate
Kerrie Anne Ambort – District 4 – Alternate

Katy Cline called the meeting to order at 2:01 p.m.

A motion was made by Stephanie Long to approve the minutes of the October meeting and was seconded by Linda Speed.

Old Business:

U-Touch: A University Workshop of Patriot Pride & Purpose

The Staff Development Workshop will now be known as University Development Workshop as it is available to all benefits eligible employees. This year's workshop is scheduled for Thursday, November 18th and Friday, November 19th. Stanley's Famous Pit Bar-B-Que will cater both days of the workshop. Door prizes and giveaways are being assembled and selected with a UT Tyler theme. Representatives and Alternates will be given invitations to hand out to benefit eligible employees in their district the week of November 1st. USAC members are being asked to provide one question that every UT Tyler Employee should be able to answer. Questions should be sent to Katy no later than Friday. Qualtrics has replaced Survey Monkey and will be used for the workshop sign-up. The USAC website will also post time and information for the workshop. Duties will be assigned to USAC members based on participation and will be handed out at the November 17th meeting.

Comment box for USAC

Metal lock boxes are available to use from Student Government Association (SGA). Any location suggestions are welcomed by the committee. If anyone would like to volunteer to check and collect the comments submitted please notify a USAC Officer. Until someone has been appointed for this position the comment boxes will be tabled, however, they will continue to be present at USAC events.

Star for September-Presentation Friday, October 22nd

Tammy Cooper is the UT Tyler Star for the month of September. The presentation will be at the Tail Gate Party before the Faculty/Staff versus Students softball game Friday, October 22nd.

New Business:

Recap of USAC Officers Meeting with President Mabry: Utilizing Technology

USAC will create a Blackboard account for our communication and for posting of resources for all Staff. President Mabry offered to publish his regular update letters using Blackboard. The University is strongly pushing hybrid courses and is requesting additional funds from the Legislature for TXPATT (Texas Program for Access through Technology). Dr. Mabry is focused on the University exceeding customer expectations and is supportive of more training and the use of myUTTyler, Blackboard, Tegrity and anything that connects us to the student experience and improves our work product.

University Appreciation Week Dates

A call for a vote was made to decide the dates for University Appreciation Week of April 18-22, 2011 or April 25-29, 2011. The week of April 25-29 received the majority and was accepted with a total of eleven votes.

University Council Update: Qualtrics, Budget

Qualtrics is a system the University has purchased and has replaced Survey Monkey. Sign up for U-touch the University Workshop will use Qualtrics instead of Lotus Notes. Sue Gossett and Lou Ann Berman are the contacts for the Qualtrics access and instructions. Laura Jackson, the University liaison for legislative affairs updated the University Council on the legislative budget board process. Recommendations for funds will be made on behalf of the University to the Legislature in January, however, the outcome will not be known until April.

Athletic Access

Dr. Patterson confirmed that Staff may enter any home athletic game with their new Patriot Power Card for free. Family members must pay.

Designated Safety Liaison Training Requests

Beth Bruce asked about defibrillator training. A list of each department safety liaison member is printed on the back of the October 12, 2010, agenda. The list is also available from the Department of Environmental Health and Safety. Joy Shogry or Paula Tate should be notified of any change or update to the DSL member. There are few people who are qualified to conduct the defibrillator training. However, when defibrillator training becomes available the DSL member will be trained. Presently, EH&S does train for the Fire Extinguisher and Evacuation Chair upon request to departments as well as the DSL members each year.

EAC Meeting Update

The University of Texas System Employee Advisory Council met in Austin October 7-8, 2010. Aris Obar and Michael Gannaway are members and Glenda Bennett is the Alternate for UT Tyler. The EAC is made up of two members and an alternate from each of the 16 Institutions and two members from UT Systems. The Council meets three times a year to accomplish the mission to provide a forum for communicating ideas and information between employees, the Board of Regents, and the Executive Officers of UT System. There are presently five committees; they are Wellness, Worklife, Policy and Procedure, Recruitment and Retention and just recently added the Cost Reduction Committee. The committees for the October meeting developed a mission statement, set goals and objectives for the next fiscal year.

Dan Stewart the Associate Vice Chancellor of Employee Benefits was present and gave an update of the Legislative issues. The Legislative session begins in January 2011 and will discuss two major issues of possible 10% give back from the Universities and Redistricting. Due to the Health Care Reform effective September 2011; the reimbursement for over the counter drugs will not be allowed for PayFlex, there will no longer be a requirement of an Evidence of

Insurability (EOI) when adding someone under 19 to your insurance, and no out of pocket cost for additional health prevention services such as a flu shot. A list of those services will be available at a later date. Effective September 1, 2012, the amount for PayFlex will be reduced to \$2500.00. Effective September 2014, the wait period for insurability will change from 120 days to 90 days. And Student Health Care will totally be revamped due to the Health Care reform.

Wellness Survey

The EAC Wellness Committee is focused on improvement of the health status of UT employees and their dependents. In an effort to increase support at each campus for health and wellness initiatives a survey was conducted of UT components. The result of the survey is available to all institutions and provides direction and recommendations. Successful practices identified in the survey include support for flexible work schedules, such as working a 7-4 schedule to avoid rush hour commutes, alternative work schedules, such as compressed 40 hour schedule in a 4 day work week, or exploring opportunities for telecommuting when appropriate for the role. The Wellness Committee is working to communicate all resources available to members so that the member can start taking better care of themselves and their family members. In addition to the UT System Wellness Programs and Services at www.livingwell.utsystem.edu the committee will be increasing awareness by developing packets with information that the EAC Council member can distribute.

A motion was made to adjourn the meeting by Paula Hibbert and seconded by Tonya Gaddis.

The next meeting is scheduled for November 17, 2010 at 2:00 p.m.

Respectfully Submitted,
Glenda Bennett, Secretary

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

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Scott Dillingham – District 8 - Chair-elect
Glenda Bennett – District 7 - Secretary
Kristen Dickerson – District 12 - Alternate
Page Chapman – District 5 - Representative
Stephanie Long – District 3 - Alternate
Robyn Hundley – District 11 - Alternate
Aris Obar – District 9 - Representative
Mary Ellen Holland – District 1 - Alternate
Lisa Wyatt – District 3 - Representative
Renee Lampkin – District 4 - Representative
James Mbewe – District 12 – Representative
Ingrid Frazier – District 14 – Representative
Beth Bruce – District 13 – Representative
Samantha Dwight – District 9 – Alternate
Angie Beekman – District 11 – Representative
Kerrie Anne Ambort – District 4 – Alternate

Representatives and Alternates Not Attending:

Jennifer Skinner – District 10 – Alternate
Kathy Finley – District 15 – Representative
Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Eric Figueroa – District 8 – Alternate
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Rich Legler – District 5 – Alternate
Amelia Harrell – District 2 – Alternate
Linda Speed – District 2 – Representative
Tonya Gaddis – District 13 – Alternate
Paula Hibbert – District 1 – Representative
Christy Lewis – District 15 – Alternate
Katy Cline called the meeting to order at 2:01 p.m.

A motion was made by Angie Beekman to approve the minutes of the October meeting and was seconded by Mary Ellen Holland.

Q&A Session with Dr. Mabry

Q. Do you have any idea how UT Tyler will be affected by the next Legislative Session.

A. The University of Texas System folks called the University Presidents on Friday and the Health Science Center Presidents on Monday by conference call and talked about the session. The University Presidents talked on Friday before the Legislative Budget Board actually said something to the newspaper. In their meeting they were looking for an additional 5% cut. But we are back now to a 2-3% cut.

We will be looking for those dollars there may be more options given the short period of time between now and the end of this biennium. We might be able to use reserve funds while we look for a permanent way to come up with them. We will reconvene with a mixture of the Cost Containment Committee staff side and the one that worked on the academic side, use half the members of each and have one crew begin to think of some longer term things. Our biggest concern is not to be the primary target of the Legislature as we were with the first 5% give back. Letters matter, get out your pen and paper and write the Governor and other state and local representatives and tell them we don't want to see the Universities account for 41% of the cut back.

Q. I understand that we are mandated to some degree to provide course evaluation to students. We are undergoing that process electronically by using My.uttyler.edu. Is there an overall benefit to the University for that transparency?

A. Yes, I think it is important to measure and evaluate things. I think we are pretty good at teaching so that is something we want to measure and hear from our students. It is coming out of the Governor's office through the Coordinating Board and our boards to put things on line so that students can see the evaluation score or some portion of that for faculty. Faculty members should not fear having that information on line. I think we all have the right attitude; at least I try to convey that to the deans and others when I see them, it's not about scores or who has a 3.26 from their evaluation from students. There are people who are very good and we want to identify them, praise and learn from them and tell them they are great. And the people who are getting 1.8, there are rarely very many of those people. But you will always have 2-3 on campus. Students deserve better. These people need to be helped along and many times they can improve and be average or above average.

Q. We have seen some significant restructuring in the past 2-3 years both with programs and business affairs. Do you foresee any more major changes in the years to come?

A. I wish we would have an opportunity to look at ourselves in a major way. We are still doing business as we have always done. It's just a little better here and there with very few differences. On the academic side, the academic folks need to look at two things. One is this rush over the last 80 or 100 years to very specific disciplines where you take 8-9 History courses to be a History major. For an undergraduate what differences does it make? It really ought to be a Social Science major with maybe a concentration in

History, Political Science or Anthropology. But still, the 6-8 core upper division courses ought to be the same. And the reason for that is to get more sections of the same courses making them available at night, morning, and afternoon. So we are not doing single sections of those junior level courses and we use our faculty more efficiently. The undergraduate level has become too specific and is too hard on us. There are too many different courses with 25-30 students or worse 11 students. We are trying to get to no less than 35.

The other part is the model for how we do it. See if we can reduce our cost. We need regular full time faculty but not necessarily PhD's. I think Professors could be working with one, two, or three Masters' level people, teaching more, and watching over the curriculum itself. That would lower our cost. Those faculties could teach 60 students if they had a couple of graders. They would have to set the rules and write out how to grade the papers.

So, no, I don't see any major flip flops or anything like that. But if we lose 20% of our budget, I don't think that is likely, maybe 10-14% I think that is likely. We owe it to ourselves to figure out how to do these things better.

- Q. Our District really appreciated over the 4th of July holiday knowing so far ahead of time and being able to make plans to leave early that Friday afternoon. With that said, what is the likelihood of an early release next Wednesday?
- A. I'm with you on that, I get a little nervous because I don't know how much authority I really have to change things. It really is suppose to come from the Governor's office on Easter, Good Friday and those kinds of things. Sometimes we wait to hear from them and they don't call and I have to make the decision. We will try to make an earlier call for next week.
- Q. Since you're talking about the development and I work with enforcing and seeing the students who get in trouble with alcohol and things like that. We are doing the educational portion of the alcohol. How much say will the University have about this development and what goes in there. We talk about the environment with students. Normally the University is in the situation in trying to change the businesses around it and to make them more responsible with the bars. We wouldn't want that to happen. Is there something written in on how it's zoned? Is there a possibility to get my students involved?
- A. That is why it is nice to own the land. We have a lot of say. I would rather not have them, but my guess is it is going to happen, but maybe not. The zoning has not been done. Those kinds of things are yet to be written. So stay tuned and keep involved.
- Q. Why don't we offer more on-line classes they don't use facilities, utilities and one professor could teach a lot of on-line classes.

- A. That is a good point. It turns out that we have a proposal going into Legislature that we are asking to be a demonstration site for the State for hybrid courses.

We would like to have three-quarters or 70% of our classes in the hybrid format. There are advantages to come on Tuesday at 10 and not have it entirely at home where it is so easy to put the whole semester off until the last two weeks. There is something about, especially the younger people, the 19 year old to show up in class and being eye-balled plus the discussion of certain things. Some things benefit from being said out loud and talked about. Having said that, a third maybe as much as half, of these classes don't need to be taught face to face so if we can save one third of the classes. Think of every Monday, Wednesday and Friday class and not meeting on Wednesday. It would save building space then we could start scheduling classes on those Wednesdays. There would be savings in space and in utilities. And that would be important to the State. That is what we are saying to the State. Someone needs to measure this. Do students learn more? I think they learn more the studies say they do. Because you have the best of both worlds, the faculty members get to say the hard stuff and then look them in the eye-ball and say it again when they see the blank faces on some. And some people need to hear a different example when they are learning. Students can look at those class modules, turn them on or off, do it at 11:00 at night. Studies show that they will spend far more than 50 minutes looking at the stuff on line. Yes, I would like to see a lot more hybrid courses but we have to bring the faculty along. They are not all the same about doing that and adopting this. So that is why we are asking the State for money. We are asking for five million to do this. That would help us hire the technician and course developers we will need to make this robust. And with the right help the faculty members will learn how to do that over time, they will learn anyway, but it will be a ten year process and we need to get going. I want this going in a year or so.

Old Business:

U-Touch: A University Workshop of Patriot Pride & Purpose

(University Development Workshop) Volunteer Assignment Recap

Anyone who can and will be available Thursday please be at the Library 401 between 7:30 and 8:00 in the morning to help with the set-up. If anyone has questions and those assigned to present have those questions ready for Gregg and Dr. Fos for the Q&A session during lunch.

University Appreciation Week Dates Approved-April 25-29, 2011

University Appreciation week April 25-29, 2011, has been approved by University Council. We will talk more about that once we conclude with the University Development Workshop.

Star for October/November

Sonja Morale of the Registrar's Office is the October UT Tyler Star. Request for nominations will be sent out next week for the November star.

Salary Treatments

The salary treatment is an update of questions raised in our last meeting that were sent to Gregg. The questions are about salary adjustment in March. The answer for March is the same for the

recent salary adjustments for Enrollment Services and with reorganization of Business Affairs and Student Affairs. There has been no merit raises only salary adjustments as a result of significant new job responsibility. If you know people who are concerned about their area or rate of pay USAC encourages them to talk first with their supervisor, department head or dean.

New Business:

Redbox on Campus

At Meet your Rep there was a question raised about a Redbox on campus. Redbox is a new release DVD rental. By swiping your credit card or using a coupon code that you get on line it will allow you to rent DVD's. The committee members present expressed no interest for Redbox but all agreed if students want the convenience USAC will support SGA decision to bring it on campus.

A motion was made to adjourn the meeting by Paula Hibbert and seconded by Tonya Gaddis.

The next meeting is scheduled for December 15, 2010 at 2:00 p.m.

Respectfully Submitted,
Glenda Bennett, Secretary

**The University Staff Advisory Council
Minutes
December 15, 2010**

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Scott Dillingham – District 8 - Chair-elect
Glenda Bennett – District 7 - Secretary
Stephanie Long – District 3 - Alternate
Aris Obar – District 9 - Representative
Lisa Wyatt – District 3 - Representative
Renee Lampkin – District 4 - Representative
Beth Bruce – District 13 – Representative
Samantha Dwight – District 9 – Alternate
Angie Beekman – District 11 – Representative
Jennifer Skinner – District 10 – Alternate
Rich Legler – District 5 – Alternate
Amelia Harrell – District 2 – Alternate
Linda Speed – District 2 – Representative
Tonya Gaddis – District 13 – Alternate
Paula Hibbert – District 1 – Representative
Christy Lewis – District 15 – Alternate

Representatives and Alternates Not Attending:

Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Eric Figueroa – District 8 – Alternate
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Kristen Dickerson – District 12 - Alternate
Page Chapman – District 5 – Representative
Robyn Hundley – District 11 – Alternate
Mary Ellen Holland – District 1 – Alternate
James Mbewe – District 12 – Representative
Ingrid Frazier – District 14 – Representative
Kerrie Anne Ambort – District 4 – Alternate
Kathy Finley – District 15 – Representative

Katy Cline called the meeting to order at 2:03 p.m.

A motion was made by Aris Obar to approve the minutes of the November meeting and was seconded by Paula Hibbert.

Old Business:

U-Touch: A University Workshop of Patriot Pride & Purpose (University Development Workshop) Recap

Feedback from the workshop has been positive. Over 100 people attended and the total dollars spent was under budget. The format of the different speakers allowed people to come and go comfortable and resulted in evaluations of agree, neutral and no disagrees. Thank you to everyone who gave their time and helped.

Star for October/November

Sonja Morale of the Registrar's Office is the October UT Tyler Star. The November Star announcement will be sent out soon. Nominations are being received for the December and January UT Tyler Stars.

New Business:

Policy Committee (To Review District Members & USAC Policies)

A Policy Committee has been developed to review the USAC policies concerning districts representation. Committee members are Katy Cline, Angie Beekman Amelia Harrell and Kerrie Anne Ambort. A review is done yearly and is based on the number of employees in each area. The committee's goal will be to balance the districts with comparable representation. A current list of districts with classified employees listing the USAC representative and alternate will be sent to all members to review. Any changes, omissions or corrections should be reported to one of the Policy Committee members.

Alumni Wall

Jesse Acosta has confirmed that the Alumni Wall will go back up before the end of the spring semester. Chip Clark is getting estimates on the cost of placing the plaques of past Alumni to the University Center outside wall. A bench will be placed in front of the wall on the theater side of the UC. The plaques will then be updated on an annual basis.

Recycling Bin at USAC Events

USAC will be having bins available at its events for the recycling of aluminum and plastic items. Rich Ledger will coordinate the placement of the bins and at the conclusion of each event will deliver bins to the recycling drop off located in parking area P15 in front of the HPC tennis courts.

University Council Update

- The University received reaffirmation of accreditation by The Southern Association of Colleges and Schools (SACS).
- The Global Awareness through Education (GATE) program will launch next fall. More information will be made available by the director Dr. Jill Blondin.
- Dr. Gregg Lassen announced that he will be leaving the University in February for a position of Business Affairs Vice President at Lamar State University in Beaumont.
- The University's 40th Anniversary will be June 10, 2011 and continue through June 10, 2012. The tagline will be "UT Tyler Forty Years and Still Growing." A founder's dinner will be scheduled to honor the founding faculty, administration, presidents and Board of Regents. Any suggestions are welcome for special events during this time. A

big birthday celebration is tentatively planned between Patriots Days and University Appreciation Week.

- There have been problems with students over cooking popcorn in the microwave and setting off the fire alarm. The Fire Department has had to come out on a couple of occasions and as a result classes have been interrupted during exams. Signs will be posted in the area of the microwaves with a word of caution.
- The Visitors Parking Lot in front of the clock tower will be moved to the front of the University Center.
- Chief Medders reported that the University is compliant and doing a good job with the emergency notification announcements. The present procedures allow for immediate action in case of dangers like an active shooter that require lock-down or shelter-in-place.

A motion was made to adjourn the meeting by Jennifer Skinner and seconded by Linda Speed.

The next meeting is scheduled for January 19, 2011, at 2:00 p.m.

Respectfully Submitted,
Glenda Bennett, Secretary

**The University Staff Advisory Council
Minutes
January 19, 2011**

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Scott Dillingham – District 8 - Chair-elect
Glenda Bennett – District 7 - Secretary
Aris Obar – District 9 - Representative
Lisa Wyatt – District 3 - Representative
Renee Lampkin – District 4 - Representative
Beth Bruce – District 13 – Representative
Samantha Dwight – District 9 – Alternate
Christy Lewis – District 15 – Alternate
Kathy Finley – District 15 – Representative
James Mbewe – District 12 – Representative

Representatives and Alternates Not Attending:

Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Eric Figueroa – District 8 – Alternate
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Kristen Dickerson – District 12 - Alternate
Page Chapman – District 5 – Representative
Robyn Hundley – District 11 – Alternate
Mary Ellen Holland – District 1 – Alternate
Ingrid Frazier – District 14 – Representative
Kerrie Anne Ambort – District 4 – Alternate
Stephanie Long – District 3 – Alternate
Angie Beekman – District 11 – Representative
Jennifer Skinner – District 10 – Alternate
Rich Legler – District 5 – Alternate
Amelia Harrell – District 2 – Alternate
Linda Speed – District 2 – Representative
Tonya Gaddis – District 13 – Alternate
Paula Hibbert – District 1 – Representative

Katy Cline called the meeting to order at 2:05 p.m.

A motion was made by Lisa Wyatt to approve the minutes of the December meeting and was seconded by Renee Lampkin.

Old Business:

Star for November/December

Sharon Back with the College of Education & Psychology is the UT Tyler Star for the month of November and Joy Shogry with Institutional Compliance, Environmental Health and Safety is the UT Tyler Star for December. Awards will be presented in each UT Tyler Star winners department.

Budget Posting On-Line

A number of requests have been made for on line posting of the Departmental Budgets and Salaries. USAC has been informed that we are not legally allowed to post the detailed budget and salaries information on-line. However, the "Budget Books" (including salaries, etc) are available anytime in the Library. They are located in the library behind the Circulation Counter on the Reserve Shelf.

Aramark Contract Review

The contract with Aramark and the University presently states that they must be open the same number of days as classes are open. And according to the franchise contract if Subway is open/closed Chick-fil-A must be open/closed too. It has been recommended that during winter and spring break when food service is closed that the University be "good stewards of the community" and select places that will deliver food on campus. In preparation for summer break departments can help by getting camps and events scheduled at UT Tyler to sustain food service and make it feasible for them to be open. USAC will put together a list of vendors who will deliver to campus when Aramark closes. The council will also send out a survey to the faculty and staff asking if they would utilize the grill or convenience store if either were open during the summer. If the results are favorable the committee will take the request to the VP of Auxiliary Services with a request that at least one of the two places be open during summer break.

New Business:

Star for January

Nominations are now being accepted for the January UT Tyler Star. Please nominate that person who is going above and beyond in their role at UT Tyler.

University Council Update

- University Council mentioned budgets again. There is a legislative recommendation that all Texas Colleges move to a minimum of 5 % on-line courses.
- UT Tyler continues to have two areas that need staffing. More sales people to boost enrollment and additional police officers to comply with Texas State regulations for student population and campus police ratios.

- Student Government Association (SGA) has proposed and the Faculty Senate is reviewing a “dead day” that would change the start of school by two days. If approved it would be effective in the fall and convocation would be moved to Thursday or Friday of the week.
- The University received a 60% response rate from the on line student evaluations. In the spring there will not be a restriction for students to complete the evaluations before they receive their grades so please continue to encourage students to participate.
- Beginning this summer there will no longer be a “registration date.” The University will begin having a rolling registration and offer only “late registration.”

University Appreciation Week Committees/Theme

University Appreciation Week has been scheduled for April 25-29, 2011. USAC Representatives and Alternates are being asked to sign up and participate on one of the three committees. Those that do not sign up will be assigned where needed. Committees are:

- Logistics Committee – develop theme, advertise, check voicemail for lunch RSVP, coordinate retire letter, set up and monitor event sign-up database, Friday script/blessing, USAC nametags.
- Monday-Thursday Committee – contact all vendors and set up events including arranging payment, receive Presidential approval for all events, provide details of events to Logistics Committee for event the sign-up database, create sign up sheets for Monday-Thursday events and coordinate “point” people at each event.
- Friday Committee – plan for and arrange afternoon events, buy door prizes, plan lunch, plan and buy lunch decorations, purchase promo items.

Presentation/Overview from President Mabry on State Budget Cuts

The Texas Legislative leaders, Governor, Lt. Governor and Speaker of the House have all been saying that there will be major state budget cuts. State funding is half of our budget 51% comes from students and gifts while 49% comes from the State. The University’s budget has been cut 10-12%. The plan to cover the cuts is to continue with our current austerity measures, use money saved last year and have each department’s budget cut by 4%. Prior losses and cuts will be put in a permanent status for the budget which is to be presented by the Associated VP of Business Affairs to UT Systems in April. The positive news since we are not looking at raises is extending the dependent scholarship for education to spouses and non-dependent older children. It will come with the same proviso plus a co-payment.

A motion was made to adjourn the meeting by Lisa Wyatt and seconded by James Mbewe.

The next meeting is scheduled for February 16, 2011, at 2:00 p.m.

Respectfully Submitted,
Glenda Bennett, Secretary

**The University Staff Advisory Council
Minutes
February 16, 2011**

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Scott Dillingham – District 14 - Chair-elect
Glenda Bennett – District 7 - Secretary
Lisa Wyatt – District 3 - Representative
Renee Lampkin – District 4 - Representative
Beth Bruce – District 13 – Representative
Samantha Dwight – District 9 – Alternate
Christy Lewis – District 15 – Alternate
Kathy Finley – District 15 – Representative
Robyn Hundley – District 11 – Alternate
Elliott Davis – District 12 - Representative
Kristen Dickerson – District 12 - Alternate
Page Chapman – District 5 – Representative
Mary Ellen Holland – District 1 – Alternate
Aris Obar – District 9 - Representative
Tonya Gaddis – District 13 – Alternate
Angie Beekman – District 11 – Representative

Representatives and Alternates Not Attending:

Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Eric Figueroa – District 8 – Representative
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Kerrie Anne Ambort – District 4 – Alternate
Stephanie Long – District 3 – Alternate
Jennifer Skinner – District 10 – Alternate
Rich Legler – District 5 – Alternate
Amelia Harrell – District 2 – Alternate
Linda Speed – District 2 – Representative
Paula Hibbert – District 1 – Representative

Katy Cline called the meeting to order at 2:00 p.m.

A motion was made by Aris Obar to approve the minutes of the January meeting and was seconded by Mary Ellen Holland.

Old Business:

Star for January

The UT Tyler Star for the month of January is Tessa Swan with the Department of Chemistry.

University Appreciation Week Committee Updates

The three committees assigned to University Appreciation week April 25-29, 2011, updates are as follows:

- Logistics Committee-Super Employees Super Heroes is the theme for University Appreciation Week. It was recommended that each department take pictures of their group either as "Super Employees or Super Heroes" to include in the Friday Luncheon slideshow. Retire letters will be mailed out on April 1. Script for Friday is being prepared.
- Monday-Thursday Committee-Same activities on the same days will be scheduled as last year. Vendors are now being contacted for quotations.
- Friday Committee-The caterer has not been determined to date. It has been requested that something besides BBQ be considered this year. The Cake-Walk will continue to be the Friday afternoon activity.

Aramark Survey

All staff and faculty are encouraged to participate in the Aramark survey that will be sent out in late February or early March. Comments can be added to the survey expressing interest in commitment of purchasing meals over the summer months. Also, if there is an interest in pre-purchased meals please include this with your comments. The committee recommends that a request for Aramark to continue the program for buying 5 for \$25 meal card be forwarded to Shannon Mariani.

New Business:

Confirmation of District 12 Representative

James Mbewe moved from District 12. A call for a vote was made to confirm the position for Elliot Davis as the new District 12 Representative. All are in favor none opposed.

District 14 and District 8 Representative Confirmation

Ingrid Frazier has accepted a position in another department and will no longer be the District 14 Representative. Scott Dillingham's position has been moved into District 14 and he has agreed to move into that representative role. A call for a vote to confirm Scott Dillingham as the District 14 Representative was made. All are in favor, none opposed. Eric Figueroa will move from Alternate to Representative for District 8 since Scott left District 8. Eric has agreed to find a new

Alternate. A call for a vote to confirm Eric Figueroa as the District 8 Representative was made. All are in favor, none opposed.

Star for February

Nominations are being accepted for the UT Tyler Star award for the month of February. The deadline will be February 25, 2011.

University Council Update

- There are currently seats available for the Color Purple and for Gladys Knight. Mamma Mia will have two performances and there are also seats available for both shows.
- The University lost a student last week and a memorial was held both on and off campus. If you know of a student or anyone struggling with a loss please direct them to the Student Counseling Center in the University Center.
- The President reminded us that this is the time of year where students are deciding whether to stay or transfer. The number one non academic reason students leave is they're just not feeling good or comfortable about being here. When you come in contact with a student ask how they are doing. They can be encouraged by knowing that there are people here who care about them.
- The Campus Closure Protocol for bad weather is being reviewed to better communicate with areas that may need to remain open when the campus is closed. This would include areas such as the Library, Campus Computing Center, Herrington Patriot Center and University Center. The most accurate and current information on University closures will be on the UT Tyler webpage. Announcement will continue to be made by 6:00 a.m. *The USAC committee will request that the verbiage used on the website be more specific and eliminate the word "after" to avoid any confusion on the time classes are canceled.*
- Enrollment was up for spring classes this year compared to last spring. A big THANK YOU to everyone for their hard work from the President.

Systems Visit-March 2nd

UT Systems Executive Vice Chancellor for Academic Affairs, Dr. David Prior and his Assistant, Dawn Jones as well as Jana Pankrantz, Deputy to the Chancellor will visit UT Tyler on March 2, 2011. They had asked to meet with the University Staff Council. It is not known at this time if that will include USAC as a whole or just the officers. A complete report of the March 2 meeting will be given by way of email or at the next scheduled USAC meeting.

Policy/District Change Proposal

The Policy Committee met to review and revise the USAC Policy and Procedures. The revisions made are highlighted in red. Some changes were made based on reporting structures. Some districts were reorganized so that representatives are serving the same number of members.

There are two changes that have been made that are points of interest; 1) *if a representative's job is reallocated to a different area this person is able to continue to serve the old district in an "at large" capacity,* 2) *Section 1.44 Terms of Office, Change of Voting Service Area, In the interest of continuity in USAC's work, if an officer changes voting districts they are expected to carry out their term and are expected to serve in an "at large" capacity if their new district is fully represented on the council.* The revised Policy and Procedures will be mailed to USAC

Representatives and Alternates for review. If there are any corrections or changes found please send them to kcline@ut Tyler.edu. A vote to accept the changes as proposed will be taken at the next USAC meeting.

The next meeting is scheduled for March 16, 2011, at 2:00 p.m.

Respectfully Submitted, Glenda Bennett, Secretary

**The University Staff Advisory Council
Minutes
March 16, 2011**

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Scott Dillingham – District 14 - Chair-elect
Glenda Bennett – District 7 - Secretary
Lisa Wyatt – District 3 - Representative
Renee Lampkin – District 4 - Representative
Beth Bruce – District 13 – Representative
Samantha Dwight – District 9 – Alternate
Christy Lewis – District 15 – Alternate
Kathy Finley – District 15 – Representative
Robyn Hundley – District 11 – Alternate
Elliott Davis – District 12 - Representative
Kristen Dickerson – District 12 - Alternate
Mary Ellen Holland – District 1 – Alternate
Aris Obar – District 9 - Representative
Eric Figueroa – District 8 – Representative
Kerrie Anne Ambort – District 4 – Alternate
Rich Legler – District 5 – Alternate
Linda Speed – District 2 – Representative

Representatives and Alternates Not Attending:

Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Stephanie Long – District 3 – Alternate
Jennifer Skinner – District 10 – Alternate
Amelia Harrell – District 2 – Alternate
Paula Hibbert – District 1 – Representative
Page Chapman – District 5 – Representative
Tonya Gaddis – District 13 – Alternate
Angie Beekman – District 11 – Representative

Katy Cline called the meeting to order at 2:06 p.m.

A motion was made by Aris Obar to approve the minutes of the January meeting and was seconded by Lisa Wyatt.

Old Business:

Star for February

The UT Tyler Star for the month of February is Shannon Chandler with the Office of Financial Services.

University Appreciation Week Committee Updates

The three committees assigned to University Appreciation week April 25-29, 2011, updates are as follows:

- Logistics Committee-Advertisement for University Appreciation Week, Super Employees Super Heroes will be done by email and the USAC websites. Friday RSVP telephone line has been established and once the Retiree letters are sent April 1 the voicemail will be monitored. Dr Mabry will be out of town on April 29 so Dr. Patterson has been asked and accepted our invitation as the host for the Friday Luncheon. Invocation speaker will be Greg Mekalip.
- Monday-Thursday Committee-Same activities on the same days will be scheduled as last year. Monday, April 25 Caldwell Zoo/Geo Caching, Tuesday, April 26 Carmike Cinema/Green Acres Bowling, Wednesday, April 27 Carmike Cinema/Oakhurst Golf and Peach Tree Golf Club, Thursday, April 28 Putt-Putt and Games/Kiepersol Winery Tour & Taste, Thursday. A request for all events has been sent to the President for approval.
- Friday Committee-The Friday luncheon will be a smorgasbord of Stanley's Famous Pit BBQ, Double Dave's Pizza and Salsarita's, Employee's will make their choice of food at the time of sign-up. The bookstore has been contacted for t-shirts for door prizes. Other activities are as in the past with cake walk and games after the Friday luncheon.

Two new concepts for the Friday luncheon slideshow will be department group pictures and "thank you" Power Point slides. University Counsel members will be asked to write a short "thank you" to express why their employees are "Super Heroes." These thank you notes will be incorporated into the departmental group picture which can be dressed up as Super Heroes or Super Employees.

Aramark Discounts

The five for \$25 meal deal at the MET has been extended without an expiration date. The meal tickets can be purchased from the cashier at the MET. (Does not include the Grill)

Closing Protocol

It has been confirmed by Jesse Acosta that future communication will be made with the Provost office when the need to modify class times or cancel classes due to bad weather are posted to the

University Web site. This is to avoid the confusion students may experience by ambiguous wording.

System visit March 2nd

Dr. Prior, the Executive Vice Chancellor for Academic Affairs reaffirmed that the visit made on March 2, 2011, is their regularly scheduled meeting. Each year they visit all of the UT campuses. They did not have any additional information regarding benefits, layoffs or budget as UT System is waiting for the end of the Texas Legislative session. Dr. Prior did reiterate that once the Legislature business has concluded and bills passed decisions will be left to each institution to handle and comply as they see fit.

President Q&A March

Over 100 people attended the President's Q&A session on March 1, 2011, not including the live streaming with the Longview and Palestine campuses. Ten additional questions have been submitted to USAC which have been researched, answered and forwarded to the President for review. The next Q&A with the President will be held at the Longview or Palestine campus with live streaming for UT Tyler campus. USAC representatives and alternates have requested that the Q&A be held after the Legislature Session has ended. District members are encouraged to continue forwarding any questions and concerns to kcline@uttyler.edu.

New Business:

Recycling Program

A company has approached the University with the potential for a recycling program that includes an education component. If you are willing to serve on a recycling committee spearheaded by Jesse Acosta please notify a USAC officer. The recycling committee member would report updates to USAC and continue to serve as necessary even if your USAC term is up.

Star for March

The UT Tyler Star for the month of March is Ron Rippe with Business Affairs.

2 year academic calendar update

Fall 2011 start of school date has changed to implement two study days before final exams in each long semester. During study days, classes will not be held. School will start on a Monday instead of Wednesday. New calendars were sent out March 4, 2011.

University Council Update

- Dr. Mabry asked that the USAC committee continue with ideas to keep morale up. University Appreciation Week will create opportunities to reach all staff and faculty. Please share your ideas and ways to increase attendance and enthusiasm.
- The four students and two staff members who helped save a life in HPC (Jonathan Godi was down on the track for eight minutes) were recognized yesterday March 15, 2011, with the UT Tyler Challenge Coin. Jonathan is in Fort Worth doing better and is walking with assistance.

- Charlie Hutchins the VP of Enrollment Management, Marketing and Customer Service presented with Noel Levitz the web redevelopment. Noel Levitz will be rewriting all the programs as Academics are the most important piece in securing potential students. OU Campus will still be used and most sites will be migrated then reviewed by Content Managers. Beginning in April Content Managers will be trained in writing for the web. The new site is anticipated to be active immediately following fall registration.

ID Badge Policy

A number of new employees have not been able to get ID badges. If you are a hiring department the first step is completing your DEFINE appointment. Once the appointment has been done in DEFINE it will route to the Cashier's Office the following Monday. Attached to the March 16, 2011, meeting minutes are the Procedures for Obtaining an Identification Badge for Faculty/Staff.

Vote Policy/District Change Proposal

A call for a vote was made to approve the Policy/District Change Proposal upon President Mabry's approval. Once approved the district reorganization will be effective September 1, 2011. All present are in favor none opposed.

The next meeting is scheduled for April 20, 2011, at 2:00 p.m.

Respectfully Submitted, Glenda Bennett, Secretary

The University Staff Advisory Council
Minutes
April 20, 2011

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Scott Dillingham – District 14 - Chair-elect
Glenda Bennett – District 7 - Secretary
Lisa Wyatt – District 3 - Representative
Renee Lampkin – District 4 - Representative
Beth Bruce – District 13 – Representative
Samantha Dwight – District 9 – Alternate
Robyn Hundley – District 11 – Alternate
Elliott Davis – District 12 - Representative
Aris Obar – District 9 - Representative
Linda Speed – District 2 – Representative
Tonya Gaddis – District 13 – Alternate
Amelia Harrell – District 2 – Alternate

Representatives and Alternates Not Attending:

Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Stephanie Long – District 3 – Alternate
Jennifer Skinner – District 10 – Alternate
Paula Hibbert – District 1 – Representative
Page Chapman – District 5 – Representative
Angie Beekman – District 11 – Representative
Christy Lewis – District 15 – Alternate
Kathy Finley – District 15 – Representative
Kristen Dickerson – District 12 - Alternate
Mary Ellen Holland – District 1 – Alternate
Eric Figueroa – District 8 – Representative
Kerrie Anne Ambort – District 4 – Alternate
Rich Legler – District 5 – Alternate

Katy Cline called the meeting to order at 2:06 p.m.

A motion was made by Renee Lampkin to approve the minutes of the March meeting and was seconded by Aris Obar.

Old Business:

University Appreciation Week Assistance

Friday morning all council members who can help set up the tables for the luncheon meet in front of HPC at 8:30am. Those with SUV's are needed to pick up 250 balloons from the Card and Party Warehouse. Renee Lampkin requested that anyone who can bring a cake for the cakewalk may contact her or bring it to the HPC Friday morning. Attendance for the Monday through Thursday events have been counted and the numbers are as follows; Zoo-80, Tuesday movies-79, Bowling-33, Wednesday movies-139, Golf-12, Putt-Putt-32, Kiepersol-72. A total of 384 have signed up for the Friday luncheon. This does not include the count for retirees. Those who signed up for the luncheon are eligible for door prizes. Sign in sheets have been completed and mailed. Those assigned for each event are as follows; Monday Zoo-Eric Figueroa, Tuesday Movies-Linda Speed, Tuesday Bowling-Page Chapman, Wednesday Movies-Lisa Wyatt, Wednesday Golf-Page Chapman, Thursday Putt-Putt-Scott Dillingham and Thursday Kiepersol-Samantha Dwight. Anyone who has a camera please take pictures at your events. The pictures this year will be posted on the USAC webpage.

Recycling Program

Amelia Harell has kindly stepped up and volunteered to serve on the recycling committee on behalf of USAC. If enough interest within the University is expressed in the recycling program Jesse Acosta will chair a Recycling Committee.

Flex Time Policy – Joe Vorsas

Joe Vorsas spoke with the council about the questions concerning “Flex Time.” Non-exempt employees must comply with the federal law regarding overtime which is time and a half for any hours worked in excess of 40 hours in one week. (HOP 4.15.8 Overtime Compensation) Approval from the department supervisor is required for either overtime pay or compensatory time. Exempt employees, at the supervisors’ discretion, are able to participate in equivalent time. Flex time scheduling (i.e.: 8am-5pm, 9am-6pm) is at the supervisors’ discretion based on the need for adequate coverage in each department.

New Business:

University Council Update

- The Excellence Task Force is looking on a institutional level at the performance by both the staff and faculty and measuring the admission numbers in both areas.
- On April 1st a data breach was announced by Epsilon a third-party company which provides email marketing and database hosting services. Best Buy had some data compromised and called customers to let them know only their names were

compromised. As a result of this breach Diane Garrett's office is making a departmental sweep and re-encrypting all laptops for security purposes.

- There will be consultants on campus to check for compliance issues both here and at UTHCT.
- There is a Bill being developed to freeze all hiring which could limit our Provost and VP Business Affairs search, however, critical hiring will be allowed.

Employee Advisory Council

Michael Gannaway attended the Employee Advisory Committee meeting in March at The University of Texas at El Paso. Dr. Dan Stewart the Associate Vice-Chancellor for Employee Benefits gave a presentation of all the potential changes under consideration by the legislature. One bill that is under consideration has to do with the elimination of longevity pay for all State workers. Another set of bills has to do with reducing the amount paid towards State workers personal health insurance. State workers would be expected to pick up the difference. Dr. Stewart says that within the UT System, individual worker contributions may end up being as high as 10 percent of what the State currently pays for our health insurance every month, although it could just as easily be lower. He pointed out that it is currently very rare for any salaried employee outside of government to get their personal insurance paid at 100 percent. Even if we have to pay 10 percent of the cost, our insurance will still be an excellent value.

There are several bills that deal with furloughs and if passed one or more furlough days would be considered every year.

*Another topic discussed and that will be under consideration by the legislature are several bills dealing with guns on campus. Dr. Stewart pointed out that the Chancellor had shared his concerns with the Governor, but he was still of the opinion that some form of gun bill would pass.

Dr. Stewart noted that due to a potentially late budget approval process, the normal benefits enrollment period may be pushed into August and may involve a very short enrollment period (one or two weeks).

Finally, wellness has taken center stage because the legislature is apparently convinced that it will help to lower cost to the State. We may see differences in health insurance rates for smokers/nonsmokers this session.

For further information concerning the 2011 Legislature Session see The Texas Public Employee Association website at <http://www.tpea.org/>.

**would require an individual to be 21 years old, pass a training course and extensive background check.*

All issues noted above are potential changes. Bills presented to the legislature are subject to being passed, defeated or stalled in Senate. The State can also fully “grandfather” current employees on certain changes and have them apply to any new hired State employees.

Star for April

The announcement for the UT Tyler Star nominations went out on April 25, 2011. In the future along with the announcement of the winner the nomination that determined the winner will be published. This is for transparency and to encourage more robust nominations.

Salary Adjustments-Dr Mabry

With the employee concerns about the recent salary adjustments for five of our administrators Dr. Mabry shared details of the allocations. With the departures of the EVP for Business Affairs, EVP for Academic Affairs and VP for Research as well as another position in the Office of Sponsored Research a number of administrators had to step up and take on significant additional duties. The University is still saving a majority of each of these salaries (and the fringe benefits that accompany those salaries). Among some of those receiving additional duties, it was discovered that the salaries for their current positions were not commensurate with their peers at institutions of similar size and scope. This allowed us to rectify that to a degree as we ask them to increase the number of areas they are responsible for and take on extra work. The position of Provost will be filled as well as the position of VP for Business Affairs.

The next meeting is scheduled for May 18, 2011, at 2:00 p.m.

Respectfully Submitted, Glenda Bennett, Secretary

**The University Staff Advisory Council
Minutes
May 18, 2011**

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Scott Dillingham – District 14 - Chair-elect
Glenda Bennett – District 7 - Secretary
Renee Lampkin – District 4 - Representative
Beth Bruce – District 13 – Representative
Linda Speed – District 2 – Representative
Tonya Gaddis – District 13 – Alternate
Amelia Harrell – District 2 – Alternate
Kathy Finley – District 15 – Representative
Jennifer Skinner – District 10 – Alternate
Rich Legler – District 5 – Alternate
Page Chapman – District 5 – Representative
Christy Lewis – District 15 – Alternate
Joe Vorsas – ex-officio

Representatives and Alternates Not Attending:

Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Stephanie Long – District 3 – Alternate
Paula Hibbert – District 1 – Representative
Angie Beekman – District 11 – Representative
Kristen Dickerson – District 12 - Alternate
Mary Ellen Holland – District 1 – Alternate
Eric Figueroa – District 8 – Representative
Kerrie Anne Ambort – District 4 – Alternate
Lisa Wyatt – District 3 - Representative
Samantha Dwight – District 9 – Alternate
Robyn Hundley – District 11 – Alternate
Elliott Davis – District 12 - Representative
Aris Obar – District 9 - Representative

Katy Cline called the meeting to order at 2:02 p.m.

The April minutes will be approved at the June meeting.

Old Business:

University Appreciation Week Recap

University Appreciation Week (WHAT a SUCCESS) Friday luncheon had 425 that attended. And the cake walk had a record number of cakes this year. Thank you to all those that contributed cakes and to everyone that showed up and supported UAW. Attendance for most events was less than the amount that signed up. Some suggestions were made from those that could not get away from their office at a specific time were to have “come-and-go” events on campus. Another suggestion was made for partial pay for the golf outing. Next year the budget will be reviewed for available funds to make partial payments for this event. Representatives were given positive feedback on this year’s slideshow, activities provided and food choices. It was reiterated that the time frame for next year UAW be carefully considered so that it does not conflict with other events on campus.

STAR for April

Matt Scheffrahn, Senior Systems Analyst with the Department of Network and Operations is the UT Tyler STAR for April. Descriptive nominations are being sent since publishing the winning nomination at the time of announcing the UT Tyler Star winner. Quality nominations expressing the staff members service and support are always encouraged.

New Business:

Confirm District 6 New Representative

Joy Shogry will be the USAC Representative for District 6 (EHS & Police), being moved from District 14 (President’s Office, Compliance, IR, Audit, Cowan Center) and Johnna Thedford will be the District 6 Alternate. No objections were made.

STAR for May

The May nomination deadline for the UT Tyler Star is May 25, 2011.

University Council Update

- Athletics has had a very successful spring with both baseball and softball traveling to the national championship.
- A version of the concealed carry law has passed the Senate and is headed to the House for approval. Laura, our legislative liaison says it has a 70% chance of passing.
- President Mabry encourages all to look at long term purchases this spring and early summer buying items that will last until the start of the new fiscal year. Also, large

purchases as well as small order ink cartridges and computer equipment go through ITSupport@uttyler.edu, to aggregate orders for additional purchasing power.

- The Hole In One event and Patriot Classic was held last week. This event usually raises between forty and fifty thousand dollars for scholarships annually.
- The student organization SIFE (Students in Free Enterprise) as regional champions advanced to the 2011 SIFE USA National Exposition May 10 – 12 in Minneapolis, Minn. And the UT Tyler Bass Team finished in the top 10 at the 2011 National Guard FLW College Fishing National Championship.
- Commencement this year had more than 840 graduates including UT Tyler's first Ph.D. graduates were recognized May 13.

USAC Minute Distribution

Distribution of the USAC minutes may be sent out to the University's Directors and VP's. USAC's initiative action this semester is to open communication at all levels. The USAC website link is www.uttyler.edu/usac where the USAC minutes are posted within an hour of the time they are sent out to representative and alternates.

40th Anniversary Update

The 40th Anniversary kick off will begin June 10, 2011, and will continue through June 10, 2012. Those with events and programs scheduled during this time frame are asked to put the "40th Anniversary" spin on their themes. The anniversary tagline is "40 Years and Still Growing." Pole banners are presently being installed on campus and will be up for the entire year. The design and logo will be available to use for email signatures with the stipulation of abiding by the Office of Marketing and Communications rules and regulation guidelines. Dr. James H. Stewart Jr., founding president of UT Tyler and Dr. Mabry will be the speakers for the June 10th ceremony beginning at 11:00 a.m. at the UC Auditorium.

Announcements/Legislative Updates-Joe Vorsas

Effective June 1, 2011, Part Time on campus employment for UT Tyler Students will be posted through Career Services. Boy Scouts will be on campus June 13-18, 2011, participation in scouting activities located between the Library and Lake Harvey. The Annual enrollment dates will be changing this year. The enrollment period when you can change your group insurance benefit elections and add, update or remove dependents from coverage, is normally held from July 1 – July 31. This year, enrollment will likely be delayed and possibly shortened. The dates for the 2011-2012 Annual Enrollment period will not be determined until there is a clearer idea about the impact that changes made during the current Legislative Session may have on benefit funding and the UT SELECT plan design.

A motion was made to adjourn the meeting by Tonya Gaddis and seconded by Linda Speed.

The next meeting is scheduled for June 15, 2011, at 2:00 p.m.

Respectfully Submitted, Glenda Bennett, Secretary

**The University Staff Advisory Council
Minutes
June 15, 2011**

Representatives and Alternates Attending:

Katy Cline – District 10 - Chair
Glenda Bennett – District 7 - Secretary
Renee Lampkin – District 4 - Representative
Beth Bruce – District 13 – Representative
Linda Speed – District 2 – Representative
Tonya Gaddis – District 13 – Alternate
Aris Obar – District 9 - Representative
Kathy Finley – District 15 – Representative
Jennifer Skinner – District 10 – Alternate
Christy Lewis – District 15 – Alternate
Angie Beekman – District 11 – Representative
Mary Ellen Holland – District 1 – Alternate
Robyn Hundley – District 11 – Alternate
Joy Shogry- District 6 - Representative

Representatives and Alternates Not Attending:

Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Stephanie Long – District 3 – Alternate
Paula Hibbert – District 1 – Representative
Kristen Dickerson – District 12 - Alternate
Eric Figueroa – District 8 – Representative
Kerrie Anne Ambort – District 4 – Alternate
Lisa Wyatt – District 3 - Representative
Samantha Dwight – District 9 – Alternate
Elliott Davis – District 12 - Representative
Scott Dillingham – District 14 - Chair-elect
Amelia Harrell – District 2 – Alternate
Rich Legler – District 5 – Alternate
Page Chapman – District 5 – Representative

Katy Cline called the meeting to order at 2:00 p.m.

A motion was made by Renee Lampkin to approved the minutes for April and May meetings and was seconded by Mary Ellen Holland.

Old Business:

STAR for May

The STAR for May will be announced next week. There have been delays in the award due to people being out of the office and on vacation.

New Business:

STAR for June

The STAR for June will be announced following the announcement of the STAR for May.

VPBA Update

If you were able to attend the meeting with any of the candidates for the VPBA position please send your comments to Dean Nelson prior to 4:00 o'clock today. USAC has requested the opportunity to interact with the candidates in a Q&A type of environment. It has been expressed by employees that they do like the opportunity of representing UT Tyler to the candidates in this manner.

Election Time-Table/Update

Nominations will go out the first week in July to eligible candidates who can serve on USAC. If your district is up for election and you would like to serve another three year term contact your constituents and ask for a nomination. Your supervisor should be notified when elections begin so they are aware of who may serve in their district and they can nominate members of their team should they choose to. A note will accompany nominations this year stating that if only two members accept the nomination there will not be an election for that district but that the nominations received will determine the position of representative and alternate. The districts up for nomination are as follows;

- District 1 - College of Arts & Sciences
- District 2 - College of Education & Psychology
- District 7 - Financial Services, Human Resources, Student Business Services
- District 10 – Career Services, Student Life & Leadership, VPSA, Registrar's Office, Financial Aid
- District 14 – President's Office, VPBA, Compliance, Institutional Research, Audit, Cowan Center

Current USAC Representatives and Alternates will be contacted to confirm their continued commitment to serve.

Employee Advisory Council 2011-2012

The EAC has two Representatives and an Alternate from each UT component who work with and on behalf of The University of Texas Systems. They meet every semester and once in the summer. In September the members break into committees and work on issues of importance and make recommendations for the employees of UT System and present it to the Board of Regents in July. EAC Representatives, Aris Obar, has just completed her first year of a three year term and Michael Gannaway's three year term expires this July. The EAC Alternate, Glenda Bennett, would like to continue to serve and move to the representative position. A call for a vote for Glenda Bennett to serve a three year term as the EAC Representative was made. All present are in favor none opposed. A call for a vote for Jennifer Skinner to serve as EAC Alternate was made. All present are in favor none opposed.

2011-2012 USAC Calendar

The 2011-2012 USAC Calendar will be set up and proposed to the cabinet for acceptance at the July meeting. The dates to consider will be for Meet Your Rep, University Development, and University Appreciation Week. If you or your district have any feedback regarding specific times in 2011-2012 or have information about events that could conflict with these activities please let Scott Dillingham know no later than July 8, 2011. The traditional dates for these events have been September 26 for Meet the Rep, November 17-18 for University Development and April 16-20 or 23-27 for University Appreciation Week.

Dr. Ron Welch will be at the July meeting to discuss the "Honor Code." Additional faculty/staff may be at the meeting to discuss concerns regarding this policy and its application to plagiarism.

Adjourn

A motion was made to adjourn the meeting by Jennifer Skinner and seconded by Robyn Hundley.

The next meeting is scheduled for July 20, 2011, at 2:00 p.m.

Respectfully Submitted, Glenda Bennett, Secretary

**The University Staff Advisory Council
Minutes
July 20, 2011**

Representatives and Alternates Attending:

Katy Cline – District 10 – Chair
Scott Dillingham – District 14 - Chair-elect
Renee Lampkin –District 4 - Representative
Beth Bruce – District 13 – Representative
Linda Speed – District 2 – Representative
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate
Angie Beekman – District 11 – Representative
Mary Ellen Holland –District 1 – Alternate
Joy Shogry- District 6 – Representative
Lisa Wyatt – District 3 – Representative
Elliott Davis – District 12 – Representative
Samantha Dwight – District 9 – Alternate
Paula Hibbert – District 1 – Representative
Amelia Harrell – District 2 – Alternate
Joe Vorsas-ex-officio

Representatives and Alternates Not Attending:

Michael Seale – District 6 – Alternate
Johnna Thedford – District 6 – Representative
Ron Rippe – District 14 – Alternate
Sherre Holmes – District 7 – Alternate
Stephanie Long – District 3 – Alternate
Kristen Dickerson – District 12 - Alternate
Eric Figueroa – District 8 – Representative
Kerrie Anne Ambort – District 4 – Alternate
Rich Legler – District 5 – Alternate
Page Chapman – District 5 – Representative
Glenda Bennett – District 7 – Secretary
Tonya Gaddis – District 13 – Alternate
Aris Obar – District 9 - Representative
Jennifer Skinner – District 10 – Alternate
Robyn Hundley – District 11 – Alternat

Katy Cline called the meeting to order at 2:00 p.m.

A motion was made by Mary Ellen Holland to approved the minutes for June meeting and was seconded by Paula Hibbert.

Old Business:

STAR for June

The STAR for June is Katrina Smith with the College of Engineering and Computer Science.

2011-2012 USAC Calendar

USAC meeting dates will continue to be the third Wednesday at 2:00 p.m. of each month. Meet the Rep has been schedule for Tuesday, October 4, Staff Development, November 17-18, 2011, and University Appreciation Week will be the week of April 23, 2012. All dates have been sent to the President's Cabinet for approval.

Election Update

Nominations are due for Districts 1, 2, 7, 10, and 14 for USAC Representative and Alternates. All other members are being asked to confirm if they wish to continue to serve. If you have vacancies in your district please contact the Nominations Committee members Lisa Wyatt, Samantha Dwight and Angie Beekman

New Business:

Honor Code-Presentation by Dr. Welch & Barbara Hart

The purpose of the UT Tyler Honor Code is two-fold. First students have been asking for it, specifically, the last three SGA presidents. The second, is faculty who deal with plagiarism on a daily basis and are asking for a defined procedure. Our administrators are asking for an unbiased panel to review ethical issues that includes everyone in the UT Tyler Community (students, staff, faculty and administrators). In the past two years a number of honor codes from around the country have been reviewed and it was decided to begin with the Mississippi State honor code because it is between the rigged ones run by students and those that are run by faculty. After studying between five and six of the best honor codes and incorporating the best practices, the past 18 months have been spent wordsmithing. The misconduct that is addressed and defined are; cheating, fabrication, falsification, multiple submissions, plagiarism, complicity, quibble (equivocation), toleration, violation of departmental or college privacy. An honor council will address allegations of misconduct and will be made up of a group that represents that individual. If it is a student the group will be made up of more students if it is a faculty/staff the panel will have more faculty/staff members. The chair of the committee will be a student, staff or faculty and will be a non-voting member that will administer the hearing. The panel will be made up of five people so there is not a tie. USAC members as well as SGA and Faculty Senate have been asked to review the Honor Code draft and offer feedback. It will then be sent out to the UT Tyler community for feedback and review and scheduled for ratification by spring of 2012. *USAC members feedback for the Honor Code draft are due by Friday, August 12, 2011, and should be sent to Katy Cline.*

STAR for July

Nominations are now being accepted for the July UT Tyler Star. Specifics about the person being nominated are always good. Selection is not always done by just the number of votes but on merit.

University Council Update

- UT Tyler Police Department was recognized for their outstanding efforts in apprehending the sexual assault suspect on July 5, 2011.
- The Global Awareness Through Education (GATE) invites the entire campus to the GATE kick-off celebration Thursday, August 25, 2011. All campus members should be reminded that as of September 1, 2011, the Center of Global Education Department must be contacted prior to international travel.
- Enrollment is 90% of the way to their goal and it appears to be up 3-6% largely due to the Mobile Go Center and the Call Center's "Register Now" campaign. For the fall session all Admissions staff will be in the Call Center to help the Enrollment Services serve students.
- "Move in Day" for students is scheduled for Friday, August 19, 2011 for Ornelas Hall Dormitory and Patriot Village Apartments. David Hill is requesting volunteers to help students with a rapid unload and move-in process.
- A massive overhaul of the campus wireless system has replaced over 100 wireless points and included an upgrade of supporting infrastructure and installed new management software. UT Tyler now has better coverage, speed and two networks for wireless.
- Cindy Smith, Instructional Design Director has been doing training all summer for Blackboard and Tegrity and is a great resource for everyone.
- June was a successful fundraising month for the University for gifts from new and old donors. Appreciation was expressed to the Development Office for their continued work on reaching the goal of thirty million. There is one year left to reach this goal and we are presently at twenty-two million.
- The Cowan Center subscriptions are available at 15% discount for faculty and staff. If buying a package/series your getting 25% off a single ticket price. Forms can be downloaded on-line now.
- Welcome to the new Dean of Arts & Sciences, Martin (Marty) Slann and to VPBA Dr. Randall Powell who will join us beginning September 1, 2011. (and will be here for convocation)

August Meeting

Everyone is expected to be at the USAC August meeting to finalize “Meet Your Rep” details and to thank members for their service. New members will be announced prior to their first meeting in September.

Adjourn

A motion was made to adjourn the meeting by Mary Ellen Holland and seconded by Paula Hibbert.

The next meeting is scheduled for August 17, 2011, at 2:00 p.m.

Respectfully Submitted, Glenda Bennett, Secretary

**The University Staff Advisory Council
Minutes
August 17, 2011**

Representatives and Alternates Attending:

Katy Cline – District 10 – Chair
Scott Dillingham – District 14 - Chair-elect
Glenda Bennett – District 7 – Secretary
Renee Lampkin – District 4 - Representative
Linda Speed – District 2 – Representative
Kathy Finley – District 15 – Representative
Christy Lewis – District 15 – Alternate
Mary Ellen Holland – District 1 – Alternate
Joy Shogry- District 6 – Representative
Lisa Wyatt – District 3 – Representative
Samantha Dwight – District 9 – Alternate
Amelia Harrell – District 10 – Representative
Jennifer Skinner – District 10 – Alternate
Page Chapman – District 5 – Representative
Stephanie Long – District 3 – Alternate
Aris Obar – District 9 - Representative
Dr. Rodney Mabry-President
Joe Vorsas-ex-officio

Representatives and Alternates Not Attending:

Johnna Thedford – District 6 – Alternate
John Kirkpatrick – District 14 – Alternate
Kamell Hawkins – District 7 – Alternate
Kristen Dickerson – District 12 - Alternate
Eric Figueroa – District 8 – Representative
Kerrie Anne Ambort – District 4 – Alternate
Rich Legler – District 5 – Alternate
Tonya Gaddis – District 13 – Alternate
Robyn Hundley – District 11 – Alternate
Beth Bruce – District 13 – Representative
Angie Beekman – District 11 – Representative
Elliott Davis – District 12 – Representative
Paula Hibbert – District 1 – Representative

Katy Cline called the meeting to order at 2:05 p.m.

A motion was made by Mary Ellen Holland to approved the minutes for the July meeting and was seconded by Lisa Wyatt.

Old Business:

STAR for July

The STAR for July is Samantha Dwight with Wellness and Prevention Services. The presentation will be made August 22 at Harvey Lake Deck as part of the UT Tyler’s annual Patriot Palooza welcome week.

2011-2012 USAC Calendar

The calendar for USAC events of Meet the Rep, Staff Development and University Appreciation Week is pending approval. Once approved planning of the events will begin. If there are any events that the committee needs to consider please contact Scott Dillingham so that he can begin the review and planning process.

Election Update

Thank you to the Nominations Committee members Lisa Wyatt, Samantha Dwight and Angie Beekman for all their work in the election of USAC Representatives and Alternates. New members and re-elected representatives are as follows:

District 1	Paula Hibbert, Representative - Mary Ellen Holland, Alternate
District 2	Georgia Glazebrook, Representative - Tara Cheney, Alternate
District 7	Glenda Bennett, Representative - Kamell Hawkins, Alternate
District 10	Amelia Harrell, Representative - Jennifer Skinner, Alternate
District 14	Scott Dillingham, Representative - John Kirkpatrick, Alternate

Honor Code

Recommendations for any additions or changes of the Honor Code are still being taken. Email Katy Cline by the end of today with your comments and suggestions. A copy of the Honor Code has been sent to Austin for review by Counsel so that there is not a conflict with the present compliance and policy procedures in place.

New Business:

STAR for August

Nominations are now being accepted for the August UT Tyler Star. Send your UT Tyler Nominations to utstar@uttyler.edu

University Council Update

- There are four year end issues that are vital this time of year; *prompt payment* of invoices should be final approved within eight (8) days of the stamped receipt date, *terminating*

part time employees and emailing IT Support to terminate computer access for student workers, *certification letters* completed and routed to Kay Smith, *reconciliation of accounts* completed within two (2) weeks from the time the “August Closed” email is sent out campus wide.

- Housing “Move in Day” for students is Friday, August 19, 2011. David Hill is requesting volunteers especially during the afternoon due to the excessive heat. Presently, there are only three (3) faculty/staff volunteers.
- While installing the upgrades to the fire alarms in all buildings the mass communication system was also installed in 15 building on campus. These systems will be tested monthly and attempts will be made to make them as unobtrusive as possible.
- There was a small brush fire on campus in the woods near the disc golf trail at the corner of University and Lake Drive last week. The UT Tyler community is being asked to help out by keeping a watchful eye around campus for activities that could facilitate fires.
- New parking decals are being issued for fiscal year 2011-12. You may pay for as many as you want or buy one and move it from vehicle to vehicle. If your second vehicle is a motorcycle you can get a second sticker free but you must pay for one.
- The wireless service has been upgraded throughout campus. IT Support continues to ask for feedback. If you find an area that has a low signal contact them so that it can be corrected.
- The Cowan Center has tickets available for Senator Fred Thompson, September 13, 2011, post lecture series that will include a student seminar. Please encourage students to attend.
- UT Tyler received an eight (8) million dollar grant which is the largest in the University’s history. It was given by the Texas Education Agency (TEA) to improve student performance in middle schools and ultimately develop higher levels of both college and career readiness.
- Academic Advising has seen an increase in students and 40% of incoming freshmen in the PASSages Program. The goal will be increasing their retention from Freshman to Sophomores.
- Monday there were 337 transfer students at Transfer Orientation. A Retention Committee will review what can be done to help these students be successful and to keep them at UT Tyler.

Thank you from Dr Mabry

Dr Mabry thanked all USAC members for their willingness to serve. He expressed appreciation for all the hard work done by members in planning events for the University’s employees and in keeping moral up during these difficult times.

Convocation Attendance

All USAC Representative and Alternates will be recognized and asked to stand at the Friday, August 19, 2011, Convocation. Please be in attendance.

Inquires have been made with USAC Representatives concerning the two houses being built on campus. They are the Texas Allergy, Indoor Environment, and Energy (TxAIRE) research and demonstration houses. Through a grant they are researching energy efficiency and healthier buildings. For more information visit [www. uttyler.edu/txaire/technology/houses/](http://www.uttyler.edu/txaire/technology/houses/)

*Also, mentioned in today's meeting. If your department has an event and would like to use the University Center please complete a **Facility Requests Form**. Forms are on line at <http://www.uttyler.edu/uc/>
You may email UC@uttyler.edu with your facility requests or questions.*

Adjourn

A motion was made to adjourn the meeting by Linda Speed and seconded by Amelia Harrell .

The next meeting is scheduled for September 21, 2011, at 2:00 p.m.

Respectfully Submitted, Glenda Bennett, Secretary