

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

September 21, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative Amanda Ritchie: Alternate	
District 2	Teresa Young: Representative Amy Wilson: Alternate	
District 3	Jessica Brown: Representative, Chair RaeJean Griffin: Alternate	
District 4	Marie Dullard: Representative Christina Chatman: Alternate	
District 5	Bonnie Davis: Representative, Secretary Rich Legler: Alternate	
District 6	Peggy Mahfood: Alternate	Richard Moore: Representative
District 7		Brista Kent: Representative Ryan Lilly: Alternate
District 8	Sally Bouis: Representative Matt Izard: Alternate	
District 9	Toby Wilkerson: Representative Morgan Lever: Alternate	
District 10	Jessi Reel: Representative, Chair-Elect Chris Cox: Alternate	
District 11	Melissa Hill: Alternate	Tracey Huse: Representative
District 12	Aaron Ramirez: Representative Kristie Allen: Alternate	
District 13	Matthew Hallman: Representative Rick McGill: Alternate	
District 14	Sue Gossett: Representative Zachary Adams: Alternate	
District 15	Christine Smith, Representative via zoom Ashlee Hurlburt, Alternate via zoom	
HR	Amy Clem	

Meeting called to order at 2:03 p.m.

Old Business

- Approve August Minutes
 - Motion by Toby, seconded Sally
- Presidential Search Committee Update

- Narrowed to final candidates, submitted to board of regents, will name finalists Oct 11. New president will be working with legislature a lot at first and may not be on campus very much
- Dining Cards – available for purchase at The Met. 5 for \$25 cards available
- Nominations and Elections Results – Welcome New Representatives & Alternates
 - District 2: Amy Wilson (alternate)
 - District 4: Marie Dullard (representative) | Christina Chatman (alternate)
 - District 5: Rich Legler (alternate)
 - District 9: Toby Wilkerson (representative) | Morgan Leever (alternate)
 - District 10: Christopher Cox (alternate)
 - District 12: Aaron Ramirez (representative) | Kristie Allen (alternate)
 - District 13: Matthew Hallman (representative) | Rick McGill (alternate)
 - District 14: Zachary Adams (alternate)

New Business

- Human Resources, FLSA Update: Amy Clem
 - Thank you to Peggye, Theresa and Katrina! Wonderful job! HR is going to take the reins on the training for support staff. Still working on logistics. Would like to send a survey to support staff to identify top training topics staff are interested in
 - FLSA: nothing has changed since initial announcement. Starting to go through position by position to make sure the positions are classified properly based on national standards. After this, each group (budget authorities and VP) will be given recommendations. Positions have to be in the right classification category. Will be updating job descriptions as issues arise. Changes will have to be signed by Dr. Mabry. Decision making responsibilities will have a lot to do with it. Where will the money come from? Still trying to figure it out. Business affairs will find the money. Those already salaried and exempt and determined they shouldn't be will not change salary and will be eligible for comp time or overtime pay and will keep a timesheet. Comp time should be accrued at time and a half for those non-exempt. Exempt employees can receive comp time at manager discretion, but are not entitled to comp time. \$47,476 is the new threshold. Sally asked about EAC: new BCBS issues with specialists not being covered has not been clearly communicated-can HR please provide clarification? Amy will discuss with Taylor and provide clarification.
- University Council Meeting Update: Melissa Hill
 - Sep 13 met. Mabry went to President's retreat in Austin. Student regent will visit Sep. 28, more info to come on who he will meet with. Old varsity place apartments will be auctioned off, comes with 15 acres, need lots of updates so price will have to be right for university to purchase. Town halls Oct. 19, 20 and 21 for QEP. Amy Clem-employee engagement survey emails will come Oct. 3 from VPBA or Provost, very important to take. LUC-enrollment up 34%. Now

have a food truck on campus each Tuesday. PAL-180 students this year, having traffic issues. Sonja Morale-9889 enrollment

- Faculty Senate Meeting Update: Jessica Brown
 - Dr. Mabry's plan for expansion with east and west campus including new land and future land but can change depending on new president. Communication task force: shared governance and communication. Updated maps around campus. Any other ideas are welcomed to bridge communication gap-let Jessica know. Student success and bridge program: new advisor restructuring at college level. Judicial affairs website for info for reporting issues.
- Homecoming Update: Jessi Reel
 - www.uttyler.edu/homecoming Lots of opportunity for staff involvement
- USAC Officer Elections (only one vote per district)
 - Chair-Elect Nominees
 - Jessi Reel
 - Secretary Nominees
 - Bonnie Davis
 - Peggye Mahfood-withdrew nomination
- Committee Assignments
 - Communications Committee: maintain website, public relations, event invites, flyers, etc.
 - Committee Chair (USAC Secretary): Bonnie Davis
 - Member: Peggye Mahfood
 - Member: Aaron Ramirez
 - Benefits Committee: review staff concerns regarding benefits and refer items as necessary
 - Committee Chair: Sue Gossett
 - Member: Amanda Ritchie
 - Member: Chris Cox
 - Ex-Officio: Human Resources Representative
 - Staff Development Committee: plan training opportunities for staff (event in November)
 - Committee Chair (USAC Chair): Jessica Brown
 - Member: Sally Bouis
 - Member: Morgan Leever
 - Marie Dullard
 - Ex-Officio: Human Resources Representative
 - UT Tyler Star Award Committee: send out call for nominations & announce monthly award
 - Committee Chair (Chair-Elect): Jessi Reel
 - Member: Tracey Huse
 - Member: Matthew Hallman
 - Nominations & Elections Committee: help with electing new representatives and alternates
 - Committee Chair: Amanda Ritchie
 - Member: Rick McGill

- Member: Zachary Adams
 - Employee Advisory Council (EAC) Committee: part of UT System
 - Representative 1: Sonya Meinert
 - Representative 2: Sally Bouis
 - Alternate: Peggye Mahfood
- Meet your Rep
 - Friday, September 23rd, 8am to 9:30am, UC Ballroom
 - Volunteer to pick up Breakfast from The Stand at 7:15am-Rick McGill will pick up
 - Amanda will make coffee and bring extra urns, Tracy will help. Sally will also bring one.
 - Setup Thursday, September 22nd, 3pm to 5pm
 - Each district is responsible for decorating their table, theme School Spirit
 - Tablecloths are available if needed
- Star Award
 - August: Peggye Mahfood, College of Business & Technology
 - Currently taking nominations for September
- Dave Hill would like to be on the agenda for next meeting to discuss Judicial Affairs

Adjourn

Next Meeting will be October 19 at 2:00 p.m. in ADM 301.

Motion to adjourn by Sue second by Sonya

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

October 19, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1		Sonya Meinert: Representative Amanda Ritchie: Alternate
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3	Jessica Brown: Representative, Chair RaeJean Griffin: Alternate	
District 4	Marie Dullard: Representative Christina Chatman: Alternate	
District 5	Bonnie Davis: Representative, Secretary Rich Legler: Alternate	
District 6		Richard Moore: Representative Peggy Mahfood: Alternate
District 7	Brista Kent: Representative	Ryan Lilly: Alternate
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9	Toby Wilkerson: Representative Morgan Lever: Alternate	
District 10	Jessi Reel: Representative, Chair-Elect	Chris Cox: Alternate
District 11	Melissa Hill: Alternate	Tracey Huse: Representative
District 12	Aaron Ramirez: Representative	Kristie Allen: Alternate
District 13	Matthew Hallman: Representative	Rick McGill: Alternate
District 14	Sue Gossett: Representative Zachary Adams: Alternate	
District 15	Christine Smith, Representative via zoom	Ashlee Hurlburt, Alternate via zoom
Judicial Affairs	David Hill	
Business Affairs	Bill O'Donnell	

Meeting called to order at 2:03 p.m.

Old Business

- Approve September Minutes
 - Motion by Toby Wilkerson, seconded by Sally Bouis
- Meet Your Rep Recap

- Discussion about people not knowing what district they are part of. Provide information identifying districts in the future. Focus more on USAC and less on freebies. Speaker or video suggested for next Meet Your Rep.
- Homecoming Recap: Jessi Reel
 - Overall participation up but more room for faculty and staff involvement. Not as many staff as hoped at Eat and Greet.
- Officer Election Results
 - Chair-Elect: Jessi Reel
 - Secretary: Bonnie Davis

New Business

- Presentation by David Hill with Judicial Affairs
 - Role of the Judicial Office, Title IX, plagiarism, misconduct cases, duty to report issue or concern. Hearing officers are needed. For more information or questions, contact David Hill.
 - Committee discussed need for informative training, importance of understanding when to report issues, everyone is a mandatory reporter.
- University Council Meeting Update: Jessica Brown
 - Homecoming update, Michael Tidwell named President finalist on 10/11, Lecture Series on 10/25, guest speaker on 10/27, faculty and staff receive discounted tickets for Cowan events, Admissions Top 10% luncheon, the Library has extended hours to 2 a.m., Career Week – 300 students, Job Fair on 10/26 – need more employers, complete Gallup Survey if have not done so, Alumni brick deadline is 11/1, EH&S is conducting fire drills on campus.
- EAC update: Sally Bouis
 - Employee advisory council met in El Paso, 24,000 student population, cheapest of UT System, 84% of students are from El Paso County, met with president, formed new committees - working on employee award for staff, retention and development, employee satisfaction, employee benefits and compensation.
- Staff Development Committee Update: Jessica Brown
 - Staff Development on 11/17 and 11/18, guest speaker is a former Olympian, Save the Date going out soon, collecting donations from departments for giveaways, collecting donations from local businesses for door prizes, Olympic themed.
- HR, FLSA Update: Jessica Brown
 - HR meeting with departments on how positions are classified, all positions evaluated, will attend meeting in November for questions.
- Star Award
 - September: Lori Wages. Taking nominations for November.
- Open Discussion
 - USAC changes for future, how to implement change – not just fun stuff, voice for staff, discussed interest in daycare, student and faculty support. Research what other universities are doing. Form a committee.
 - Support staff training and development on 10/21.
 - The Library is presenting A Classic Horror Double Feature, 10/26, 6 p.m. to 10 p.m. Open to all.

- Trunk or Treat at the Bell Tower, 10/30, 4 p.m. to 6 p.m. Collecting toothpaste and toothbrushes for Church Under the Bridge.
- Preview Day is 11/5.
- New Patriot Orientation – trick or treat around campus. Intro to departments/offices on campus. Email Morgan Leever for more information.
- New Sodexo manager is Tammy Hill. Sodexo will be at next meeting.
- Adding events to campus calendars. If dates are planned ahead, send to SLL late spring to be included in Patriot Planner.
- Cheat sheet to be sent out with campus contact information. Who do you contact information. If areas are left out let Jessica know.

Adjourn

**Next Meeting will be November 16 at 2:00 p.m. in ADM
301.**

**Motion to adjourn by Toby Wilkerson seconded by Brista
Kent**

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

November 16, 2016 – OAC - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative	Amanda Ritchie: Alternate
District 2		Teresa Young: Representative Amy Wilson: Alternate
District 3	Jessica Brown: Representative, Chair	RaeJean Griffin: Alternate
District 4	Marie Dullard: Representative Christina Chatman: Alternate	
District 5	Bonnie Davis: Representative, Secretary	Rich Legler: Alternate
District 6	Peggy Mahfood: Alternate	Richard Moore: Representative
District 7		Brista Kent: Representative Ryan Lilly: Alternate
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9	Morgan Lever: Alternate	Toby Wilkerson: Representative
District 10	Jessi Reel: Representative, Chair-Elect Chris Cox: Alternate	
District 11	Tracey Huse: Representative Melissa Hill: Alternate	
District 12	Aaron Ramirez: Representative	Kristie Allen: Alternate
District 13	Matthew Hallman: Representative	Rick McGill: Alternate
District 14	Sue Gossett: Representative	Zachary Adams: Alternate
District 15		Ashlee Hurlburt, Alternate via zoom Christine Smith, Representative via zoom

Meeting called to order at 2:11 p.m.

Old Business

- Approve October Minutes
 - Motion by Peggy Mahfood, seconded by Aaron Ramirez

New Business

- Parking Update

- Reviewed handout on parking fees and how the fees are used.
- UT Tyler is cheapest compared to other universities in the UT System.
- Discussed parking options, including other campuses: premium lots and rates, mass transit, parking fees according to salary, what measurement is used to determine fees?
- EAC has discussed parking – every campus is different, parking needs vary.
- Send suggestions and questions to Jessica Brown.
- University Center Mission and Vision Statements
 - Reviewed statements. Jessica sending suggestions to Ashlea Wilson.
- HR Update
 - Announcing more training sessions: Best practices dealing with difficult co-workers, how to successfully communicate and build a strong working relationship with your manager and discussion regarding what is bullying in the workplace.
 - FSLA rule to begin December 1 (now on hold).
- Faculty Senate Update:
 - Student success, promotion and tenure, Provost Fellow for Development of QEP, shared governance on campus, faculty senate meetings moving back to ADM 127
- University Council Meeting
 - Board of Regence announced Dr. Tidwell to be new president, Passages students - Get Started Program
- Star Award
 - October: Pam Morrow. Taking nominations for November. Will begin putting other nominees for the month in the winner announcement email.
- Staff Development
 - 11/17 and 11/18, arrive at OAC at 8 a.m. Door prizes for bingo are still needed.
- Farewell for Dr. Mabry, December 1, 3 p.m. to 5 p.m. at UC Ballroom.
- Open Discussion
 - Sonya Meinert: Board of Regents excited to recognize outstanding employees with a financial award and also to award money for campus safety.
 - Sodexo representative to come to next meeting. Looking at sitting area for those who do not pay for meals. Sodexo added decals to walls and plan to add more.

Adjourn

Next Meeting will be December 21 at 2:00 p.m. in ADM 301 .

Motion to adjourn by Aaron Ramirez seconded by Sally Bouis.

The University of Texas at Tyler University Staff Advisory Council Meeting

MINUTES

December 21, 2016 – ADM 301, 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Amanda Ritchie: Alternate	Sonya Meinert: Representative
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3	Jessica Brown: Representative, Chair	RaeJean Griffin: Alternate
District 4	Marie Dullard: Representative	Christina Chatman: Alternate
District 5	Bonnie Davis: Representative, Secretary	Rich Legler: Alternate
District 6	Richard Moore: Representative	Peggy Mahfood: Alternate
District 7	Ryan Lilly: Alternate	Brista Kent: Representative
District 8	Sally Bouis: Representative	Matt Iazard: Alternate
District 9	Toby Wilkerson: Representative	Morgan Lever: Alternate
District 10	Chris Cox: Alternate	Jessi Reel: Representative, Chair-Elect
District 11		Tracey Huse: Representative Melissa Hill: Alternate
District 12	Aaron Ramirez: Representative	Kristie Allen: Alternate
District 13	Matthew Hallman: Representative	Rick McGill: Alternate
District 14	Sue Gossett: Representative Zachary Adams: Alternate	
District 15		Ashlee Hurlburt, Alternate via zoom Christine Smith, Representative via zoom

Meeting called to order at 2:00 p.m.

Old Business

- Approve November Minutes
 - Motion by Toby, seconded by Chris Cox
- Staff Development Update
 - Request for healthier options, staff enjoyed making sandwiches for Church Under the Bridge – will plan for service options next year.

New Business

- HR Training Initiatives – Ben Carter
 - February training will be over appropriate interviewing. Sessions will be broken up into 1 to 2 topics per session. At least one training every other month. All training is available by ZOOM and recorded. Email Ben with suggestions on training topics.
- Recycling and Sustainability Update – Jessi will give update next meeting.
 - Bonnie - Subcommittees are meeting. Next committee meeting is January 24.
- Childcare Facility Update – Jessi will give update next meeting.
 - A childcare facility committee has been formed. Jessi will attend meetings on behalf of USAC.
- Faculty Senate Update – USAC did not attend the November meeting due to Staff Development
- University Council Meeting – No meeting this month.
- Star Award –
 - November: Matt Hill, Safety Specialist I, Environmental Health and Safety
 - Currently taking nominations for December
- Open Forum
 - Importance of staff and faculty safety training regarding the run, hide, fight procedure. Reach out to Mike Murphy with EH&S about campus wide training. DSLs could oversee training by department. Police Department also good point of contact for training.
 - Parking is concern – are there plans for additional parking on campus? New president may help spearhead. Jessica will follow up.
 - Salad bar at The Met – can a salad be ordered without paying full cost. Jessica will ask about this. Hoping to have a representative from Sodexo at the next meeting.
 - A new link for feedback and suggestions regarding IT and Campus Computing is now on the IT page of the website. Comments are anonymous.

Adjourn

Next Meeting will be January 18 at 2:00 p.m. in ADM 301.

Motion to adjourn at 2:18 p.m. by Toby Wilkerson.

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

January 18, 2017 – ADM 301, 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative Amanda Ritchie: Alternate	
District 2	Amy Wilson: Alternate	Teresa Young: Representative
District 3	Jessica Brown: Representative, Chair RaeJean Griffin: Alternate	
District 4	Marie Dullard: Representative Christina Chatman: Alternate	
District 5	Bonnie Davis: Representative, Secretary	Rich Legler: Alternate
District 6		Richard Moore: Representative Peggy Mahfood: Alternate
District 7	Brista Kent: Representative	Ryan Lilly: Alternate
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9		Toby Wilkerson: Representative Morgan Lever: Alternate
District 10	Jessi Reel: Representative, Chair-Elect	Chris Cox: Alternate
District 11	Melissa Hill: Alternate	Tracey Huse: Representative
District 12	Aaron Ramirez: Representative	Kristie Allen: Alternate
District 13	Matthew Hallman: Representative	Rick McGill: Alternate
District 14	Sue Gossett: Representative	Zachary Adams: Alternate
District 15		Ashlee Hurlburt, Alternate via zoom Christine Smith, Representative via zoom

Meeting called to order at 2:05 p.m.

Old Business

- Approve December Minutes
 - Motion by Amanda Ritchie, seconded by Sue Gossett
- Safety Training
 - To be coordinated with campus police. Teresa Young to have an update at the next meeting.
- Sodexo
 - Tammy Hill will attend February meeting.

- Additional Parking
 - Parking garage to be complete by fall semester. Dr. Patterson to see if garage can be used before STEM building opens.

New Business

- Tyler Arbor Day - Bonnie
 - Saturday, January 21 at Lindsey Park, 9:30 a.m. to 12:00 p.m. Facilities Management is putting together a group of volunteers. Bring a shovel if you have it, not required. Bonnie will send email with details.
- Recycling and Sustainability Update – Jessi
 - Subcommittees are meeting – faculty, staff and students. Reviewing UTS Sustainability Practices for compliance. Next meeting is January 24.
- Childcare Facility Update – Jessi
 - Brought forth by SGA. SGA and Faculty Senate to meet with President Tidwell. Discussion/questions: UT Tyler led or bring in third-party company. Serve ages three and older. Infants require stricter rules and procedures. Biggest challenge is insurance and financial support. Lottery system for enrolling children. Pre-estimates on how many children. Hours - drop in or after school. Lance Williams is working on survey. Send questions to Jessi.
- Faculty Senate Update – no meeting in December.
- University Council Update – Jessica
 - Dr. Tidwell discussed Cycle of Success.
 - University Council meetings will be restructured. Each month updates will be provided by different departments, using video/green screen. Shown at the beginning of each meeting and shared on website.
 - Moving to paperless. Do we want USAC documents shared electronically during meetings? Supplemental info shared electronically. Print agendas.
 - Board of Regents wants new strategic plan – more focused, less broad. Cycle of Success will be used to shape strategic plan. Help with identifying UT Tyler – what does UT Tyler want to be known for.
- EAC Update – Sonya Meinert and Sally Bouis
 - Sonya: Approved award money for campus safety and outstanding employee award. 5 years of service to be nominated for employee award.
 - Sally: Discussion of employee satisfaction surveys. Surveys are not consistent. Propose to have a consistent survey sent out, include representation of everyone, what matters most to those taking survey, benchmark etc. Contact School of Social Work at UT Austin.
- University Appreciation Week, May 15-19
 - Help will be needed with events and luncheon. Jessica is meeting with President Tidwell to discuss Appreciation Week.

- Star Award
 - December winner: Kelsey Yates.
 - Taking nominations for January.

- Open Forum

Adjourn

**Next Meeting will be February 15 at 2:00 p.m. in ADM
301.**

Motion to adjourn at by Brista Kent and Sonya Meinert.

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

February 15, 2017 – ADM 301, 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Amanda Ritchie: Representative Talitha White: Alternate	
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3	Jessica Brown: Representative, Chair RaeJean Griffin: Alternate	
District 4	Marie Dullard: Representative	Christina Chatman: Alternate
District 5	Bonnie Davis: Representative, Secretary	Rich Legler: Alternate
District 6	Richard Moore: Representative Peggy Mahfood: Alternate	
District 7	Brista Kent: Representative	Ryan Lilly: Alternate
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9	Toby Wilkerson: Representative Morgan Leever: Alternate	
District 10	Jessi Reel: Representative, Chair-Elect	Chris Cox: Alternate
District 11	Melissa Hill: Alternate	Tracey Huse: Representative
District 12	Aaron Ramirez: Representative Kristie Allen: Alternate	
District 13	Rick McGill: Alternate	Matthew Hallman: Representative
District 14	Sue Gossett: Representative	Zachary Adams: Alternate
District 15	Christine Smith, Representative via zoom	Ashlee Hurlburt, Alternate via zoom

Meeting called to order at 2:01 p.m.

Old Business

- Approve December Minutes
 - Motion by Peggye Mahfood, seconded by Morgan Leever

New Business

- Staff training and development – Ben Carter, HR

- Aris Obar is retiring the end of February. Ben will be taking over a bulk of her responsibilities.
- Next training session will be summer or fall.
- Training suggestions from USAC staff: Provide information over more areas - including student services, better distribution of information, financial training (PeopleSoft), guide for hiring new employees, customer service training (lack of customer care and follow up), request for deeper and consistent training, diversity training (list from Toby Wilkerson: LGBTQ+, anti-racism, invisible disabilities, how to not make it look/feel like evangelical Protestantism is the semi-official campus religion, not having questionable relationships with students/boundaries and power dynamics 101), updated forms and consistent links.
- Sodexo – Tammy Hill
 - Working on building team and employee training
 - Faculty/staff meal plans price will stay the same - \$5 per meal.
 - Working on more menu variety
 - Questions and input from USAC staff:
 - Request for straws and to go salad bar. Food in The Met is designed to be hot, doesn't travel well. Discussion of waste and environmental issue.
 - Campus wide outreach - catering options and catering system.
 - More Chick-fil-A menu options. Need specific grill for more options. Ice cream in place by end of week.
 - Customer services issues: late and incorrect deliveries, unable to take leftovers from catering events (due to health issues with leftover food), dish drop-off area smells bad, no napkins in UC (napkins should be by free style coke machine and at every station), dirty tables in UC, chips not available at Einstein Bagel, items on menu not available – not provided with a solution or refund because supervisor was not available.
 - When will food services open for the fall– do not have date yet. Anticipates similar schedule to last year.
 - Retail manager beginning on March 6 will be able to help with issues.
 - Einstein Bagel closes early and staff would like coffee later. More staff is needed to stay open later.
 - Status of café space in front of the library (currently not enough space). Pharmacy and Business buildings have coffee options.
 - Microwave is needed in UC. A microwave is going in between pillars. C-Store needs microwave as well.
 - Fire in UC: Sauce pan with butter caught on fire, employee carried it under fire alarm sensor. Approved by health department to reopen same day. Discussion of the need for addresses on every building. Fire department could not find location. A plan is in the works for addresses on campus. Discussion of confusion the day of fire – who needed to evacuate. Only UC needed to evacuate because of fire door. Bonnie Davis to ask about fire doors on second floor.

- Patriot Uplift – Radha Nabar, SGA
 - Patriot Uplift is a day of community service on April 22 from 9 a.m. to 5 p.m. during Patriot Days. First half of day is community service, then competitions. Registration email will be sent out soon.

- District 1 changes
 - Voted on new alternate – Talitha White

- EAC Alternate Position Open
 - Alternate needed. Look on USAC website page for information regarding this position.

- University Council Update
 - Monthly update videos from department directors are being sent out campus wide and posted on website.

- Star Award
 - January winner: Sarah Chadee.
 - Taking nominations for February.

Adjourn

Next Meeting will be March 15 at 2:00 p.m. in ADM 301.

Motion to adjourn at by Sally Bouis and Melissa Hill at 3:15 p.m.

**The University of Texas at Tyler
University Staff Advisory Council (USAC) Meeting**

March 15, 2017 · OAC · 2pm

MINUTES

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Talitha White: Alternate	Amanda Ritchie: Representative
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3	Jessica Brown: Representative, Chair	RaeJean Griffin: Alternate
District 4	Marie Dullard: Representative	Christina Chatman: Alternate
District 5		Bonnie Davis: Representative, Secretary Rich Legler: Alternate
District 6	Richard Moore: Representative Peggy Mahfood: Alternate	
District 7	Brista Kent: Representative Ryan Lilly: Alternate	
District 8	Sally Bouis: Representative Matt IZard: Alternate	
District 9	Morgan Lever: Alternate	Toby Wilkerson: Representative
District 10	Jessi Reel: Representative, Chair-Elect Chris Cox: Alternate	
District 11	Tracey Huse: Representative	Melissa Hill: Alternate
District 12	Aaron Ramirez: Representative	Kristie Allen: Alternate
District 13	Matthew Hallman: Representative	Rick McGill: Alternate
District 14	Sue Gossett: Representative Zachary Adams: Alternate	
District 15		Ashlee Hurlburt, Alternate via zoom Christine Smith, Representative via zoom

Guests: Michael Tidwell, Howard Patterson

Meeting called to order 2:05

OLD BUSINESS

- February Minutes Passed-motion by Sue, Seconded by Morgan
- New EAC Alternate Position – Richard Moore

NEW BUSINESS

- Dr. Michael Tidwell: Introducing himself to USAC. Appreciates the staff's great work and understands staff doesn't always get recognition; he wants to help how he can. Took questions from the floor. Q- What does he think about summer flex/4 day work weeks in summer? A-He pushes that responsibility down to departments, so that blanket policies don't adversely affect anyone. Is open to the idea but ultimately, work must get done and we must be able to serve the public all summer long. Working from home may be an option for some areas, wants USAC to prepare a few proposals for him to take to University Council for director discretion. Q-Does he plan to implement early releases the day before holidays? A-He plans to implement several gestures of appreciation throughout the year. Q- How will strategic planning decisions be made since options are all over the place at the open forums? A-A committee will be formed after all conversations take place. Groups will be based on the topics and their areas of expertise. Each group will distill down to a one page document different initiatives and metrics for that topic. This will then go back to the University community for vetting, then will go to cabinet for approval, and will ultimately be approved by the President. At the end of the day, he is the authority because he is held accountable. Q-Any talk about better signage at the entrances of campus? A-Yes, they will be redone to be easier read, and reflective at night. The alumni house is now the main entrance's focus and signage will enhance that. A new campus master plan will follow the strategic plan. We obviously need more housing; we are at 98% capacity and are expected to reach 100% at school start. We need to make campus more attractive to increase the traditional campus feel. Dr. Tidwell's Q to USAC-What do we think about the Patriots/Eagles/Swoop confused mascot conundrum? Conversation: this will eventually be changed to be consistent. Most likely the eagle will stick, but it was mentioned that Patriots is so closely tied to branding, such as the @patriots.uttyler email domain and other web branding. Hawks were suggested since they are a big part of our campus culture.
- Parking Tags – Dr. Howard Patterson. Wanted to get USAC's option about a parking tag to hang from rearview mirrors instead of a sticker. This could be moved from vehicle to vehicle with no penalty. Everyone seemed to like the idea. Only downsides mentioned were ability for students to share parking passes with each other, or for students to take their parking pass off to park in visitor spots. Suggested that faculty/staff tags are a different color than student tags. Parking fees will not go up; in fact, revenue may go down since people with multiple vehicles will no longer need multiple tags. Email hpatterson@uttyler.edu with suggestions.
- Homecoming – Jessi Reel
 - October 9th through the 14th
 - Door Decorating Contest – USAC and Faculty Senate as judges? USAC agrees to "own" door decorating; would like faculty senate to be involved too
- Faculty Senate Update – Jessi Reel. Due to time constraints, minutes will be emailed out.
- Committees for University Appreciation Week, May 15th – 19th
Everyone will need to work shifts at Monday luncheon regardless of below committee placements; sign up will be sent out prior to luncheon for shifts.
 - Monday Luncheon, Food Committee
 - Committee Chair: Melissa Hill
 - Committee Member: Tracey Huse
 - Committee Member: Sally Bouis
 - Monday Luncheon, Decorations Committee

- Committee Chair: Sue Gossett
- Committee Member: Teresa Young
- Committee Member: Peggye Mahfood
- Committee Member: Brista Kent
- Monday Afternoon Activities
 - Committee Chair: Morgan Leever
 - Committee Member: Matthew Hallman
 - Committee Member: Ryan Lilly
- Activities throughout Week
 - Committee Chair: Aaron Ramirez
 - Committee Member: Marie Dullard
 - Committee Member: Matt Izard
 - Committee Member:
- Star Award
 - February: Christopher Taylor, Technical Services & Web Coordinator, Nursing
 - Currently taking nominations for March
- Open Forum
 - Sally will check on another free Chipotle day for staff!

ADJOURN 3:00, motion by Morgan Seconded by Brista

Next meeting will be April 19th at 2pm in ADM 301.

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

April 19, 2017 – ADM 301, 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Amanda Ritchie: Representative Talitha White: Alternate	
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3		Jessica Brown: Representative, Chair RaeJean Griffin: Alternate
District 4	Marie Dullard: Representative Christina Chatman: Alternate	
District 5	Bonnie Davis: Representative, Secretary Rich Legler: Alternate	
District 6	Richard Moore: Representative Peggy Mahfood: Alternate	
District 7	Brista Kent: Representative	Ryan Lilly: Alternate
District 8	Matt Iazard: Alternate	Sally Bouis: Representative
District 9	Morgan Leever: Alternate	Toby Wilkerson: Representative
District 10	Jessi Reel: Representative, Chair-Elect Chris Cox: Alternate	
District 11	Melissa Hill: Alternate Tracey Huse: Representative	
District 12	Aaron Ramirez: Representative Kristie Allen: Alternate	
District 13		Matthew Hallman: Representative Rick McGill: Alternate
District 14	Zachary Adams: Alternate	Sue Gossett: Representative
District 15	Christine Smith, Representative via zoom	Ashlee Hurlburt, Alternate via zoom

Meeting called to order at 2:01 p.m.

Old Business

- Approve March Minutes
 - Motion by Teresa Young, seconded by Morgan Leever

New Business

- Budget Presentation, Bill O' Donnell, VP of Business Affairs
 - Open dialogue on campus, more communication regarding budget. Staff and faculty need to be aware of finances, have conversations on how money is spent. Sources of revenue/types of activity: Operations, auxiliary funds, restricted funds, plant funds. Operations funds – set asides and exemptions are taken out first. Senate discussing eliminating set aside program. Over the last 5 years expenditures exceed revenue, money is spent from reserves. According to the Composite Financial Index, UT Tyler is the lowest in the UT System. Working on a better accounting structure. Try to be smart with spending, ex: paperless. Fee money must be used first. Operations budget has been flat for over a decade. Challenge is resources. People need tools to be successful. There needs to be dialogue about what is needed. Innovation, communication, commitment. Realign the budget, fully utilize the fee budget. Develop a strategic plan that will help prioritize needs and spending. Possibility is two year budgets for longer lead times.
 - Hiring freeze only affects state funded positions. Freeze expires August 31.

- Faculty Senate – no update

- University Council Update – Jessi Reel
 - Office of International Programs – apply for passports through OIP.
 - RAVE Patriot Guardian safety app, acts as a safety device on user's phone.
 - Discussed exploring what it would take to become D2 school.
 - Summer Flex Plan discussion – President Tidwell asked VPs to come up with a plan for their department. If you do not hear something from your department, let USAC know.
 - Questions: If VP chooses not to do summer flex plan, will it not happen? Clarification is needed. What is the expected date staff should know something by? Staff wants a decision one way or another.
 - Staff work with department heads to communicate the importance of the summer flex plan. Send ideas/input to VPs.

- Discussion about Meeting Format – Closed vs. Open
 - Are guests allowed in meetings? Currently USAC does not have anything about this in policies. Staff may not feel free to discuss certain issues if meeting is open. Options for next meeting: 1. Open meeting to everyone. 2. Open to staff only. 3. Open to staff only by ZOOM. 4. Closed to everyone. Make rule that no media outlets are allowed. Allow university administration? Vote on this in the next meeting.

- Tobacco Free Policy Update
 - Peers Against Tobacco conducted a campus wide (Tyler campus) cigarette butt pick up. Concern with the amount of tobacco butts found – increase from last year before we were tobacco free. Lack of signage and enforcement? Construction workers? Consequences? Reach out to departments and get thoughts.

- Committee Updates for University Appreciation Week

- Monday Luncheon, Food Committee – Dickey’s BBQ and Papacita’s. Sodexo did not get back with Melissa on quote request. Dickey’s can do dessert as well – pecan pie, blondie brownie or cobbler. Lunch line – 11:30 – 12:30. Does either place do anything for food allergies or vegetarian? Suggest not asking about food allergies or vegetarians. 1 guest is allowed per employee, no exceptions.
 - Send food survey out soon. 2 separate surveys – one for food, one for activities. Sue Gossett can help with survey, duplicate what was done last year.
 - Discussion of ticketing and card swapping for activities. Jessi to talk to Joshua Neeves about tracking by card.
 - Monday Luncheon, Decorations Committee – Super Hero theme – working on center pieces, masks on sticks. Check into Mentee app. Using metal buckets, clear vases. Jessi ordering table cloths and masks. Assign volunteer times during next meeting.
 - Monday Afternoon Activities - Survey was sent out and had good response. Cake walk, indoor games (bring board games). Let department know to bring games. Video games will be set up. Cake walk after luncheon. Reach out to Brookshire’s about donating cakes. Staff donate as well.
 - Activities Throughout the Week – Options: Time Square, iJump, Escape Room, bowling, True Vine Brewery, Pinot’s Palet and planetarium. Include on survey if there is an additional cost.
 - Survey Distribution - Work with Sue to modify activities survey from last year. Changes cannot be made after survey is completed.
 - Door prizes – Everyone make big push for donations. Deadline for donations May 1. Add donations to Google Doc Jessica sent out. Reach out to bookstore about donation and employee incentive to buy UT Tyler gear.
 - Sign up for volunteer shifts next meeting, May 10.
- Faculty Staff Development Review
 - If you cannot attend listening session and have concerns, let Jessi know. Next staff session is this Friday at 4:00.
 - Star Award
 - March winner: Jill Crist
 - Taking nominations for April.

Adjourn

Next Meeting will be May 10 at 2:00 p.m. in ADM 301.

Motion to adjourn at by Talitha White and Melissa Hill at 4:04 p.m.

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

May 10, 2017 – ADM 301, 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Talitha White: Alternate	Amanda Ritchie: Representative
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3	RaeJean Griffin: Alternate	Jessica Brown: Representative, Chair
District 4		Marie Dullard: Representative Christina Chatman: Alternate
District 5	Bonnie Davis: Representative, Secretary	Rich Legler: Alternate
District 6	Peggy Mahfood: Alternate	Richard Moore: Representative
District 7	Brista Kent: Representative	Ryan Lilly: Alternate
District 8	Sally Bouis: Representative	Matt Iazard: Alternate
District 9	Morgan Leever: Alternate Toby Wilkerson: Representative	
District 10	Jessi Reel: Representative, Chair-Elect Chris Cox: Alternate	
District 11	Melissa Hill: Alternate	Tracey Huse: Representative
District 12	Aaron Ramirez: Representative Kristie Allen: Alternate	
District 13	Matthew Hallman: Representative Rick McGill: Alternate	
District 14	Zachary Adams: Alternate Sue Gossett: Representative	
District 15		Ashlee Hurlburt, Alternate via zoom Christine Smith, Representative via zoom

Meeting called to order at 2:03 p.m.

Old Business

- Approve March Minutes
 - Motion by Teresa Young, seconded by Sally Bouis
- Vote: Open Meetings
 - Staff voted on open or closed USAC meetings. Meetings will be open to staff by ZOOM only. Staff via ZOOM – 6 votes, Open – 1 vote, Staff only – 1 vote and closed – 4 votes. Bonnie to work on policy.

New Business

- Faculty Senate – minutes from meeting will be sent out.
- University Council Update – no meeting. Meetings will resume in September.
- Meeting with Dr. Tidwell
 - Prayer
 - Some may not be comfortable with prayer before USAC lunch. Will have moment of appreciation or silence.
 - Summer Flex
 - Jessi stressed concern of the importance of a deadline/knowing if summer flex is an option. Deadline will be reported by Jessi when she receives an answer. Some departments have been given summer flex option. Some departments have been told no – unhappy with this decision.
 - Gender equity study
 - Study on everyone's pay. Look at past gender equity study. Jessi followed up with Dr. Tidwell to ask him if we could see results.
- Committee Updates for University Appreciation Week
 - Food Committee
 - Shift sign-ups still needed. Help caterers, work drink and dessert stations.
 - Decorations Committee
 - Help is needed on Friday to decorate the gym. Vases are needed to put superhero decorations in. 15 vases short. Check with Amanda Ritchie. Peggye may have vases.
 - Monday Afternoon Activities
 - Cakewalk and games in Patriot Zone. Pull report to see who signed up to bring cakes and send out reminder. 375 have signed up. After survey closes, Sue will send count to Jessi and Aaron. True Vine was removed from events. Slideshow – look at slideshow from last year. Tape Jersey Mike coupons under chairs at lunch.
 - Door prizes
 - Thank you to everyone who has worked on donations. If you are still picking up donations, bring with you to the lunch on Monday.
- Star Award
 - April winner: Beth Bonner
 - Taking nominations for May.

Adjourn

Next Meeting will be June 21 at 2:00 p.m. in ADM 301.

Motion to adjourn at by Peggye Mahfood at 3:00 p.m.

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

June 21, 2017 – ADM 301, 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Amanda Lynn: Representative	Talitha White: Alternate
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3	Jessica Brown: Representative, Chair	RaeJean Griffin: Alternate
District 4		Marie Dullard: Representative Christina Chatman: Alternate
District 5	Bonnie Davis: Representative, Secretary Rich Legler: Alternate	
District 6		Richard Moore: Representative Peggy Mahfood: Alternate
District 7	Brista Kent: Representative	Ryan Lilly: Alternate
District 8		Sally Bouis: Representative Matt Iazard: Alternate
District 9	Morgan Leever: Alternate Toby Wilkerson: Representative	
District 10	Jessi Reel: Representative, Chair-Elect Chris Cox: Alternate	
District 11	Tracey Huse: Representative Melissa Hill: Alternate	
District 12	Aaron Ramirez: Representative	Kristie Allen: Alternate
District 13	Matthew Hallman: Representative	Rick McGill: Alternate
District 14	Sue Gossett: Representative	Zachary Adams: Alternate
District 15		Ashlee Hurlburt, Alternate via zoom Christine Smith, Representative via zoom

Meeting called to order at 2:00 p.m.

Old Business

- Approve May Minutes
 - Motion by Amanda Lynn, seconded by Sue Gossett
- University Appreciation Week
 - Enjoyed having one lunch – everyone being together. Board games went well. Pleased bowling was an option again. Took a long time to get food but enjoyed Papacita's. More volunteers needed to help with food lines in future. An option is something quicker than tacos – ex: enchiladas. Star Award – some felt they were not shown as much appreciation as in the past.

New Business

- Faculty Senate
 - Audio issues with ZOOM. May have someone from Faculty Senate attend next meeting and give update.
- University Council Update – no meetings during the summer.
- Policy for Open Meetings – Bonnie
 - Bonnie will send draft of policy to committee members for feedback. Will discuss during next meeting. Go before president when changing policies and procedures.
- Update, VP of Marketing, Brand Strategy & Community Engagement – Bonnie
 - Top 6 candidates visited campus last week. Interviews and presentations occurred throughout the week. Impressive pool of applicants. Hope to have decision soon.
- Elections – July
 - List provided of members with terms ending. If first term, eligible to serve again. All must participate in election. Review policies for voting process. Discuss USAC and the voting process with your department.
- Star Award
 - May winner: Susan Kleam, College of Arts and Sciences
 - Taking nominations for June.
- July USAC Meeting – location will be UC Theater
- Open Forum
 - Cigarette butts – lack of no smoking signage.
 - Sodexo closed the entire week of July 4 – updates will be done to blackboard transaction system. Replacing point of sale – better performance. Ordered contact list readers. Tap instead of swipe. New equipment in Chick-fil-a – monitor for kitchen notifications. Do not know yet if Chick-fil-a is getting new grill.
 - Summer Flex – did everyone receive an answer about summer flex? Some have not heard anything. Follow up with departments.

Adjourn

Next Meeting will be July 19 at 2:00 p.m. in the UC Theater.

Motion to adjourn by Brista Kent and Teresa Young at 3:00 p.m.

**The University of Texas at Tyler
University Staff Advisory Council Meeting**

MINUTES

July 19, 2017 – UC Theater, 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Amanda Lynn: Representative	Talitha White: Alternate
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3	Jessica Brown: Representative, Chair RaeJean Griffin: Alternate	
District 4	Marie Dullard: Representative Christina Chatman: Alternate	
District 5	Bonnie Davis: Representative, Secretary	Rich Legler: Alternate
District 6	Richard Moore: Representative Peggy Mahfood: Alternate	
District 7	Brista Kent: Representative	Ryan Lilly: Alternate
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9	Morgan Leever: Alternate Toby Wilkerson: Representative	
District 10	Jessi Reel: Representative, Chair-Elect Chris Cox: Alternate	
District 11	Melissa Hill: Alternate	Tracey Huse: Representative
District 12		Aaron Ramirez: Representative Kristie Allen: Alternate
District 13		Matthew Hallman: Representative Rick McGill: Alternate
District 14	Sue Gossett: Representative Zachary Adams: Alternate	
District 15		Ashlee Hurlburt, Alternate via zoom Christine Smith, Representative via zoom

Meeting called to order at 2:00 p.m.

Old Business

- Approve June Minutes
 - Motion by Marie Dullard, seconded by Sue Gossett

New Business

- University Council Update – no meetings during the summer.
- Debrief on Strategic Plan Meeting Discussion
 - Excited and inspired. Great ideas. Staff included and has a voice. President listened to suggestions. It was encouraging that USAC staff had some of the same ideas as faculty. If you attended meeting, do not share photos or plans from discussion yet. USAC members who attended represented us well. Meaningful suggestions. Felt impact was made with President Tidwell. Voice for staff.
- Budget Meetings with President
 - Thursday, July 20, 9 a.m., UC Theater
 - Friday, July 21, 8 a.m., UC Theater
 - USAC staff and departments are encouraged to attend. Meetings will be available via ZOOM.
- Policy for Open Meetings
 - Discussed wording and wrote closed meeting policy. Bonnie will send policy to Jessica (send to Dr. Tidwell for review).
- Election Committee Update
 - Several spots are open – nominations need to be turned in today at 5 p.m. Voting will be August 2 – August 9. Email reps and alternates August 14-18. Terms will begin in September.
 - Can staff resign? Yes, if work load is too much. Included in policies and procedures.
 - EAC members must serve on USAC. Will discuss role of EAC members with President Tidwell. EAC members would like to attend meeting.
- EAC Update – Sally and Peggye
 - 14 institutions send two reps, three times a year to represent USAC and staff. EAC vision is to represent staff. Receive updates from each area within the UT System.
 - Legislature update in last meeting (Sally will forward PowerPoint). Employee award has been worked on for last year. Approved but enhancing what was asked for. UT Southwestern pilot program for cancer treatment ended. Discussion of incentives to use facilities as employees – working on details. Employee satisfaction – different for each person. Need survey catered to UT System and each facility. Need way for employees to communicate ideas of innovation – involve USAC. Interest in employees receiving approved time off to volunteer for non-profit organizations. CASA is an option. Send ideas for volunteering to Peggye. Jessi suggested Peggye talk to Chase Ragland. Interest in full week off at spring break for staff – working on details.
- USAC budget – summer event
 - Need to use \$1673 by the end of the fiscal year. Pokey O's ice cream sandwiches is option. Door prizes for next year is also an option.
- June Star Award Winner: Elizabeth Lucas. Taking nominations for July.

Adjourn

Next Meeting will be August 16 at 2:00 p.m. in ADM 301.

Motion to adjourn by Teresa Young and Peggye Mahfood at
2:55 p.m.

**The University of Texas at Tyler
University Staff Advisory Council (USAC) Meeting**

Minutes

August 16, 2017 · ADM 301 · 2pm

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1		Amanda Lynn: Representative Talitha White: Alternate
District 2	Teresa Young: Representative	Amy Wilson: Alternate
District 3	Jessica Brown: Representative, Chair RaeJean Griffin: Alternate	
District 4	Marie Dullard: Representative Christina Chatman: Alternate	
District 5	Bonnie Davis: Representative, Secretary	Rich Legler: Alternate
District 6	Richard Moore: Representative Peggy Mahfood: Alternate	
District 7	Brista Kent: Representative	Ryan Lilly: Alternate
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9	Morgan Leever: Alternate Toby Wilkerson: Representative	
District 10	Jessi Reel: Representative, Chair-Elect Chris Cox: Alternate	
District 11	Melissa Hill: Alternate	Tracey Huse: Representative
District 12	Aaron Ramirez: Representative	Kristie Allen: Alternate
District 13	Matthew Hallman: Representative	Rick McGill: Alternate
District 14	Sue Gossett: Representative Zachary Adams: Alternate	
District 15		Ashlee Hurlburt, Alternate via zoom Christine Smith, Representative via zoom

OLD BUSINESS

- Approve July Minutes
 - Motion by Teresa Young seconded by Toby Wilkerson
- Updated Policies and Procedures

NEW BUSINESS

- Dr. Tidwell
 - Holiday Schedule
 - By law certain number of holidays must be observed. Reviewed holiday schedule mandated by state. If holiday falls on weekend, holiday not observed. Optional holidays can be used for more days at other times – for example, winter break. Most staff would like to use floating holidays between Christmas and New Year's. Starts on 12/25-1/1. This allows for one day at spring break.
 - Community Engagement Opportunities
 - Discussed options. Family friendly, Santa, snow, portable ice skating rinks. Competitions for decorating at Christmas. Grounds decorated with more lights. Week after finals – Cocoa Palooza – photo booth, not cocoa bar. Events could benefit a non-profit organization. Charge small amount – people see more value in it.
 - Oct 25 library hosts Halloween double feature in UC Theater. Open to community. Safe Treat/Residence Life – invite community to go to offices/departments. Res Life could partner w/ Greek Life for Trunk or Treat.
 - Spring break camp or activities – bumper soccer on practice soccer fields. Older kids need something to do as well. Student Affairs – alternative spring break trip in past. Spring break aligns with TISD. Determine age - target middle school age. Model after swoop camp. Counselors and different activities. ½ day of activities, nursing or engineering ½ of day of experiments. Faculty are not here during that week. Students who stay on campus could help. Paid opportunity for students. USAC would benefit from having somewhere to bring kids. Student Life and Leadership would be good start – Jessi Reel will follow up. Pokemon Go, sports camps, involve art department.
 - Jessi: Policies prevent community members from using University Center space (student fee funded building). Received space requests and have to turn people away. How can we be more open to using space? President can designate space as special use facility for outside groups. Exception – co-sponsored. Regents rules state that no cost can be incurred by university. Alumni House and OAC are special use facilities.
 - Sally: Innovation Academy in Palestine is moving locations. President Tidwell explained the building the students are in was inspected by the fire marshal and is not safe. Plan is to use Mathis Hall for one year while searching for space. President actively working with mayor to find location.
 - Melissa: Parking - Rose Heights and parking by tennis courts will be used. Shuttles ended at 5 p.m. last year. Open until 6:30 on bill due date and 8/25. Shuttles need to run until 6:45 or 7 for at least the first few days. President Tidwell: Shuttles will run until 7 p.m.
 - Discussion of creating a quad on campus – middle of campus. Will require more space, looking at schematics on campus. Discussion of becoming a more traditionally focused campus. Supplementing with students coming from different areas. Changing

scholarship model. Kids are recruited from other colleges because we do not offer full scholarship package.

- Salary survey: Survey is complete and letters will go out to home address on file. Follow up with supervisors if you have concern with salary. Most salaries were within range.
- University Council Update – no meetings during summer
- HR Director Update – Jessica Brown
 - Narrowed down to 3 candidates, all external, Jessica and Jessi on interviewing committee, will complete interviews next week.
- Faculty Senate Update – Jessica Brown
 - Will send minutes electronically
- Elections (we need an alternate for Dist. 6, if you know anyone interested, please let us know. Alternates technically have to attend one meeting each semester)
 - New representatives and alternates
 - District 2: Sydni Blundell (Representative) | Debra Ellis (Alternate)
 - District 3: Janice Helfers (Representative) | Peggye Mahfood (Alternate)
 - District 6: Richard Moore (Representative) | VACANT (Alternate)
 - District 7: Shelia Darcey (Representative) | Brista Kent (Alternate)
 - District 8: Eric Figueroa (Alternate)
 - District 11: Ashlynn Jones (Representative) | William Rawlinson (Alternate)
 - District 15: Jessica Brown (At – Large, Alternate)
 - Officer elections
 - Chair Elect (let us know if you are interested, call for nominations will go out in September)
 - Secretary (ditto)
- Convocation, August 25th
 - Looks like it will be shorter this year.
 - Freshman Convocation, new, please attend to help make it a success
- Presidential Inauguration, September 12th
 - Please RSVP and plan to attend
- Summer Event – Pokey O's, August 15th, served 200
- Star Award
 - July: Waymon Wesley, Campus Computing Services
 - Currently taking nominations for August
- Open Forum
 - Melissa: are the offices expected to be open during inauguration? Everyone was invited. Most likely will be up to each area supervisor, but we will follow up.
 - Please make sure to communicate to your districts. Many have said that they aren't getting emails. Suggestion from Peggye to have an exec member copied on all emails. Jessica reminds that this is the primary responsibility of District Reps.

Adjourn

Motion by Toby Wilkerson, seconded by Teresa Young

Next meeting will be September 20th at 2pm in ADM 301.