

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

**Minutes**

September 20, 2017 · ADM 301 · 2pm

	<b>Representatives and Alternates Attending:</b>	<b>Representatives and Alternates Not Attending:</b>
<b>District 1</b>	Rep: Amanda Lynn	Alt: MaryEllen Holland
<b>District 2</b>	Rep: Sydni Blundell	Alt: Debra Ellis
<b>District 3</b>	Rep: Janice Helpers Alt: Peggye Mahfood (ZOOM)	
<b>District 4</b>	Rep: Marie Dullard Alt: Christina Chapman	
<b>District 5</b>	Rep: Bonnie Davis, Chair Elect Alt: Jimmy Spanko	
<b>District 6</b>	Rep: Richard Moore	Alt: Jessica Scurlock
<b>District 7</b>	Rep: Sheila Darcey Alt: Brista Kent	
<b>District 8</b>		Rep: Sally Bouis Alt: Eric Figueroa
<b>District 9</b>	Rep: Toby Wilkerson, Secretary Alt: Morgan Leever	
<b>District 10</b>	Rep: Jessi Reel, Chair Alt: Michael Cichowicz	
<b>District 11</b>	Rep: Ashlynn Jones	Alt: Greg Rawlinson
<b>District 12</b>	Rep: Aaron Ramirez	Alt: Kristie Allen
<b>District 13</b>	Rep: Matthew Hallman Alt: Rick McGill	
<b>District 14</b>	Rep: Sue Gossett	Alt: Zachary Adams
<b>District 15</b>	Alt: Jessica Brown	Rep: Christine Smith

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

## OLD BUSINESS

- Approve August Minutes
  - Motion by Amanda Lynn and Toby Wilkerson

## NEW BUSINESS

- Will not use paper copies at USAC meetings. Jessi will try to send out the agenda the morning of the meeting.
- Reminders of USAC expectations: Link to policies and procedures can be found on the USAC page of the website. <https://www.utt Tyler.edu/usac/files/2017-policies-procedures.pdf> Dr. Tidwell is counting on us to attend different sessions he is having. Communicate to those in our departments who cannot attend the meetings. An updated list of new reps and alternates will be sent to departments. Let us know if someone new is hired. Reps required to send minutes to departments each month. Alternates are required to attend one meeting each quarter.
- University Council Update: Council met yesterday. Lucas Roebuck, new Vice President of Marketing spoke. Moving very quickly with vision and strategic plan. Purpose of marketing department to support the mission of the university. Communicate right message, brand of UT Tyler and how important it is to market a valuable brand. Support the university's strategic plan, brand position, brand promise, brand aspirations. New corporate identity will happen. Includes new athletic identification. Swoop may be coming to an end but will plan activities that will honor Swoop. Marketing department divided into teams. Colleges will be assigned to a specific team. Marketing will know what projects you are working on for the year. Coming soon. Homecoming already assigned to a team. Market driven, data analysis. Website – big changes in next 3 years. Prospective students, current students and faculty and staff is what our site focuses on now but it needs to focus on prospective students. New department – Office of Community Outreach – Brandon Reynolds will head this department.
- Faculty Senate Update – did not meet.
- EAC Update – reps attending EAC meeting.
- Meet Your Rep: September 29 or October 6? Decided on October 6. Come and go breakfast in ballroom. Each district will have a table. Decorate table and make it fun. Plan for 8:00 to 10:00. Is there a theme? Wonder Woman, super hero theme, comic books, UT Tyler theme, Halloween theme, fall theme. Let Jessi know if you need help with decorations. Will send out invitations soon.
- Save the Date
  - Staff Development Nov. 16-17, 2017: Area of focus of Dr. Tidwell. Will choose committee members for this later today.
  - Appreciation Week May 14-18, 2018: Will do survey soon to see what we like or what can be changed for the week. Need to figure out who we are and what we want to project. Last year there were questions on legality of taking two half days in one week for events. Format may change.
- Elections
  - Officer elections
    - Chair Elect: Bonnie Davis
    - Secretary: Toby Wilkerson

- Committee Assignments
  - Communications Committee: maintain website, public relations, event invites, flyers, etc.
    - Chair (USAC Secretary), Aaron Ramirez and Matthew Hallman.
  - Benefits Committee: review staff concerns regarding benefits and refer items as necessary
    - Chair, 2 members, HR Rep as ex-officio: Amanda Lynn, Sue Gossett, Michael Cichowicz
  - Staff Development Committee: plan training opportunities for staff (event in November)
    - Chair (USAC Chair), 2 members (or more), HR Rep as ex-officio: Morgan Leever and Brista Kent.
  - UT Tyler Star Award Committee: send out call for nominations & announce monthly award
    - Chair (USAC Chair-Elect), 2 members: Sheila Darcey and Janice Helfers
  - Nominations and Elections Committee: help with electing new representatives and alternates
    - Chair, 2 members: Amanda Lynn, Rick McGill and Sydney Blundell.
  - Employee Advisory Council (EAC) Committee: part of UT System USAC on system level.
    - 2 Representatives, Alternate (filled by Peggye Mahfood, Sally Bouis, terms ending 2018) Richard Moore is the alternate. If you are interested, be thinking about for next year.
- Star Award
  - August: Madison Payne, Admissions
  - Currently taking nominations for September - remind your districts. Are auxiliaries allowed to nominate? Yes.
- Open Forum
  - Sue Gossett: QEP Topic Selection Survey to be sent out soon. The QEP topic selection committee developed surveys to help identify emerging themes that may enhance the UT Tyler environment and or student learning. Faculty, staff, students, alumni and community stakeholders will receive email invitations to participate during the fall 2017 semester.

**2017-2018 Meeting Dates:**

September 20  
 October 18  
 November 15  
 December 20  
 January 17  
 February 21  
 March 21  
 April 18  
 May 16  
 June 20  
 July 18  
 August 15

**ADJOURN** Motion by Brista Kent and Toby Wilkerson 2:36 p.m.

Next meeting will be October 18th at 2pm in ADM 301.

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

**Minutes**

October 18, 2017 · ADM 301 · 2pm

	<b>Representatives and Alternates Attending:</b>	<b>Representatives and Alternates Not Attending:</b>
<b>District 1</b>	Rep: Amanda Lynn	Alt: MaryEllen Holland
<b>District 2</b>	Rep: Sydni Blundell Alt: Debra Ellis	
<b>District 3</b>	Rep: Janice Helfers Alt: Peggye Mahfood	
<b>District 4</b>	Rep: Marie Dullard Alt: Christina Chapman	
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<b>District 6</b>		Rep: Richard Moore Alt: Jessica Scurlock
<b>District 7</b>	Alt: Brista Kent	Rep: Sheila Darcey
<b>District 8</b>	Rep: Sally Bouis	Alt: Eric Figueroa
<b>District 9</b>	Rep: Toby Wilkerson, Secretary Alt: Morgan Leever	
<b>District 10</b>	Rep: Jessi Reel, Chair	Alt: Michael Cichowicz
<b>District 11</b>	Rep: Ashlynn Jones Alt: Greg Rawlinson	
<b>District 12</b>	Rep: Aaron Ramirez	Alt: Kristie Allen
<b>District 13</b>	Rep: Matthew Hallman	Alt: Rick McGill
<b>District 14</b>	Rep: Sue Gossett Alt: Zachary Adams	
<b>District 15</b>		Alt: Jessica Brown Rep: Christine Smith

After furniture rearrangement, the meeting called to order at 2:03 p.m.

## Laura Jackson – Input Session for UT Tyler 2018 Tuition Proposal

- The board of regents sets our tuition.
- Key Strategic Areas
  - Student success
  - Student Experience/Engagement
  - Discovery/Scholarship/Research
  - Outreach/Impact
- Rapid Growth
  - Increased student and staff numbers growth.
  - We've been making investments in staff and structure.
  - We have had deficit spending and need to recover.
- Tuition Committee – Campus wide work group.
  - Representation from all over campus. Students, staff, and faculty.
- We are looking at money saving efficiencies. State funding may be reduced.
- Tuition Process Principles
  - Access
  - Affordability
  - Student Success & ROI
  - Quality
  - Efficiency
  - Transparency
  - Flexibility
  - Responsibility and Shared Benefits
- Questions and Ideas
  - Online education a flat tuition rate as opposed to in or out of state.
  - Students don't understand there are additional fees for online courses.
    - "Online courses should be less expensive." Proctor fees.
  - UT Dallas: Flat rate or fixed tuition for four or five years, without a breakdown.
    - A lot of third parties look at this information.
  - Percentage increase? Change the way you charge tuition.
  - Bill O'Donnel is running numbers to see how an increase would affect us.
  - Book fees.
  - Automatically charging parking AND security.
    - Some students are sharing parking passes
  - [laurajackson@uttyler.edu](mailto:laurajackson@uttyler.edu)

## OLD BUSINESS

- The records on EAC are different from ours in regards to the terms of replacement positions.
  - We need to get something on file after meeting with the president.
- Approve September Minutes

- Motion by Sydney Blundell, seconded by Brista Kent.
- Meet Your Rep
  - Not crazy about the setup, people went straight to the food.
  - Put the tables between the doors and the food.
  - Instead of having them come to us, have us go to them!
  - It could have been 30 minutes shorter.
  - It was poorly attended. Some were there for the treats.
  - Taco ticket at your rep's table.
  - We need an updated list from HR.
  - Redistricting?
- University Council
  - Dr. Wattley
    - Next month is cyber security awareness month.
    - A third party did a cyber security check. UT Tyler was #1!
    - We have less service outages than other schools.
    - They block over 50 million emails.
    - They recently completed a technology inventory.
    - Campus wide wi-fi upgrade and expansion.
    - IT support employees spread throughout departments.
- Faculty Senate Meeting
  - Dr. Mirmiran discussed provost report
    - Student success and attention
    - 7% increase in freshmen retention
      - Due to embedding advisors into the colleges
    - Working on ranking system for lecturers.
      - Similar to tenure and tenure track
    - 27% are adjunct lecturers. They want more freshman exposed to senior staff.
  - QEP – Quality Enhancement Program
  - Dr. Gieger working on a fund for graduate students.
  - Lance Williams received a plaque.
  - A question was raised to Bob Hepler about free gym memberships.
    - TJC got free access to their gym that's not free.
    - You can get a day pass to the HPC
  - Dr. Motari closed with a proposal to work together to strengthen shared goals.
- EAC update (Employee Advisory Council)
  - Employee advisory council
  - Work on committees
    - ROEA – Regents Outstanding Employee Award
      - Faculty and students have had an award. We have ask for 30 awards and \$5,000 cash. Now bumped up to \$10,000 dollars per person.
      - Challenge coins. McRaven will hand out with awards.
      - \$350,000 total for the luncheon.
      - Each campus can forward nominations. Nomination letter, 3 letters of support. They have to be in good standing with HR. They have to have been at least 2 years at their institution. It can only be won once per 5 years.

- 1 person per institution. The other 15 will be based on nominations. It has to go through the president's office.
- Star award recipients?
  - Salaries and Benefits
  - Staff wellness and morale committee
    - Recommendation for system wide survey, third party, shared results.
    - Lactation rooms. We are one of two schools that don't have them.
  - Communications committee.
    - One system, one voice. What affects all of us?
- Staff trip to East Texas Food Bank
- Jessica Brown and Jessi Reel are searching for HR director.

## **NEW BUSINESS**

- Redistricting – New offices are being formed and some are shrinking.
  - It was originally done geographically. Offices have moved. We've had growth
  - Create a new district or more reps?
- Reviewing our bylaws.
  - They haven't been looked out in a while. We may start a sub-committee.
  - Motion to discuss at next meeting.
- Star Award
  - September: Jenina King
  - Currently taking nominations for October.
- Open Forum
  - Nursing students put hammocks between trees.
    - Check with EHS
    - *See appendix A for more information.*
  - ATM in the library, a student request.
    - Put ATM on maps. Contact Beverly Golden
  - Merit Increases

## **Adjourn**

Motion by Morgan Leever, seconded by Aaron Ramirez at 3:17pm.

*The next meeting will be November 15<sup>th</sup> at 2pm in ADM 301.*

## APPENDIX A

I pulled the section below from the Manual of Policies and Procedures for Student Affairs.

<http://www.uttyler.edu/mopp/documents/1-general-policies.pdf>

### Sec. 1-801. University Grounds

Students are expected to follow all University facility policies and guidelines and policies outlined by UT Tyler Environmental Health & Safety and UT Tyler Facilities Management.

#### 1. Tree Hammock and Slackline Usage Guidelines

These guidelines are to protect the health of the trees and ensure the safety of the students. The hammock and slacklining guidelines are:

- a. the only approved hammock/slacklining area will be around both Harvey Lake and Little Pond.
- b. Only one hammock/slackline per tree, no multi-tier hammocks.
- c. Students must abide by the hammock's maximum weight limit.
- d. Hammocks and slacklines must not be set up more than three feet above the ground.
- e. Students must remove trash once finished.
- f. Unhealthy/unsafe trees should not be used, and should be reported to Environmental Health & Safety via e-mail or phone (903.566.7011)
- g. Students should report any unsafe act to the University Police Department via e-mail or phone (903.566.7300) or to Environmental Health & Safety via e-mail or phone (903.566.7011).
- h. The use of hammocks and slacklines is at the student's own risk. The university assumes no responsibility or liability for damages and injuries caused by the use of hammocks and slacklines.



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

**Minutes**

November 15, 2017 · ADM 301 · 2pm

	<b>Representatives and Alternates Attending:</b>	<b>Representatives and Alternates Not Attending:</b>
<b>District 1</b>		Alt: MaryEllen Holland Rep: Amanda Lynn
<b>District 2</b>	Rep: Sydni Blundell	Alt: Debra Ellis
<b>District 3</b>	Rep: Janice Helpers	Alt: Peggye Mahfood
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<b>District 15</b>	Alt: Jessica Brown	Rep: Christine Smith

Meeting was held at the OAC.

Bill O'Donnell: New evaluation process/merit increases.

- The president wants to align evaluations with merit pay raises.
  - Calendar year evaluations in November
  - March/April are the merit pool raises.
- Employees are waiting several months.
- The budget timing is complicated. After discussions, a decision was made to do a delayed raise that begins on January 1<sup>st</sup>.
- The evaluations are being done early so that merit raises can start earlier.
- The next evaluation may be in June or July so that merit raises can begin in August or September.
- The goals may get tricky with 6<sup>th</sup> month evaluations, but it shouldn't hurt to have more frequent evaluations.
- If you are below the minimum, you are supposed to be brought to the minimum first. Then they could be eligible for a 2% increase on top of the minimum.
  - Benefits are separate.
- So people wish for a 360 evaluation. Will there be community input on evaluations?
  - I sent out a self-evaluation when I first got here.
    - List of accomplishments
    - Challenges, barriers, and obstacles
    - Areas for improvement
  - I was thrilled with the results!
    - Some of the staff have ask to use it with their staffs
  - Feel free to be innovative! So long as the conversation takes place
    - Discussing the goals are the most important part
    - The evaluation is a way to document the employees' yearly accomplishments.
    - The current evaluation forms are pigeon holing people into boxes.
      - People get caught up on the labels.
  - This year we are going to use the same form. We are open to change in the future.
  - We need to do a better job with direct feedback.
  - We need to plan ahead more to provide lead time to ensure that things get done.
- 

## **OLD BUSINESS**

- Approve October minutes Sue and Aaron

## **NEW BUSINESS**

- Tuition Proposal update
  - Town Hall meetings will be held in the UC Theater on Nov 16, 11:00 am and Nov 17, 9:00 am
  - The committee has been meeting a lot over the past couple of weeks.
  - We now have a proposal.

- Rapid growth for students and employees. Currently 906 employees.
  - Budget deficit
  - Tuition Process Principles
  - Our proposal reflects a 6% increase per year adjustment on tuition and mandatory fees
  - Current students taking 15 hours \$3911
  - We are still below average for costs and above average for employed graduates.
  - Change in the student services fee
  - Technology fee.
  - Student success fee will be \$100 per semester. It is a new fee towards the strategic plan.
  - Differential Tuition: \$20 per credit hour. Similar to a lab fee.
  - Houston Engineering Center Fee Changes
- University Council Update
- Faculty Senate Update: Bonnie
  - President Tidwell gave an update on travel forms and using Right Signature.
    - The final meetings of the strategic plan have happened.
    - There is a request for a full master plan. A new nursing program will be looked at first.
    - Fundraising opportunity: naming the college of business.
    - Relocating the parking lot in front of the UC and making a “quad”.
    - Renaming the streets. Emergency services are having a difficult time locating spaces.
    - We will likely bring on a new living facility.
    - Lucas Roebuck gave a marketing update.
      - Websites will be updated by Spring 18
      - Marketing teams will be assigned to each department.
- Staff Development Committee
  - We have a lot of room for growth
    - We have less than 200 donators from 30,000 alumni
    - There were 56 donators from faculty and staff.
    - The past two years have seen just a few million dollars in donations.
    - The goal is for advancement to be involved in the process from the beginning.
  - Dr. Tidwell said that things are moving slow right now. The velocity of change will increase.
- HR Director update: Gracy Buentello
- VPSA and VPUA search updates
  - Moving quickly. Dr. Tidwell would like to make an offer before Christmas.
  - Bill is chairing the VPSA committee. Be consistent with questions.
  - VPUA
- Star Award
  - Currently taking nominations for November.
- Open Forum
  - Summer flex scheduling? We have a new HR director.
    - Some utilize it, some don't.
    - Perhaps pushing for more flex.
  - Set up for Staff Development
  - ROEA
    - \$10,000 x30
    - EAC members are not eligible.

**Adjourn**

Motion by Jessi Reel, seconded by everyone at 3:17pm.

*The next meeting will be December 20<sup>th</sup> at 2pm in ADM 301.*

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

February 21, ADM 301 · 2pm

## AGENDA

### OLD BUSINESS

- Approve December Minutes (January meeting was cancelled)
- Motion by Morgan Leever and Seconded by Peggye Mahfood
- **NEW BUSINESS**
- Srinu Kambhampati-Acting Director of Research and Scholarship
  - Deadlines for Internal Grants
  - Less restrictions. Open to everybody.
  - Staff research will benefit students.
  - Grants will be available to any discipline.
- ROEA Update-Sally Bouis
  - Sally said there were 17-18 nominations.
  - An announcement will be made shortly after the selection.
- Faculty Senate Update: Bonnie
  - Live music and Stanley's BBQ at Homecoming.
  - Joint awards ceremony. Won't replace appreciation.
- VPSA – Ona Tolliver
- VPUA – Continuing search
- Faculty and Staff Awards update
- Committee signup:
  - March 22, Black Tie/Formal event.
  - It will not take away from appreciation.
- University Appreciation Week
  - Same Format
- Committees: Monday Lunch Food, Monday Lunch Decorations, Monday afternoon activities, Activities Throughout the Week
- University Council Update
- Homecoming next week!
- Star Award
- January: Adrienne Hampton
- Currently taking nominations for February
- Open Forum
  - Summer flex schedule.
  - A policy is being worked on. We don't know what's going to happen.
  - New district discussion for Fall 2018.
  - Send feedback to [USAC@uttyler.edu](mailto:USAC@uttyler.edu)
  - Benefits Committee question
  - Update Committees

### ADJOURN

- *Next meeting will be March 21st at 2pm in ADM 301*

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

March 21, Stewart Hall 301 · 2pm

**ATTENDEES**

- Amanda Lynn
- Debra Ells
- Sydni Blundell
- Peggye Mahfood
- Janice Helfers
- Bonnie Davis
- Christina Chatman
- Marie Dillard
- Sheila Darcey
- Toby Wilkerson
- Morgan Leever
- Jessi Reel
- James Bonnett
- Greg Rawlinson
- Sally Bouis
- Eric Figueroa
- Rick McGill
- Sue Gossett
- Howard Patterson

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

March 21, Stewart Hall 301 · 2pm

**AGENDA**

**OLD BUSINESS**

- Approve February Minutes
  - Peggye/Morgan/Sally

**NEW BUSINESS**

- Bill O'Donnell: Business Building renovation, parking updates
  - NOTES:
    - \$60,000,000 from UT System
    - \$11,000,000 from PUF Funds
    - \$5,000,000 from UT Tyler
    - 140,000 GSF
    - Shift of funds from old bus building renovation to new building (\$15.1 million for CAS renovation)
      - New Scope – short 12.5 million for renovation
      - Don't have money to do renovation but it's been designed and planned
        - Dean Slann & Dr. Wink
      - Haven't put in our \$5,000,000 yet (it was never identified)
      - President is hopeful for a donation to complete the project
      - "told to continue with the design plans as they are"
      - Vacate the building in August – until we get the funds it'll remain closed down "offline" and removes from space inventory – "will help us with our space and classroom utilization"
      - Hopefully the project is just delayed not cancelled
      - Soles College of Business (not the building) – working to find a donor for the building - endowment donation (not at liberty to discuss the amount)
    - Parking Fee Increase (?)
      - "salary-based hunting permit" at previous campus
      - "artificially low here and should operate like everywhere else – parking should entirely support itself; no funds from anywhere else should go to parking"
      - \$6,000,000 garage and 305 spaces
      - Current: \$72 yearly (fac/staff/students);
      - Proposed:
        - Students \$80 school year; \$20 summer 1; \$10 summer 2 (\$110 yearly);
        - Fac/Staff: 100 per year then increase to \$120 (payroll deduction at \$10 per month)
        - no cost increase for garage vs open spaces

- Specific/different rates for specific/different lots? – complicated in purchasing vs use; inefficient (regional?? West/south/north/east lots etc)
  - UC Lot project – “will only happen if there’s a donor”
    - Fac/staff need more spaces
  - Eric F. – stickers vs placards – loss of branding & money
- Dr. Howard Patterson: Division II Athletics
  - NOTES:
    - NCAA Site visit in April
    - James Bonnette w/ compliance
    - Late July – provisional membership year one
    - Fall 18 – Div III schedule in American Southwest Conference (essentially scrimmage)
    - Fall 19 – Div II schedule – Ionestar conference
    - \$50 million start up for football – “not any anyone’s current time here”
    - Scholarships for athletes / recruitment of two groups
- Faculty and Staff Awards update
  - NOTES:
    - Date: Friday, April 27<sup>th</sup> – 6:30 PM – 8:30 PM
    - Attire:
    - Location: The Cascades
    - Awards Committee – came up with staff awards; awaiting funding and approval; three awards at \$2,500 each (potentially additions to salary); simple in nomination
      - service award – committee membership, serving UT Tyler/community;
      - research award - research that benefits the field of higher ed in the past 5 years;
      - passion award – outstanding and passionate employee; above and beyond
      - full time staff member to be eligible; working for 5 years; can’t be nominated for 5 years if you win
      - meeting w/ Tidwell on Friday – hoping to receive approval and be able to send email announcement on Monday; nomination process is simple and will be explained in the email (between star and ROE level of nomination)
      - recognize nominees for ROE Award
      - recognize Star Award nominees
- University Appreciation Week (\$15,000)
  - Theme ideas
    - NOTES:
      - UT Tyler Theme (new branding)
  - Save the date: May 14-18
  - Committees:
    - Monday Lunch Food
      - NOTES: Aaron, Sue, Sally (Chair), Deb
    - Monday Lunch Decorations
      - NOTES: Janice, Brista, Sheila
    - Monday Afternoon Activities
      - NOTES: Morgan, Sydni, Marie, Amanda
    - Activities Throughout the Week



- NOTES: Sydni, Amanda, Peggye
  - Ask advancement for donations
- University Council Update: Jessi Reel
  - NOTES:
    - Dr. Patterson led – most comments above
      - Bob Hepler got a job at Eastern Mennonite University; will be leaving
      - HPC celebrating 15 years this fall
    - Dr. Tidwell
      - Innovation Academy drama
        - Perpetuating rumor that university might decide to close (permanently) the innovation academy during spring break
        - Do not talk to media; don't perpetuate media; ask marketing – even if it's The Talon or random student with a blog
      - Eric F. – innovation academy preferred admission status; been on waitlist for two years (District 14; following up w/ Innovation Academy to get something rolling)
      - Tuition proposal approved through board of regents
      - Deep dive meeting w/ regents to discuss the master plan, strategic plan, plan for student success
      - Searches
        - Dean CAS – Zoom interview stage
        - OIP & Assistant/Associate Provost – still searching for applicants
      - Presidential Fellows Full Ride
        - Lots of highly qualified students have accepted
        - Highest SAT accepted: 1570
- Star Award
  - February: Matt IZard
  - Currently taking nominations for March
- Open Forum
  - NOTES:
    - Sally – ROEA – UT Tyler: 19 noms; 8 sent to president; 4 sent to chancellor; wide range of job titles; based on strength of letters/nominations not job title
    - Peggye – EAC committee – staff engagement and satisfaction survey; contacting HR for action plan and details regarding last time it was conducted;
      - Flex Time & Flex Location Document
      - Pull information about what is being done with flex time currently and how it can be proposed to the president

## ADJOURN

*Next meeting will be April 18<sup>th</sup> at 2pm in Stewart Hall 301*

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

April 18, 2018, Stewart Hall 301 · 2pm

**Minutes**

**Attendees:** Peggye Mahfood (Zoom), Brista Kent, Janice Helpers, Sheila Darcey, Sydni Blundell, Debra Ellis, Sue Gossett, Jessi Reel, Amanda Lynn, Ashlyn Jones, Sally Bouis, Aaron Ramirez, Marie Dullard, Morgan Leever, Richard Moore, Bonnie Davis

**OLD BUSINESS**

- Approve March Minutes
  - Motion to approve – Sally Bouis and Amanda Lynn
  - Jessi to review attendance policy

**NEW BUSINESS**

- Faculty and Staff Awards update
  - Registration closes tomorrow.
  - Received great nominations.
  - Make sure the people who win are registered for the event.
- University Appreciation Week
  - Committee Updates:
    - Monday Lunch Food
      - Call for volunteers
      - Jessi find out if Dr. Tidwell will speak at the luncheon.
      - Debra, Sue, Aaron and Sally on lunch committee.
      - Traditions for all three food stations – Fajitas, BBQ, pasta bar. Pick a station on survey going out.
      - Fajita line went slower last year. Making adjustments to organization of tables to make lines faster.
      - Discuss placement of screen.
      - Sally schedule meeting with Jessi, Bonnie, Vicky and Kyle and Cindy w/ AHI.
      - Talk to Morgan about Qualtrics survey. Need everyone to volunteer for entire luncheon. Set up to break down.
      - Sally will work w/ decorations committee as well.
    - Monday Lunch Decorations
      - Janice will email group to get started.
      - Bonnie email table lay out to committee.
      - Send Jessi list of shopping items.
      - UT Tyler theme
      - Decorations in storage.
      - Oriental Trading for table cloths and other items.

- Retirees to front of line.
- Bonnie reach out to Janet or Taylor Alvarez to send out letter.
- Need several more trash cans this year.
- Make sure we have enough porters.
- Monday Afternoon Activities
  - Bubble soccer is too expensive.
  - East Texas Laser Tag - knocker ball (may do this as activity during week) Liability waivers are needed.
  - Two indoor activities and one outdoor activity.
  - Cake walk
  - Trivia in Patriot Zone – UT Tyler trivia
  - Ok to ask for donations – Bonnie checked w/ Advancement
- Activities Throughout the Week
  - Liked flexibility of activities last year. Taking away Crossfire.
  - Two hours for rock climbing. \$16.95 per hour – is there a group rate? Need waiver.
  - Pottery
  - Historic Aviation Museum
  - Send list for approval to Jessi and Bonnie.
  - True Vine was liability issue
  - Pinot’s Palette – ok
  - One survey with lunch and activities? Not enough time to add activities to lunch survey.
  - Movies, Ijump, Escape Room, movies, bowling, Pinot’s Palette, planetarium. Max of 3 activities per day.
  - For Pinot’s Palette incorporate what will be painted into survey.
  - Will a confirmation be received after they pick? Morgan can set it up for this. Email to refer to after registration. Email reminder week of.
- University Council Update: Jessi Reel will send update.
- Faculty Senate Update: Toby Wilkerson – out sick today.
- Next meeting date discussion
  - Meet week before UAW – next meeting will be May 9. Will go over final details for UAW.
- Star Award
  - March: Jessi Reel
  - Currently taking nominations for April
- Open Forum
  - ROEA award – Jason DiStefano won. Send congratulations email. Great response. Team did not rank own university. Done very fairly. Very impressive and talented staff. Did the people who were nominated find out if they were nominated? Yes and received a regret email. Reception next year for those who were nominated. Possible workshop on how to properly submit a nomination. Make sure when convocation starts planning to send name of the ROE award.

- Salaries survey follow up. Sources of information and process. Status? Jessi talk to Dr. Tidwell. Only job title in Texas is difficult to measure. Staff did research for median pay and was different than sources. Formal follow up report? Without benefits most fall below the median.
- Bill O'Donnell – Jessi does not have official report or update.
- Recognizing ROEA nominees – Sally can share the list. Toby add list to our website.
- Recognize faculty and staff award nominees during convocation.
- During UAW – USAC reception for ROEA nominees and winner?
- Website updates – Toby
- Flex – EAC working on at system level. Some colleges will not allow flex unless a policy is in place. If same decision is passed down, maybe ask to speak to VPs to hear feedback from staff.
- Bonnie to give update on Flex policy w/ other universities from State University Staff Council at next meeting.
- Motion to close – Amanda Lynn and Janice Helfers.

## **ADJOURN**

*(Tentative) Next meeting will be May 9 at 2pm in UC Theater.*

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

June 20, Stewart Hall 301 · 2pm

**MINUTES**

**ATTENDANCE**

District 1: REP	Amanda Lynn	Present
District 1: ALT	<b>Vacant</b>	---
District 2: REP	Sydni Blundell	Present
District 2: ALT	Debra Ellis	Present
District 3: REP	Janice Helfers	Absent
District 3: ALT	Peggye Mahfood	Present
District 4: REP	Marie Dullard	Present
District 4: ALT	Christina Chatman	Absent
District 5: REP	Bonnie Davis	Present
District 5: ALT	James Spanko	Absent
District 6: REP	Richard Moore	Absent
District 6: ALT	Jessica Scurlock	Absent
District 7: REP	Sheila Darcey	Present
District 7: ALT	Brista Kent	Present
District 8: REP	Sally Bouis	Present
District 8: ALT	Eric Figueroa	Absent
District 9: REP	<b>Vacant</b>	---
District 9: ALT	Morgan Leever	Present
District 10: REP	<b>Vacant</b>	---
District 10: ALT	Michael Cichowicz	Absent
District 11: REP	Ashlynn Jones	Present
District 11: ALT	Greg Rawlinson	Present
District 12: REP	<b>Vacant</b>	---
District 12: ALT	Kristie Allen	Present
District 13: REP	<b>Vacant</b>	---
District 13: ALT	Rick McGill	Absent
District 14: REP	Sue Gossett	Absent
District 14: ALT	Zachary Adams	Absent
District 15: REP	Christine Smith	Absent
District 15: ALT	<b>Vacant</b>	---

**OLD BUSINESS**

- Approve May Minutes
  - Motion – Deb Ellis
  - 2<sup>nd</sup> – Morgan Leever

## NEW BUSINESS

- Campus Health Clinic-Tammy Jernigan, MSN, MBA, RN
  - UT Health East Texas – Patriot Drive
  - Services Available
    - Free visits to students
    - Some testing is free of charge and some have student discount
    - Have 2 family medical doctors on staff
    - Can see quickly
    - Offer 3D mammograms
    - Labs
    - X-rays
    - Specialized allergy doctor on staff – can perform allergy shots
    - Licensed Professional Counselor on staff
  - If a student is accepted, they *may* be able to come in for free, but cannot see a medical provider and can only see a nurse – may be an option if only need immunizations or similar
  - Information on website, but need to update
- Chair-elect and Secretary Elections for Remainder of Term
  - Nominees:
    - Secretary – Sydni Blundell
    - Chair-Elect – Amanda Lynn
  - Simple majority vote – passed
- Regular Elections Process: Amanda Lynn
  - Runs from July-August
  - Several positions open (7) with how districts are currently laid out
  - Process:
    - Beginning of July will ask for nominations
    - Accept for about 3 weeks
    - Confirm with HR that nominees are eligible
    - Confirm with nominees that accept nomination and have supervisor approval
    - Send out ballots
    - Final list of reps
  - Alternates slide to reps if the rep is no longer serving
- Redistricting before Elections
  - Interested in Committee
    - Brista Kent, Sydni Blundell, Amanda Lynn, Morgan Leever, Sally Bouis
  - Would need to have redistricts prior to sending out voting information – will vote electronically via Qualtrics
  - Will the redistricting be via reporting?
    - Will be reviewed at the time by the committee
  - USAC Reps want to submit comments to the committee for review when considering redistricting
  - Additional Executive Positions
    - May be time to add additional executive positions in order to accommodate growing needs of the committee

- Communications and Historian
- University Appreciation Week
  - Committee guidebooks
    - Would like to have something in place to reference when the committees are working on their various tasks
  - Add page on website for event information
    - Would like to post the information on the website for employees to reference
  - Members whom have participated the last few years can provide input for assistance
  - Do we really want to have a whole week of appreciation?
    - Committee – yes
    - Some people can't participate and this is the only opportunity for the majority of the year for them to feel appreciated
    - Maybe look at hosting the week at a different time in order to allow for more time availability
      - Previously hosted the week of Administrative Day and the upper administration assisted more
    - Maybe Faculty Senate could assist more budgetary-wise, especially since faculty are able to participate too
      - Maybe host more items throughout the year
    - Revisit when the luncheon is hosted because more difficult on a Monday – maybe host on Friday instead
    - Lunch flowed really well and was very smooth – helpful for the caterer and they preferred having it on a Monday
      - Can start planning now, no reason to wait
    - Would like to have a satisfaction sent out to receive additional feedback from attendees
    - Formatting
      - Screen and formatting of what's going on the screen
      - Need to revisit the purpose of the event and think about
      - Could bring in motivational speaker
      - Advancement participated (at another University)
      - Honored employees whom received degrees (at another University)
      - Recognize various groups (alumni, retirees, veterans, etc.)
    - Themes
      - Departments could participate and dress up / have a t-shirt
- Meeting Attendance
  - Important for main rep to attend and if unable, please send alternate
  - If you cannot commit right now, that's okay, but we need to fill positions if unable to complete responsibilities
- Meet Your Rep and Staff Development
  - Meet Your Rep – October 5<sup>th</sup>
    - Formatting
      - Think about options – have employees come to USAC or have rep visit door-to-door
      - Have every district have food and those that check in at the table receive their food

- Have employees sign in so reps know who visited and who they need to reach out to
    - Have employees “have breakfast” with their rep at a specific table
  - Some feel not meaningful – would like to look at how to revamp and align more with mission
- Staff Development – November 15<sup>th</sup> & 16<sup>th</sup>
  - Formatting
    - Change to 1 day instead of 2
    - Speaker present in AM and in PM and have everyone attend lunch
    - Change the breakout to be more service / community-oriented
- EAC Meeting on Campus: Sally Bouis
  - Employee Advisory Council
    - Every USAC as part of UT System sends 2 reps to the meetings (3 times a year)
    - Take issues from each campus to work on with various groups – how the Regent’s Outstanding Employee Award was created
    - Serve 3-year term
    - Report back to USAC at the following meeting
  - Hosting at UT Tyler for the next meeting
- Holiday Schedule
  - Given 13 holidays per year – required dates set by state statute
  - Do not have the day of Spring Break off, unless want to come back Dec 31<sup>st</sup> from Winter Break
  - Some institutions do Appreciation Week during Spring Break to accommodate not having a day off
  - HR can send the state statute blurb
  - When will the schedule be posted?
    - Bonnie going to find out for sure
- Faculty Senate Update
  - No update from USAC – review Faculty Senate communication for further details
- Summer Flex Update
  - Still left up to each area – if area not considered, please submit information to Bonnie
  - USAC should come up with a recommended policy – consider the best route for campus-wide implementation (utilize survey)
    - Include cost savings for the University when submitting proposal
    - Only get 8 hour holidays – would need to adjust the schedule for that week due to laws and regulations
  - Hours of operation would be sent out to media outlets for community members to be kept informed
  - Committee needed to prepare for next summer (2019) request and implementation
    - Peggye currently working on and would like to be on committee
- State University Staff Council Update
  - Did not have a meeting in June, will meet in July
  - Bonnie will send out conversation topics
- Star Award
  - May: Kim Sheets
  - Currently taking nominations for June



- Formatting
  - Look at reformatting in the future
- Open Forum
  - AllFac/AllStaff
    - Include everyone? Some staff uncomfortable with sending information out
    - HR – not including new hires with emails, they could pull new hire report monthly and USAC can provide a flyer that HR gives to new hires during orientation
  - USAC reps and alternates need to serve on committees
  - “What does USAC do?”
    - What we are supposed to be is the communication person between district employees and the committee to address questions and concerns – being a voice and advocate for our districts
    - Have at least 1 meeting a semester where all staff can participate and address concerns – like a town hall
      - Discuss budget, campus and community event discussion, etc.
    - Participate in the community – both on and off campus to get the name out there
    - Must have reps / alternates participate in order to assist and make sure that these initiatives are accomplished
  - July is Open Enrollment – July 16<sup>th</sup> is when the vendors will be here
    - Medical won’t change, but premium information will be released and sent out soon
  - Leadership Workshop / Presentation
    - July 16<sup>th</sup>
    - Anyone and everyone
    - Previously sent out to Budget Authorities and Support Staff, but can share with anyone
  - Free counselors available for employees
  - Purpose of including faculty?
    - Building a relationship with the faculty
      - Why included in Appreciation Week and also why Faculty Senate includes staff
    - Discuss how we work together and what faculty may or may not be included in for USAC

## **ADJOURN**

- Motion – Sally Bouis
- 2<sup>nd</sup> – Greg Rawlinson

*Next meeting will be July 18 at 2pm in Stewart Hall 301*

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

July 18, Stewart Hall 301 · 2pm

**MINUTES**

**ATTENDANCE**

District 1: REP	Amanda Lynn	Present
District 1: ALT	<b>Vacant</b>	---
District 2: REP	Sydni Blundell	Present
District 2: ALT	Debra Ellis	Absent
District 3: REP	Janice Helfers	Present
District 3: ALT	Peggye Mahfood	Absent
District 4: REP	Marie Dullard	Present
District 4: ALT	Christina Chatman	Absent
District 5: REP	Bonnie Davis	Present
District 5: ALT	James Spanko	Absent
District 6: REP	Richard Moore	Absent
District 6: ALT	Jessica Scurlock	Absent
District 7: REP	Sheila Darcey	Present
District 7: ALT	Brista Kent	Present
District 8: REP	Sally Bouis	Present
District 8: ALT	Eric Figueroa	Absent
District 9: REP	<b>Vacant</b>	---
District 9: ALT	Morgan Leever	Present
District 10: REP	<b>Vacant</b>	---
District 10: ALT	Michael Cichowicz	Present
District 11: REP	Ashlynn Jones	Absent
District 11: ALT	Greg Rawlinson	Present
District 12: REP	<b>Vacant</b>	---
District 12: ALT	Kristie Allen	Present
District 13: REP	<b>Vacant</b>	---
District 13: ALT	Rick McGill	Absent
District 14: REP	Sue Gossett	Present
District 14: ALT	Zachary Adams	Absent
District 15: REP	Christine Smith	Absent
District 15: ALT	<b>Vacant</b>	---

**OLD BUSINESS**

- Approve June Minutes
  - Motion – Morgan Leever
  - Second – Sally Bouis
  - Approved

**NEW BUSINESS**

- Annual Enrollment
  - Training / information was Zoom recorded and recording will be sent out as soon as it's available
  - New plan for Medical for those that have a Dallas zip code
  - Still have a UT Tier for providers
    - Previous ETMC downtown is not included, but UT Health East Texas (towards I-20/Winona) is included
    - Unsure if previous ETMC will be included in the future, will be updated if they do change and are included
  - App – My Evive
    - New app that allows HR to communicate with employees and you can access your benefits
    - The “ID” that it wants is your benefits number – numbers following the “UTSO” on your BCBS card
  - Must log in and re-enroll in Flex accounts, they do **not** roll over
  - Please make sure to keep addresses and phone numbers updated
  - If not making any changes (other than Flex accounts) then you do not need to log in and change anything
- USAC Purpose and Goals
  - Please make sure to go online and review the Policies and Procedures and review the purpose and goals
- Current Committees & New Committees (to begin in September)
  - Current – think about those that you may be interested in and will vote in September; committee responsibility details on website
    - Communications
    - Benefits
    - Staff Development
    - Star Award
    - Nominations and Elections
    - EAC
- HR Update: Gracy Buentello
  -
- New USAC Districts and Additional Representatives
  - Based on organizational structure that President Tidwell sent out to the University
  - Districts that had over 30 members will have an additional rep, but still only one alternate
  - Please email with any comments or suggestions
  - **VOTE:** Unanimously approved
  - USAC will email all staff and notify of the new districts so that everyone is on the same page
- Elections: Amanda Lynn
  - Confirming the openings
  - Now that new districts are approved, can move forward with elections
- Career Success Conference: Dr. Rosemary Cooper
  - Will host 200 speakers on campus – largest event on UT Tyler campus in history
  - Covering 80 academic programs and want speakers from each industry

- Open to current UT Tyler students, only – cannot invite alumni at this time due to space constraints
- Conference website will be available soon and will have registration for students
- Need volunteer speakers and “tags” on what the speaker will present to highlight to students
- Day of – starting out in Cowan Center (registration 8 am – 6 pm), morning session, lunch (outside near Maytee Fisch Pharmacy building), two afternoon sessions, student convocation happening at same time, evening session only for graduate students
- Shuttles and golf carts will be utilized for transportation
- Need employee volunteers (faculty and staff) whenever and wherever possible – lots of options on how to volunteer and trainings for volunteers (dates in August)
  - July 20<sup>th</sup> is the final date to sign up to volunteer
  - Those that indicate that they want to volunteer will be reached out to by Career Success for confirmation and additional details
- IT and Career Success will make sure that technology is working in the classrooms
- Career Success suite in UC will be staffed to assist anyone with questions
- Save the Date going out soon
- Please share details and let people know about volunteer opportunities
- Meet Your Rep Date and Format
  - September 28<sup>th</sup> morning – approx. 8-10 am
  - Will have round tables and sit and eat breakfast together (employees with reps)
- Staff Development Date
  - Normally the week before Thanksgiving, but not really anything available space-wise
  - Moving to the week before Winter break – week of Dec 17-21
- EAC Meeting Recap: Sally Bouis
  - Appreciate all of the help and support for EAC meeting that happened in June
- Faculty Senate Update
  - VP of Operations and VP of Business and Finance are still underway
  - Parking
    - Fees are increasing - \$100 for fac/staff and \$80 for students
    - Possibility of doing payroll deduction over whole year? Under discussion for following year, but not for this year
    - Will parking garage be the same price as all other parking? Not sure, but will find out.
- Star Award
  - June: Kayla Christiansen
  - Currently taking nominations for July
- Open Forum

## **ADJOURN**

- Motion – Sue Gossett
- Second – Morgan Leever

*Next meeting will be August 15 at 2pm in Stewart Hall 301*

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

August 15, 2018

Stewart Hall 301 · 2pm

**ATTENDANCE**

District 1: REP	Amanda Lynn	Present
District 1: ALT	<b>Vacant</b>	---
District 2: REP	Sydni Blundell	Present
District 2: ALT	Debra Ellis	Present
District 3: REP	Janice Helpers	Present
District 3: ALT	Peggye Mahfood	Absent
District 4: REP	Marie Dullard	Present
District 4: ALT	Christina Chatman	Absent
District 5: REP	Bonnie Davis	Present
District 5: ALT	James Spanko	Absent
District 6: REP	Richard Moore	Present
District 6: ALT	Jessica Scurlock	Absent
District 7: REP	Sheila Darcey	Present
District 7: ALT	Brista Kent	Absent
District 8: REP	Sally Bouis	Absent
District 8: ALT	Eric Figueroa	Absent
District 9: REP	<b>Vacant</b>	---
District 9: ALT	Morgan Leever	Absent
District 10: REP	<b>Vacant</b>	---
District 10: ALT	Michael Cichowicz	Absent
District 11: REP	Ashlynn Jones	Present
District 11: ALT	Greg Rawlinson	Present
District 12: REP	<b>Vacant</b>	---
District 12: ALT	Kristie Allen	Absent
District 13: REP	<b>Vacant</b>	---
District 13: ALT	Rick McGill	Absent
District 14: REP	Sue Gossett	Present
District 14: ALT	Zachary Adams	Absent
District 15: REP	Christine Smith	Absent
District 15: ALT	<b>Vacant</b>	---
Ex Officio	Gracy Buentello	Present
Ex Officio	Jerry Stuff	Present

**OLD BUSINESS**

- Approve July Minutes
  - Motion – Sue Gossett
  - 2<sup>nd</sup> – Janice Helpers

## NEW BUSINESS

- Convocation, August 24 at 8:30 a.m.
  - Reminder – please attend and look forward to seeing you there
- Career Success Conference, September 6
  - Volunteers still needed
    - Please contact Dan Onderko for “how to help”
  - Items needed: easels, carts/buggies/wagons, coolers
    - Contact Sally Bouis or Dan Onderko if you have any items for them to borrow
- Call for nominations
  - Aug. 15-21 - contact nominees
  - August 22 - open ballot
  - August 29 - close ballot
  - Let districts know newly elected representatives and alternates by September 5
  - Welcome new members into USAC – September 19
  - Chair-elect and Secretary call for nominations first of September
    - Will vote at first meeting (and will set up committees during this meeting, as well)
- President Tidwell meeting update
  - Attend September meeting for update and answer any questions
  - The Success of the Career Success Conference is extremely important – please make sure to support in any way that you can
  - Evaluations
    - Information will be sent out soon – proposed 2% increase, but not final
    - Significantly revised and will also be available via DocuSign
    - Will now have ties to the Strategic Plan
    - Ratings have changed some, but will still be a 5-point scale
    - Classified positions weren’t taking supervisory roles into account and now will
    - Additional disclosure pieces added for consistency and continuity
    - Merit piece is still included
    - Supervisor initiates, moves to “supervisor’s supervisor”, and then moves to the employee
      - Employee signing doesn’t mean “I approve of all items on this evaluation” and there is a comment section for feedback
    - When departments did self-evaluation, that wasn’t part of the old form, so it’s not structured in the new form
    - In the future, the evaluation will be embedded in UT Share and will look very similar to other UT System campuses
    - Evaluation timeline is calendar year, not academic year
- HOP meeting update
  - HR did a full review of the HR 400 series and updates have been made, such as state statues and removals / consolidations / rewording for clarification, etc.
  - There is a Faculty Senate piece, but not a USAC piece, so reviewing to see if that would be functional
  - Proposed: Telecommuting HOP, Flex Schedule HOP (Hours of Work) and State Comp HOP
- Faculty Senate update

- Career Success Conference – reminder
- Name Changes for Residence:
  - The Reserve – Victory Village
  - Eagles Landing – Liberty Landing
- UT Tyler Proposal of D2 – announced approval
- University Council update: next meeting in September
- Meet Your Rep
  - Will send out Save the Date in early September
  - Set up will be a little different and Districts
  - Would like to do a round table meal
- Website and policy revisions
  - Working on updating
  - Minutes really need to be updated
- Parking update
  - Why a difference in pricing?
    - Because marked spaces for Faculty/Staff and students do not have that
    - Faculty/Staff are usually on campus
  - Parking Garage an additional cost?
    - No, it's the same price
  - Additional information
    - The first level, the flat level, is specifically designated for Faculty/Staff and additional levels are open to students, as well
    - Any discussion for “reserved” spaces for chairs/deans as far as the garage is concerned?  
No, not yet.
- Star Award
  - July: Evelyn Permenter
  - Currently taking nominations for August
- Open Forum
  - Orientation
    - Would like to schedule an orientation (September or early October) for new reps so that they are aware of what USAC does and what the year looks like
  - Years of Service Awards
    - Larger numbers at Convocation and smaller years within departments
    - Idea to have during another event where all staff are present

## **ADJOURN**

- Motion – Deb
- 2nd – Marie Dullard

*Next meeting will be September 19 at 2pm in Stewart Hall 301*