

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

September 17, 2019
Stewart Hall 301 · 2:00 pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Wilson "Kole" Dewoody	Present
District 1/Alternate	Amelia Duran (at-large)	Present
District 2/Representative	MaryEllen Holland	Absent
District 2/Alternate	VACANT	---
District 3/Representative	Christian Chesnut	Absent
District 3/Alternate	Deb Ellis	Absent
District 4/Representative	Janice Helfers	Present
District 4/Alternate	Ashley Kurtz	Absent
District 5/Representative	Tina Taylor	Present
District 5/Alternate	Jennifer Leviston	Present
District 6/Representative	Brittani Riley	Present
District 6/Alternate	Julie Anderson	Absent
District 7/Representative	Daoming Chen	Present
District 7/Alternate	Tamara Brown	Absent
District 8/Representative	Bonnie Davis	Present
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Kamell Hawkins	Present
District 9/Alternate	Brista Kent	Present
District 10/Representative	Sydni Blundell (at-large)	Present
District 10/Alternate	Linda Friedemann	Present
District 11/Representative	Greg Rawlinson	Present
District 11/Alternate	Ashley Summerford	Absent
District 12/Representative	Amanda Lynn (at-large)	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Shanese Williams	Present
District 13/Alternate	Tanya Showen	Present
District 14/Representative	Francine Durr	Present
District 14/Alternate	Sally Bouis	Present
District 15/Representative	Lindsay James	Distance Rep
District 15/Alternate	Linda Long	Present

GUEST SPEAKERS

- President Tidwell: Update
 - Merit – still budgeted for 2% merit increase this academic year (January)
 - Questions
 - Kickball Tournament? Yes, still going to have it – postponed for now

- Where are we will new nursing building? Had a meeting in Austin last week and going back this week and will check back in. Hope to know soon.
- Previously mentioned new housing – how does that work and how is it going? Looking into the options, but don't have anything set just yet. There are lots of options.
- Are there any plans to expand the University Academy? I am committed to using UT Tyler dollars for UT Tyler and the University Academy is able to make proposals to do what they'd like – no one with any authority has come to me with any plans at this time.
- Do you know when TXDOT is going to decide regarding Loop 49 expansion? No update at this time.

OLD BUSINESS

- Approve August Minutes
 - Motion – Brittani Riley
 - Second – Janice Helfers
 - Approved

NEW BUSINESS

- Welcome to 2019-2020 USAC
 - Representative and Alternate Introductions
 - Name/Title/Department/Rep/Alt for District ___
 - Adding photos on USAC webpage (8:30-2:30 9/20 in WTB Atrium)
 - Send picture to Amanda (Chair)
- Officer Elections
 - Chair-Elect
 - Sydni Blundell
 - Secretary
 - Brista Hurst-Kent
 - Historian
 - Janice Helfers
- Policies and Procedures-Update (Bonnie)
 - Zoom Policy – discussed (closed only to USAC members, open only via Zoom, open to all)
 - Going to discuss further and ask campus staff if they would want to attend
 - Maybe have 2 open meetings a year? Ties in with the “suggestion box” and Town Hall meeting a year.
- SAVE THE DATE
 - Meet Your Rep, October 18th 8:30-10:00 am/UC Ballroom
 - Set-up Thursday, October 17th 3:00-5:00 pm
 - Staff Development, December 17-18/ OAC
 - USAC Monthly Meeting/Set-up will be December 16th in OAC
 - Faculty and Staff Awards-Spring 2020/Date: TBD
 - University Appreciation Week, May 11-15, 2020
- Faculty Senate Update: Next meeting 9/19/19
- University Council Update (Amanda)
 - Hope to make hiring decisions soon

- Veterans Resource Center – Military Veteran Student Success Center
- Student Money Management – Student Center for Financial Wellness
- Residence Hall – currently at 100% capacity
- Patriot Strong Team – address individual needs of freshman
 - 66% of freshman that received alerts (academic and non-academic) were retained
- Swoop Camp – great stats on retaining students
- Bike Share is no longer on campus, but SGA is looking to replace with scooters and working on student feedback
- Budget Meeting Update (Bonnie Davis)
 - 62% increase in Student Success funding
 - Increase in fall enrollment
 - All budgets should be available by end of month
 - Patriot Plaza – working on ADA accessibility
 - Reclassification – when is it time to reclassify staff? When a position opens up, please make sure to review the position prior to posting. Funds can be requested at next budget cycle.
 - Compensation Analysis – will be done by third party.
 - Computer Review – when people get rid of their technology, it goes to the Physical Plant and then it's shipped off to be repurposed elsewhere. If you are getting rid of technology, will you post it on the Campus Bulletin so that people can claim if it's better than theirs?
- USAC Committees
 - Sign-up will be sent electronically
- Star Award
 - August: Jessica Miller, Graduate Admissions
 - Currently taking nominations for September
- Open Forum
 - Name tents will be available at October meeting
 - Distance Campuses – how involved we “want” them to be and then how often we actually invite them to be involved
 - Want to make sure to be more intentional – new district for distance campuses should help
 - Flex-Time Year-Round – could that be done at any time, especially since there are traffic issues?
 - EAC – Employee Advisory Council
 - 2 reps are chosen from every campus (institutional and medical)
 - Get together once a month to help impact all campuses and communicate with the Board of Regents
 - Directors – who do they get to have input to? They are part of University Council

ADJOURN

- Motion – Janice Helfers
- Second – Greg Rawlinson
- Approved

Next meeting will be October 16 at 2pm in STE 301

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District 14/Representative	Francine Durr	Present
District 14/Alternate	Sally Bouis	Present
District 15/Representative	Lindsay James	Distance Rep
District 15/Alternate	Linda Long	Present

GUEST SPEAKERS

- Colin Snider-Faculty Senate
- Texas State Employee’s Union: Alan Lizarraga and Michele Goodwin
- Gracy Buentello, Whitney Scoggins, and Haley Melton- HR

OLD BUSINESS

- Approve September Minutes

NEW BUSINESS

- Faculty Senate President Colin Snider-
 - Faculty Senate President has an open door policy
 - Faculty Senate (Open Forum) - Third Thursday of the month- Anyone can ask VP, Provost, and President, etc. any question
 - Faculty Senate (Closed Door) - First Thursday of the month- Hash out major issues in private
 - Shared Governance – Faculty and Staff together
 - Worked really well last year with Bonnie’s strong leadership. Let’s build on that!
 - Please don’t hesitate to reach out if we identify issues that impact both or could impact both
 - We can’t work together on issues that both sides don’t know exist
 - Please approach him personally if you have specific concerns about interactions with Faculty members.
 - Amanda will be presenting at Faculty Senate on Thursday
 - Culture Survey
 - Started planning last Spring for a new Suggestions Box
 - Going live soon
 - Approved by Provost
 - Links will be on USAC and Faculty Senate websites
 - Anonymous suggestions without fear or potential negative morale impact
 - Questions
 - Any ongoing topics that may impact staff? First Senators Only meeting was recent, Grad Student Pay,
 - Paternity Leave?
 - Four Ad Hoc Committees Created last spring: Diversity in the work place, Family and Medical Leave, Free Speech, Student Assessments; Resolutions from each committee to vote on coming soon
 - Anything else that comes up he will be happy to share
- Texas State Employee’s Union: Alan Lizarraga and Michele Goodwin
 - The Union represents everyone
 - Members all over Texas
 - 10,000 strong
 - Different Caucuses for different groups
 - Alan goes to University Caucus
 - Everyone works together with the State Legislature
 - TSEU started in 1980
 - University Caucus
 - Restore a Higher Education seat on the TRS board
 - No one on the TRS board seat currently represents High Education
 - In order to add a seat, 3 must be added (2 for the governor to appoint, 1 to be voted in)

- 6,000 baseline raise
 - Graduate student health insurance
 - Contact Alan with any issues he can bring to the University Caucus
 - Contact Alan if you are interested in finding out more about TSEU
 - Questions
 - The TRS chair that we lost, how long ago? 2012
 - How many chairs are there? 9 chairs 2/3 governor appointed, 1/3 voted on
- Update from HR-Gracy Buentello
 - Introducing new staff members, benefits and leave team
 - Whitney Scoggins, serving M-Z
 - Haley Melton, serving A-L
- Approve September minutes
 - Bonnie Davis motioned
 - Sydni Blundell seconded
 - Unanimous motion
- Policy and Procedures-ZOOM Meetings-Bonnie Davis
 - Vote by ballot
- Update from Committees
 - Benefits: Chris Frydenlund (Chair), Daoming Chen, Linda Long
 - Nominations and Elections: Sydni Blundell, 2 more needed
 - Communications: Brista Hurst-Kent (Chair), Linda Friedemann, Jennifer Leviston, Chris Frydenlund
 - University Appreciation Week: Amanda Lynn (Chair), Bonnie Davis, Julie Anderson, Shanese Williams, Linda Friedemann
 - STAR Award: Sydni Blundell (Chair), Janice Helfers, Julie Anderson, Jennifer Leviston
 - Staff Development: Amanda Lynn (Chair), Bonnie Davis, Linda Friedemann, Julie Anderson
 - Policies and Procedures: Tina Taylor, Chris Frydenlund (Chair TBD), 1 more needed
- Meet Your Rep- Friday, October 18th from 8:30 AM to 10 AM(set-up Thursday, October 17th from 3:00-5:00-should not need full time)
 - Longview & Houston, Meet Your Rep at the same time at their locations
 - Palestine Meet Your Rep next week
 - Breakfast will be breakfast tacos
 - Feel free to bring things, but you don't have to
- EAC Update- Sally Bouis and Bonnie Davis
 - Sally
 - EAC is the Employee Advisory Council
 - Each University sends 2 representatives to the meeting
 - This year the Faculty had their meeting at the same time, so the leaders were able to exchange updates, highlighting everyone's intention to share governance
 - 84,000 members represented across all the institutions
 - Breakout committees
 - Employee Recognition
 - Safety
 - If you have any concerns in this area, please bring them to Bonnie or Sally
 - Diversity

- Education and Professional Development (Bonnie and Sally are on this committee)
 - Bonnie
 - Creating a culture of learning
 - Employee tuition reimbursement
 - We are the only ones who have a scholarship for this
 - UTSA has tuition reimbursement
 - Some institutions base it on grades
 - Professional Development
 - Reviewing past research and building on that
 - Sally
 - Wanting a more robust online accelerated program for core classes
 - Reciprocal agreement with other UT institutions?
 - Finish at UT
 - Collecting info about interest in this program offering to back this up
 - EAC- 3 meetings a year in person
 - Committees have phone meetings every 1-2 weeks
 - EAC is a valuable resource. Please let them know if you have any concerns
- Academic Calendar
 - In 2021 there is a proposal to alter the length of the semester for all programs.
 - Begin on the Wednesday prior to when we usually begin and have W-F off the week of Thanksgiving.
 - Begin a week earlier and continue to have a full week off for Thanksgiving.
 - Concerns about the already limited available time for administrative processing between summer and fall being even shorter
 - Possible impacts to skeleton days
- University Council Update- Amanda Lynn
 - East Texas Proud, new commercials
 - New brand has updates, expanding the library
 - request.uttyler.edu
 - Authorized clients in each department
 - They may reach out to them if you submit a request
 - We've put in grant requests for sidewalks
 - From the loop to Old Omen
 - 5th street to University Academy
- Budget Committee Update- Amanda Lynn
 - PeopleSoft Budget Transfer instead of Image Now
 - PS Fluid will go live on December 9
 - Good for people who aren't frequently in PeopleSoft
 - Permanent salary savings
 - If a faculty member leaves or retires and someone is hired at a lower salary, the department gets to keep that difference
 - Information was sent to the ASO and the deans on October 2

- The difference stays with the dean's office, so if any position wants to use that salary savings it has to be discussed with the chair of the department and the dean. The dean has to sign off.
- Arts and Sciences updates are still in progress. May 2020
- Roads and sidewalks by Soules College of Business are still on their radar
- Directional signs at each entrance
- Work at the Bell Tower should be completed by the end of the month
 - There will be cabinet parking and ADA parking
- Vote was to keep the attendance policy the same. All staff can join by ZOOM.

ADJOURN

Motion to adjourn by Deb Ellis

Seconded by Sydni Blundell

Next meeting will be November 20 at 2pm in STE 301

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University Staff Advisory Council Minutes**

November 20, 2019
Stewart Hall 301 · 2:00 pm

ATTENDANCE

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Absent
1	Randall "Randy"	Holland	Alternate	Absent
2	Ada	Bravo	Representative	Absent
2	MaryEllen	Holland	Alternate	Absent
3	Christian	Chesnut	Representative	Present
3	Debra	Ellis	Alternate	Absent
4	Janice	Helfers	Representative	Absent
4	Bailey	Boughton	Alternate	Absent
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Absent
6	Brittani	Riley	Representative	Present
6	Julie	Anderson	Alternate	Present
7	Tamara	Brown	Representative	Absent
7	Amelia	Duran	Alternate	Present
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	Absent
9	Brista	Hurst-Kent	Representative	Present
9	Kamell	Hawkins	Alternate	Absent
10	Sydni	Blundell	Representative	Absent
10	Linda	Friedemann	Alternate	Present
11	Greg	Rawlinson	Representative	Present
11	Stephen	Meyers	Alternate	Absent
12	Amanda	Lynn	Representative	Present
12	Eric	Figueroa	Alternate	Absent
13	Shanese	Williams	Representative	Absent
13	Tanya	Showen	Alternate	Present
14	Francine	Durr	Representative	Present
14	Sally	Bouis	Alternate	Present
15	Lindsay	James	Representative	Absent
15	Linda	Long	Alternate	Present

GUEST SPEAKERS

- Blake Bumbard- Title IX Coordinator
 - Title IX
 - The federal law that is overseen by the Department of Education and the Office of Civil Rights that tells us how we have to respond to instances of sexual discrimination and sexual harassment on campus. Title IX was primarily about gender equity. Throughout

the years it has evolved. Since the early 2000s the focus has been on issues of sexual violence on campus.

- In 2011 a Dear Colleague Letter, strict mandates were communicated on how universities handle these types of instances.
 - How investigations should be conducted
 - What kind of education and training should be provided to everyone
 - After the presidential administration change in 2016 a lot of this guidance was repealed. This caused concern among a lot of universities, student advocacy groups, and victim support groups. They saw this as a step backwards.
 - States began passing legislation to fill this gap. In Texas, the legislation that was passed is Texas Senate Bill 212.
- TX SB212
- Signed into law in May 2019
 - Became effective September 1, 2019
 - Criminal Penalties go into effect January 1, 2020
 - Any employee who witnesses or receives information regarding the occurrence of:
 - sexual harassment,
 - sexual assault,
 - dating violence, or
 - stalking,which is alleged to have been committed by or against a person who was either a:
 - student enrolled at, or
 - an employee of the institution at the time of the incidentmust promptly report the incident to the institution's Title IX Coordinator.
 - Sexual Offences are defined in HOP 243
 - Exceptions
 - Reporting Requirement for Confidential Resources
 - Student Counseling Center Employees do not have to report
 - They do have to report the type of incident and number of instances, but don't have to provide any identifying type of information
 - Employee Reporting Requirements
 - Reporting to your supervisor does not satisfy your requirement
 - Institutional Reporting Requirements
 - Penalties
 - Implementation
 - Three groups working to help us implement this
 - State
 - Rule Making Committee
 - Rules will be presented December 8
 - THECB Training Advisory Committee
 - Expected to report on December 2
 - Preparing training programs for Title IX Coordinators, Employees, and legal so they know what to do with this law

- UT Austin and UT System are well represented on these committees
 - System
 - Providing guidance and report templates for how to do all these reports
 - Providing model policy so that we can update our policies here
 - Local Implementation Committee
 - Made up of every affected department
 - Met twice to update policies and procedures to make sure we are in compliance.
- Questions?
 - If a student comes to talk to you about a situation and doesn't give a lot of details, do we still report?
 - Yes, just report everything you know. The important part is to not hold back anything you know. As long as you report ALL the information that was given to you, you are in compliance.
 - Do you recommend that we tell the student up front, "I am obligated to tell."
 - Yes, we always recommend that you tell when they start going into something that sounds like it might be a Title IX reportable offence, kindly inform them that you are under a mandatory obligation to report. If they would like to speak to someone confidentially, then refer them to Student Counseling Services.
 - If a student wants to report directly, do we send them to you?
 - They can report online, or they can come to the Title IX office directly
 - For Student Counseling Center purposes, how will we avoid double reporting
 - The rule committee is working on this
 - This reporting obligation is just for incidents since the student has been attending this institution?
 - They made this very specific, "Against a person who was a student currently enrolled or an employee currently employed at the time of the incident"
 - It does not have to take place on campus
 - Presentation slides attached
- Dave Hill- Judicial Affairs
 - If you remember nothing else, remember this:
 - Email is dhill@uttyler.edu
 - Phone extension is 7028
 - Reach out anytime you have questions or if there is a student you are concerned about their behavior
 - What Can I Do for You?
 - Behavior Intervention Team is now the CARE Team
 - We know stuff because people tell us stuff
 - Reports
 - Half of the CARE Team reports are from faculty

- Faculty and Staff are in a unique position to notice and let them know when there is a situation going on
 - Online reports are sent to everyone on the Care Team
- What We Do
- Conduct Processes
- Previous Years in Conduct
- Title IX
 - We have a lot of resources on campus for people who have been assaulted or abused
 - Fantastic Counselors
 - Can't help if they don't know, so tell someone and get help
 - If you don't know how to handle a situation like this, call Blake or David
 - They worst part for someone who has lived through this is to try to deal with it without help and it will get better if you get help
- CARE Team
 - Reports
 - Behavioral Issues
 - Food Insecurity
 - Homelessness
 - Any student who is in distress
 - Would rather get a report about someone who is just having a bad day than miss someone who needs help
- What's New?
- What Can You Do?
- In the last 15 years, there have only been about 4 or 5 students that there was worry were a threat, and most of them the threat was direct
 - Most of the stuff that comes through the CARE team is someone having a bad day, or someone who needs help
- Questions?

OLD BUSINESS

- October August Minutes
 - Motion to Approve
 - Linda Friedemann
 - Second
 - Sally Bouis
 - Approved Unanimously

NEW BUSINESS

- Update from Committees
 - Staff Development (December 17-18 in OAC): Amanda Lynn
 - Gracy
 - What do we want to hear about from HR?
 - Wellness?
 - Skillsoft?

- We currently don't have a training and development group to focus on that
 - What topics could you do?
 - FMLA
 - ADA
 - Anything Benefits
 - Retirement?
 - Wants to offer something of value
 - Communications
 - Customer Service
 - Updated Policies
 - Go back to your districts and ask for topics of interest and value
 - Bonnie and Sally are on the EAC committee for Employee Education and Professional Development
 - Are there modules in the works for professional development?
 - We don't currently have a dedicated training and development so everything is more reactive
 - If there was something you want to do we would have to create it
 - We want to have that, but that will maybe happen in the next 5 years
 - We recently purchased Camtasia which allows us to develop training, that's part of the goals
 - There always seems to be training money available for the development of professional A&P, but never training money for support staff, so it would be great if we could examine how to change the mindset or culture so that that would be ok for these employees to also attend
 - Agreed
 - Staff Development is Step 1
 - Maybe we can do this twice a year
 - If we developed a training committee, would you contribute someone to participate in that committee?
 - Definitely
 - If we gave responders to the Qualtrics survey the option to provide us with a question they have, could we provide that to you, so that you could prepare a response?
 - That sounds reasonable
 - Door Prizes
 - Google Doc
 - Swag
 - Donation Form
 - Benefits: Chris Frydenlund
 - none
 - Nominations and Elections: Sydni Blundell
 - Working on 3 positions open
 - District 2 is now Ada Bravo

- District 4 alternate we should know for sure next week
 - District 7 alternate is now Amelia Duran
 - Looking for District 1 alternate now
 - District 11 alternate needed
- Communications: Brista Hurst-Kent
 - none
- University Appreciation Week (May 11-15): Amanda Lynn
 - Coming in the spring
- STAR Award: Sydni Blundell
 - none
- Policies and Procedures: Tina Taylor
 - none
- Policy and Procedures- have been approved and posted on the USAC webpage
- Organizational Culture Survey has been added to USAC website
 - It will also be posted on Faculty Senate website
 - A communication needs to go out
- Meet Your Rep- Feedback
 - Went good
 - Holiday luncheon is missed
 - Is staff planning to attend the holiday party this year?
 - Staff has to work all day, doesn't want to turn around and show up at the party
 - Staff recognized separately and that was good
 - Don't want to go to an event where a lot of money was spent, but our pay is not increased
 - Separate events are ok, but make sure that the events are equal
 - Getting a break was an important part of the luncheon. After work events are harder because of trying to make arrangements to be there
 - How are we going to fit everyone in the Alumni House
 - Beware the sprinkler system
 - There will be tents
 - Come and go type of event
- Updates from: Faculty Senate /University Council /HOP Committee
 - Faculty Senate
 - Dr Mimiran
 - New Doctorate of Education program
 - Visit with THECB went really well
 - Committee looking at possible academic speaker coming in the spring
 - For Everyone (Students, Faculty, and Staff)
 - Outside Community as well
 - Dr Geiger
 - Academic Calendar
 - Proposals were given
 - Hoping to hear more soon
 - University Council

- Ory
 - University Advancement
 - Career Success Conference was an epic success, planning to repeat next year
 - Alumni events wanting to spread out to San Antonio and Austin, so that we can see more of our alumni events and activities
 - Lots of things done in Advancement
- Dr Tidwell
 - PUF request
 - 35 million
 - Hoping to fundraise for the 15 million that is needed for the nursing building
 - We will start working with the architect on this project
 - New Advertising
 - New billboards only in areas where there is no UT System school
 - 4 new commercials coming out soon
 - UT Tyler and UT Health Science Center merger
 - Not a sure thing
 - Just a discussion starting early in the spring
 - UTHSC has about 80 students
 - He appears to be pro-merger
 - 2% merit pool raises
 - Approved by Dr. Tidwell
 - Tied to evaluation
 - Goes into effect January 1 (February 1 paycheck)
- Budget
 - Tuition and Fees proposal submitted to Regents
 - Looking at increases
 - Additional information will be sent if approved
 - PeopleSoft Fluid
 - Live today
- 2 Consulting Engagements
 - Housing
 - Looking at what we have and what we need
 - 90% full in fall of 2019
 - Need more because of Top 25% admission and D2 athletics
 - Position Description and Compensation Survey
 - Long term process
 - CAS renovation
 - Water and electrical have been updated
 - 2-4 phase process depending on funding
 - New BEP entrance by parking lot 5
 - Gift from Woods Baptist Church is not going to happen, so the cut through sidewalk will not happen

- HOP committee
 - EH&S
 - Title IX- SB212
 - More meetings because of more topics
- Guest Speaker recommendations for Spring USAC Meetings
 - Contract Management
 - Compliance
 - Research and Scholarship
 - Anyone else?
 - Information Security
- Star Award
 - October: Rachaelle Browning
 - Currently taking nominations for November
- Open Forum
 - Create a Wellness Committee
 - \$26,000 per year for wellness initiatives from UT System
 - We only use about 10% typically
 - Working with HR would be beneficial
 - Let's make a plan
 - Arbor Day 2020
 - February 15
 - Patriots Tree Committee
 - Let Bonnie know if you can help
 - How do we get dedicated Faculty/Staff parking spaces in Lot 15?
 - Personal conversation with Dr. Tidwell happened the Friday before lot 5 got theirs
 - Lot 15 needs more patrols to manage students that are parking incorrectly
 - Maybe the whole row against the sidewalk beside HPC
 - Other institutions have Faculty/Staff close to buildings, Students further away
 - It benefits the University to accommodate Faculty/Staff
 - Does Tidwell do his departmental visit meetings in the spring?
 - Don't know, maybe just in the fall

ADJOURN

Next meeting will be Monday, December 16th at 2:00 pm in OAC. Staff Development set-up will be after meeting.

Motion

Julie Anderson

Second

Brittani Riley



SB212-2.pptx



Conduct 101
Outreach 19 - 20.pp

Texas Senate Bill 212
Sexual Misconduct Reporting Requirements
for Texas Higher Ed Institutions

The University of Texas at
★ TYLER

Requirements

Penalties

Background



Implementation

SENATE BILL 212

BACKGROUND

Evolution of Title IX

- Gender Equity and Sexual Discrimination
- Sexual Violence Prevention and Resolution

Recent Federal Activity

- Dear Colleague Letter of 2011
- New proposed Federal Regulations

Employee Reporting Requirements

Any employee who witnesses or receives information regarding the occurrence of:

1. sexual harassment,
2. sexual assault,
3. dating violence, or
4. stalking,

which is alleged to have been committed by or against a person who was either a:

1. student enrolled at, or
2. an employee of the institution at the time of the incident

must promptly report the incident to the institution's Title IX Coordinator.

Employee Reporting Requirements

Exceptions:

1. Disclosures made at a relevant public awareness event sponsored by the university or by a student organization.
(ex. Take Back the Night.)
2. If the employee, is also the victim, reporting not required.
3. If the employee is also a student, reporting not required.

Employee Reporting Requirements

Online

In-Person


The University of Texas at
TYLER

Get to Know UT Tyler Academics Admissions Cost & Financial Aid Student Life Research Athletics

Title IX
Sexual Harassment
Complaint Procedures
Report an Incident
Frequently Asked Questions
Campus Advocacy
Know Your Rights
Title IX Coordinators

Contact Us
Office of Title IX
OAC 160
Tyler, Tx 75799
Office Hours:
M-F 8 a.m. - 5 p.m.
800 UT TYLER
Ph: 903.565.5760
titleix@uttyler.edu

UT TYLER >> TITLE IX



Title IX
The University of Texas at Tyler

- [Report a Complaint Electronically](#)

Title IX States:
"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal finance assistance."

Sexual Harassment
Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights ACT of 1964.

Blake Bumbard
Title IX Coordinator

OAC 160

903.565.5760

bbumbard@uttyler.edu

www.uttyler.edu/titleix

Institutional Reporting Requirements

Title IX Coordinator report to President.

Every three months, containing the number of cases and dispositions.

Imminent Danger

Title IX Coordinator must report immediately to the President any case that represents an imminent danger to one or more **parties**.

Board of Regents Report

The President will provide a report to the Board of Regents annually, containing number of cases and dispositions

Website Publication

The institution will publish on its website a list of cases received and dispositions

Penalties

Criminal

Failure to report is a Class B misdemeanor

- Up to 180 days in jail
- Up to \$2,000 fine

Intentionally concealing an incident is a Class A misdemeanor

- Up to one year in jail
- Up to \$4,000 fine

Administrative

University **shall** terminate an employee who has committed an offense

THECB may fine institutions up to \$2 million per occurrence

Implementation

STATE
THECB

SYSTEM

INSTITUTION



SENATE BILL 212



STUDENT CONDUCT

Alcohol on campus ... that's a paddlin'.

Harassment ... that's a paddlin'.

Plagiarism ... oh, you better believe that's a paddlin'.



Student Conduct and Intervention

Dave Hill, Director



Who IS this guy?!

- Dave Hill, Director
- 27 years experience in student affairs, 17 with heavy conduct focus
- Trained Title IX investigator, including trauma informed interview/adjudication
- You can reach me at:
 - dhill@uttyler.edu
 - 903-566-7028



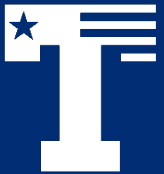
What Can I Do for You?

- Advise or hear academic misconduct cases
- Advise or hear conduct cases
- Advise or respond to Title IX cases
- Advise or respond to BIT cases
- Provide conduct statistics



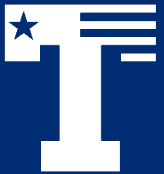
The Mission

We educate students, faculty, and staff regarding university conduct policies, conduct processes, and student rights and responsibilities. We manage student conduct processes fairly in order to support UT Tyler's mission.



How We Know Stuff

- UPD sends us a report
- RAs send us a report
- Faculty or Staff send us a report
- To send a report, contact me directly, or use the form at this site: <http://www.uttyler.edu/sci>



What We Do:

- Meetings!
 - Administrative meeting
 - Full conduct hearing
- Appeal
- Sanction follow ups
- CARE follow ups
- Maintain conduct records through Maxient database
- Title IX investigations and adjudication
- Education on policies and processes
- Outreach to faculty, staff, and student groups



Conduct Processes

Administrative Meeting	Hearing	Appeal
Informal process	Formal process	Written process
Usually 1 on 1	Student, Hearing Officer, me, and witnesses	Decided by VPSA Ona Tolliver
Student may bring witnesses and supporting evidence	Student may bring witnesses and supporting evidence	Comparatively rare, maybe 5% to 6% of cases
Student may appeal outcome	Student may appeal outcome	My office often helps with writing them
Most cases (90%+) go through this process	Only used for suspension, expulsion, or academic cases	Any case may be appealed but most only appeal sanction
Most students don't contest the charge	Not all qualifying students request a hearing	Only one appeal allowed per case

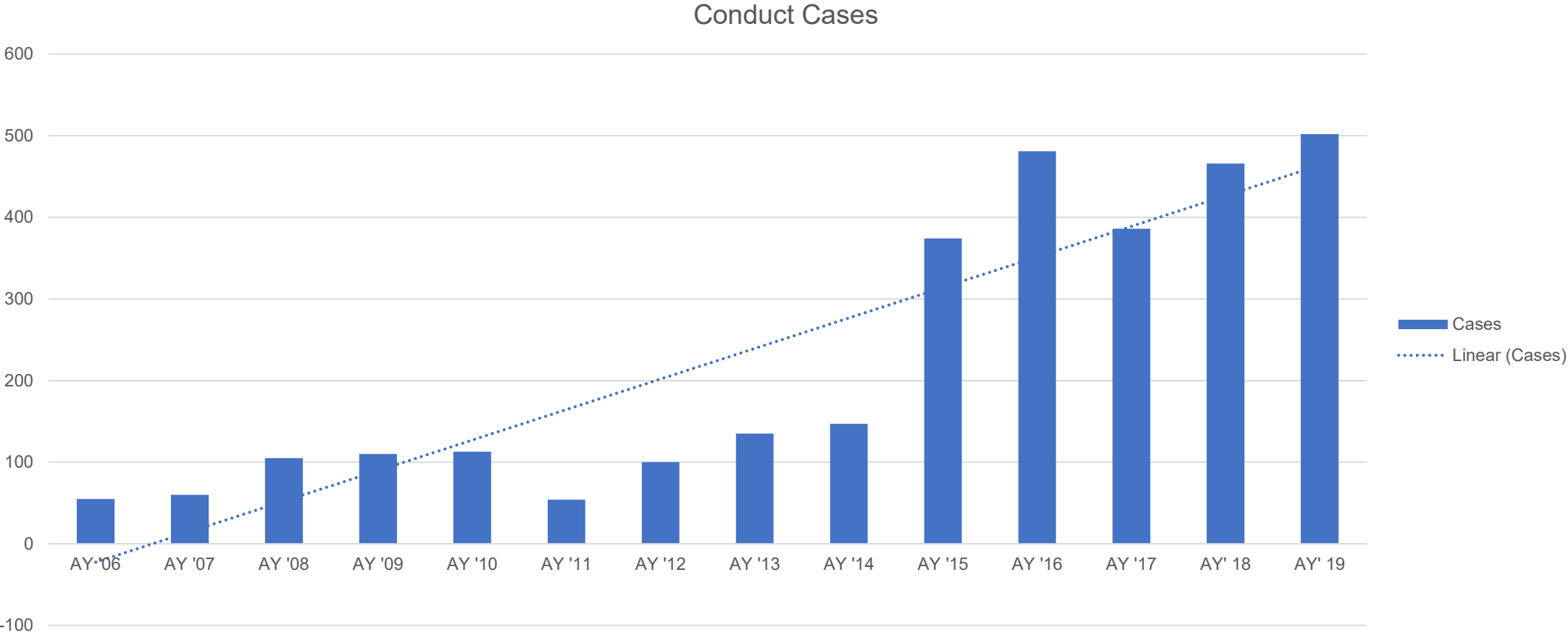


Previous Years in Conduct ...

- Average number of individual students charged through the code WAS about 100 per year through about 2012 or so.
- '15 – '16 was our busiest year, with 481 students
- '18 – '19, we had between 483 and 500, so we'll likely stay in this range

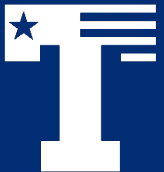


Previous Years in Conduct ...



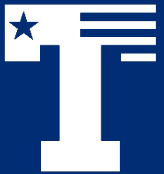
Previous Years in Conduct ...

- *What policies are violated most often?*
 - Alcohol
 - Drugs
 - Academic misconduct
 - Noise (housing)
 - Harassment



Title IX

- Reporting – pretty much everyone is a mandatory reporter
- 20 - 40 Title IX reports filed in an average year
- Range from infrequent and unwelcome electronic contact to sexual assault
- Can report online or by contacting me, UPD, HR, Dean of Students or Title IX office



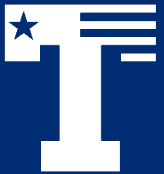
CARE Team (formerly BIT)

- The CARE Team (Campus Assessment Response and Evaluation) is made up of at least one staff member from UPD, Conduct, Dean of Students, Counseling, Academic Success, and Residence Life
- Can address behavior that is unusual and/or concerning, and that may or may not appear to be a violation or threat
- 157 BIT reports filed last year involving 171 students of concern – the largest number of intervention cases to date
- Common outcomes: welfare check, referral to Student Services, referral to Conduct



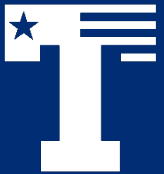
What's New?

- More CARE cases
 - 157 reports and 171 students of concern in 2018 - 19
 - 109 reports and 113 students of concern in 2017 - 18
- More drug cases – up from 54 in 2017-18 to 64 in 2018-19
- More alcohol cases – up from 97 in 2017-18 to 128 in 2018-19



What Can You Do?

- Tell your colleagues about me
- Tell your bosses about me
- Invite me to your meetings
- Contact me if you have an issue or concern
- Become a hearing officer



Questions?



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

December 16, 2019
OAC · 2:00 pm

ATTENDANCE

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Present
1	Randall "Randy"	Holland	Alternate	Absent
2	Ada	Bravo	Representative	Absent
2	MaryEllen	Holland	Alternate	Absent
3	Christian	Chesnut	Representative	Absent
3	Debra	Ellis	Alternate	Absent
4	Janice	Helfers	Representative	Present
4	Bailey	Boughton	Alternate	Present
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Absent
6	Brittani	Riley	Representative	Present
6	Julie	Anderson	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Amelia	Duran	Alternate	Present
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	Absent
9	Brista	Hurst-Kent	Representative	Present
9	Kamell	Hawkins	Alternate	Absent
10	Sydni	Blundell	Representative	Present
10	Linda	Friedemann	Alternate	Present
11	Greg	Rawlinson	Representative	Absent
11	Steve	Myers	Alternate	Present
12	Amanda	Lynn	Representative	Present
12	Eric	Figueroa	Alternate	Absent
13	Shanese	Williams	Representative	Absent
13	Tanya	Showen	Alternate	Present
14	Francine	Durr	Representative	Absent
14	Sally	Bouis	Alternate	Absent
15	Lindsay	James	Representative	Absent
15	Linda	Long	Alternate	Present

NEW BUSINESS

- Update from Committees
 - Staff Development (December 17-18 in OAC): Amanda Lynn
 - Tomorrow
 - Great Speakers
 - True Colors

- Benefits: Chris Frydenlund
 - none
- Nominations and Elections: Sydni Blundell
 - Brittani is becoming a director and will no longer be able to be on USAC
 - We need more people for the Nominations and Elections committee
- Communications: Brista Hurst-Kent
 - none
- University Appreciation Week (May 11-15): Amanda Lynn
 - Starting in the spring
- STAR Award: Sydni Blundell
 - Still convening, will be sent out soon
- Policies and Procedures: Tina Taylor
 - none
- UT Tyler and UT Health Science Center merger= UT Tyler
 - Info sessions- 12/10/19 #StrongerTogether
 - Movement of UT Health Science to UT Tyler (Not hospital, academic wing only)
 - R2 Classification
 - What it is: Unified University/Scaled Mission/Increase capacity to address regional challenges/New opportunities
 - Benefits: Opportunity for program growth/Increase regional connectivity/Single point of contact/Stronger brand
 - What it isn't: Budget cuts/Program reductions/RIF
 - Next Steps: Lots of input meetings/Advisory Committee (Regent and Campus Communities)/SACS Review (requesting extension)/THECB Review
 - DRAFT Timeline
 - Jan. 2020- Letter to SACs requesting extension
 - June 2020- Notify SACs of Merger
 - By Sept 2020- Substantive changes submitted to SACs
 - June 2021- Classes offered under unified structure
 - Goal is NO negative changes for Faculty/Staff
 - No main campus programs plan to be moved
 - Additional Info: <https://www.uttyler.edu/stronger-together/?r=/strongertogether/>
- Updates from: Faculty Senate /University Council /HOP Committee/etc
 - Budget Meeting
 - Fall 2020 Tuition Increases (All changes must be approved by the students in the spring)
 - Tuition 2.6% Increase
 - Mandatory fee increase
 - Rec Fee
 - Technology Fee
 - In total about 5% increase
 - Fall 2021
 - Additional 4.8%
 - Dr. Laird's office has the details
 - Consulting engagements
 - Housing

- Waiting to get contract approved
 - Compensation and Title Analysis
 - Evergreen
 - Going to take time
 - Looking at job descriptions
- Parking Lot 15
 - To give Lot 15 Faculty/Staff spots, we would have to give them up in other locations
 - If anyone knows of places where there are spots that could be given up let Amanda know
 - Repainting needed for some Faculty/Staff spots
- Star Award
 - October: Rachaelle Browning
 - November: Coming Soon
 - Currently taking nominations for December
- Open Forum
 - What programs does UTHSC offer?
 - Master of Science in Biotechnology
 - Master of Public Health
 - After the merger the new employees will be able to use the education benefit at UT Tyler
 - Benefits are different
 - Too early to know for sure how that will play out
 - Term Tenure
 - Lasts 7 years before a review
 - They will likely adopt our kind of tenure
 - Hoping that the 95 million allocated from PUF funds will go to one building

ADJOURN

Next meeting will be Wednesday, January 15th at 2:00 pm in STE 301.

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

January 15, 2020
STE 301 · 2:00 pm

ATTENDANCE

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Absent
1	Randall "Randy"	Holland	Alternate	Zoom
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	Absent
3	Debra	Ellis	Alternate	Present
4	Janice	Helfers	Representative	Present
4	Bailey	Boughton	Alternate	Present
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Zoom
6			Representative	Vacant
6	Julie	Anderson	Alternate	Present
7	Tamara	Brown	Representative	Zoom
7	Amelia	Duran	Alternate	Present
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	Present
9	Brista	Hurst-Kent	Representative	Present
9	Kamell	Hawkins	Alternate	Present
10	Sydni	Blundell	Representative	Present
10	Linda	Friedemann	Alternate	Present
11	Greg	Rawlinson	Representative	Present
11	Steve	Myers	Alternate	Present
12	Amanda	Lynn	Representative	Present
12	Eric	Figueroa	Alternate	Absent
13	Shanese	Williams	Representative	Present
13	Tanya	Showen	Alternate	Absent
14	Francine	Durr	Representative	Present
14	Sally	Bouis	Alternate	Present
15	Lindsay	James	Representative	Absent
15	Linda	Long	Alternate	Present

OLD BUSINESS

- Review November and December Minutes
 - Motion to Approve
 - Sydni Blundell
 - Second
 - Janice Helfers
 - Approved Unanimously

NEW BUSINESS-WELCOME BACK

- Update from Committees
 - Staff Development: Amanda Lynn
 - Benefits: Chris Frydenlund
 - Nominations and Elections: Sydni Blundell
 - Current vacancy in District 6 and upcoming vacancy in District 3 due to Deb's retirement
 - Ada Bravo has joined this committee
 - Looking at redistricting
 - Communications: Brista Hurst-Kent
 - No new news
 - Need to schedule meeting about USAC introduction letter for new hires
 - University Appreciation Week (May 11-15): Amanda Lynn
 - May 11-15
 - First meeting coming soon, look for an email
 - STAR Award: Sydni Blundell
 - Proposing changes to process
 - More objective than subjective
 - Do people think this change would be a positive thing?
 - Having criteria may make people take it more seriously
 - Why do you feel the current process is subjective?
 - Right now, nominators just send an email about how great someone is. We say it's not a popularity contest because it isn't, but because we are seeking a well-rounded nomination, the person who has the most nominations typically wins.
 - Looking to align this process with the Faculty/Staff Awards
 - We agree that this change assessment should proceed
 - Nominators are anonymous
 - Policies and Procedures: Tina Taylor
 - No new news
- EAC Update- Sally and Bonnie
 - The next EAC meeting in Austin is at the end of January
 - Bonnie and Sally are on the education committee
 - The goal is to create an awareness plan to communicate to the university what all is available that they might not be currently taking advantage of.
 - It
 - Ton of resources on EAC
 - Roadmap available because other System institutions have done this
 - Toastmasters
 - Established more than a century ago
 - For people wanting to be a more effective communicator or leader
 - Self paced
 - Maybe USAC could create a chapter if there's enough interest

- Several chapters in Tyler
- You don't have to attend each meeting
- Safe environment
- Mentoring available
- Charter fee for a chapter
 - \$125
- Individual Fees
 - \$20 to join
 - \$45 every six months to remain a member, but you can opt out any time
- Possibly have a chapter for Staff or Faculty&Staff
 - USAC pilot?
- E-Learning
 - Skillsoft
 - We all have access to this
 - Lots of topics relating to management
 - Lynda.com
 - More information coming on this after the next EAC meeting
- Feedback from Staff Development
 - 71 attended on 12/17/19
 - 59 attended on 12/18/19
 - Satisfaction Survey was emailed out to registrants
 - Did you attend?
 - What prevented you from attending
 - Additional questions and responses in attached presentation
- Star Award
 - December: Nominations will be sent to the committee soon
 - Currently taking nominations for January
- Open Forum
 - Parking
 - Does the parking fee go to maintenance and updating of current parking?
 - We believe that it may go to more than just this. We should check on this.
 - Can we park in the parking structure for free now that the garage has been paid for?
 - The parking garage was built using part of the funding for the building and the garage
 - Why does the parking fee have to be paid up front? We used to be able to split it up.
 - The parking fee can be split up and does not have to be paid all at once
 - New T2 System for parking went live last week
 - Everyone will use the parking portal going forward
 - Employees (faculty and staff) will have the choice to pay up front or have \$10/month deducted from their payroll
 - For students, is the price reduced for a permit purchased in spring?
 - No, fall and spring are the same, but summer only is available at a reduced price starting in May.
 - Commencement for Spring 2020

- On the Plaza
- Friday May 1 @ 4PM
- Everyone will need to work commencement
- Rain contingency (heat contingency) is 4 ceremonies on Saturday at the Cowan. Called 72 hours before ceremony
 - Ceremonies 9a, 12p, 3p, and 6p
 - 9 - CNHS & UT Health, 12 - CAS & FCOP, 3 - CEP & COE, 6 – SCOB
- No tickets for plaza ceremony, rain contingency will have tickets
- How will parking work for this?
 - They are working on this now. We will be partnering with Tyler PD.
- Volunteer sign up will be like Career Success Festival
- University will be shut down and exams (after 10AM) will be cancelled for the day so that everyone is available to work commencement
- Wellness Initiative
 - EAC contact will be helpful
 - UT System schools can give us a roadmap
 - Linda Long volunteers
 - Brista will chair
 - Mental health? Work Life balance?
 - Faculty member who teaches mental health first aid. Offered to train us.
- Staff parking in lot 15
 - Spots would need to be taken from current spots
 - There's a lack of understanding on that because of the number of spots that were lost when the plaza was built
 - Amanda will follow up
- We have a voice and we need to make sure we leverage our position to be heard on the issues that we hear about and experience

ADJOURN

- Motion to Approve
 - Deb Ellis
- Second
 - Sydni Blundell

Approved Unanimously

Next meeting will be Wednesday, February 19th at 2:00 pm in STE 301.

The University of Texas at Tyler
University Staff Advisory Council Minutes

February 19, 2020
STE 301 · 2:00 pm

Attendance

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Absent
1	Randall "Randy"	Holland	Alternate	ZOOM
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	Present
3			Alternate	-
4	Janice	Helfers	Representative	Absent
4	Bailey	Boughton	Alternate	Present
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Absent
6			Representative	-
6	Julie	Anderson	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Amelia	Duran	Alternate	Present
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	
9	Brista	Hurst-Kent	Representative	Present
9	Kamell	Hawkins	Alternate	Present
10	Sydni	Blundell	Representative	Present
10	Linda	Friedemann	Alternate	Present
11	Greg	Rawlinson	Representative	Present
11	Steve	Myers	Alternate	Present
12	Amanda	Lynn	Representative	Present
12	Eric	Figuroa	Alternate	Absent
13	Shanese	Williams	Representative	Present
13	Tanya	Showen	Alternate	Absent
14	Francine	Durr	Representative	Present
14	Sally	Bouis	Alternate	Present
15	Lindsay	James	Representative	Absent
15	Linda	Long	Alternate	Present

Guest Speaker

- **Deena King**, Chief Compliance Officer
 - **Came from Texas Woman's University**
 - **Working in Compliance since 2001**
- **What is Compliance?**
 - What makes Compliance different from Legal?
 - The matter is the “something that happened”
 - Compliance is before the matter
 - Counsel steps in during the matter to defend the actions of the University
 - Compliance supports Legal by providing them all the evidence of things the University has done to prevent the matter
 - Compliance comes in after the matter to implement policies, procedures, and fixes to prevent the matter from happening again
 - The goal of Compliance is to prevent and detect criminal conduct in an organization
 - Practical definition
 - Why? To protect something or someone
 - What? Content
 - Compliance must know the Subject Matter Experts
 - Compliance Network
 - How?
 - Design ,Implement, Enforce, Prevent, and Detect
 - Identify Requirements/Assess Risk
 - Establish/Modify Compliance Organization
 - Compliance Network
 - Compliance Committees
 - Compliance Working Groups
 - Policies and Procedures
 - Communication
 - Websites
 - Emails
 - Training
 - Conferences
 - Implement, Promote, and Enforce
 - If you have these rules and procedures and policies, then you need to do it
 - Monitor, Audit, and Report
 - Are we checking to make sure we're still in compliance?
 - Continuous Improvement
 - If something isn't working, we fix it

- Leadership and Culture
 - You must have buy in to accomplish anything
 - If leadership isn't supporting you then you have a black hole.
- Improve 6-8 things per year
- Monitor the hotline
- Questions?
 - If someone feels like a department isn't doing their job, would that person come to you?
 - Yes, that's one of my roles, if one of the functions: ADA, Title IX, etc.
If you feel like they're not doing what they should be, come to me
 - uttyler.edu/compliance
- Outside Activity Disclosure

OLD BUSINESS

- Review January Minutes- Brista Hurst-Kent

NEW BUSINESS-WELCOME BACK

- Update from Committees
 - Benefits: Chris Frydenlund
 - Nominations and Elections: Sydney Blundell
 - Communications: Brista Hurst-Kent
 - STAR Award: Sydney Blundell
 - Policies and Procedures: Tina Taylor
- Wellness Interest Group-Brista Hurst-Kent
- Faculty and Staff Awards Ad Hoc Committee-Amanda Lynn
- Faculty Senate- Sydney Blundell
- HOP Committee- Tina Taylor
- University Council- Amanda Lynn
- EAC Update- Sally Bouis and Bonnie Davis

University Appreciation Week

- May 11-15th
 - Monday- Lunch in HPC (Bruno's), Afternoon Activities: Cake Walk (Ballroom) and Bingo (PZ)
- Activities

Tuesday	Wednesday	Thursday	Friday
Movies	Movies	Movies	Caldwell Zoo
Hammer and Stain	Bowling	Hammer and Stain	Urban Air

- USAC Focus Group/Orientation with Evergreen Solutions, LLC
- Star Award
 - December: Janice Helfers and January: Diana Darnell

- Currently taking nominations for February

- Open Forum

ADJOURN

Next meeting will be Wednesday, March 18th at 2:00 pm in STE 301.

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

April 15, 2020
ZOOM · 2:00 pm

ATTENDANCE (Zoom)

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Absent
1	Randall "Randy"	Holland	Alternate	ZOOM
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	Present
3	Lauren	Thomas	Alternate	-
4	Janice	Helpers	Representative	Present
4	Bailey	Boughton	Alternate	Present
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Present
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Amelia	Duran	Alternate	Present
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	Present
9	Brista	Hurst-Kent	Representative	Present
9	Kamell	Hawkins	Alternate	Present
10	Sydni	Blundell	Representative	Present
10	Linda	Friedemann	Alternate	Present
11	Steve	Meyers	Representative	Present
11	-	-	Alternate	-
12	Amanda	Lynn	Representative	Present
12	Eric	Figuroa	Alternate	Absent
13	Shanese	Williams	Representative	Present
13	Tanya	Showen	Alternate	Absent
14	Francine	Durr	Representative	Present
14	Sally	Bouis	Alternate	Present
15	Lindsay	James	Representative	Present
15	Linda	Long	Alternate	Present

OLD BUSINESS

- Review Minutes- Brista Hurst-Kent
 - Motion – Sydni Blundell
 - 2nd – Janice Helpers
 - Approved

NEW BUSINESS

- Update from Committees
 - Benefits: Chris Frydenlund
 - Fully covered COVID-19 testing
 - Telehealth is an option
 - Extended FMLA due to COVID-19 specifics – reach out to HR with questions
 - TRS is allowing retirees to go back to work without penalties – only applies to healthcare workers
 - Reach out to HR with any questions
 - Nominations and Elections: Sydni Blundell
 - Committee met to discuss redistricting in detail and plan to reorganize a few districts (this will affect districts: 6, 10, 11)
 - Once the Policies and Procedures have been updated, USAC will review and vote
 - Conversation surrounding distances campuses have arisen and idea to remove the distance district and add a dedicated committee for distance
 - Concern that employees might not feel that this engages them
 - Will have an additional meeting to discuss ideas and options and will have an update next month – no decision / determination will be made without further conversation
 - Communications: Brista Hurst-Kent
 - No updates have been added to the USAC intro document for new employees. Please review and add feedback.
 - Campus Bulletin Board can be used for passing along information
 - STAR Award: Sydni Blundell
 - March winner – Ayshunti Griffin
 - Currently taking nominations for April
 - Policies and Procedures: Tina Taylor
 - Move elections from July/August to June/July
 - August is an extremely busy month for everyone on campus
 - Move officer elections from September to August
 - Change Chair to ex-officio position.
 - Chair position has a lot of additional responsibilities (i.e. University Committees)
 - If these changes are agreed on:
 - Policies and Procedures committee will need to draft updates
 - USAC-vote
 - If approved, then will go to Dr. Tidwell for approval.
- Virtual Town Hall Meeting: Amanda Lynn
 - Topic: Telecommuting Tips & Tricks (Mental Health Focused)
 - Thursday, April 9th at 2:00p via ZOOM

- Panelist: Gracy (HR) and Kim Harvey-Livingston
 - Topic: Telecommuting Tips & Tricks (Technology & Security Focused)
 - Following week, time and day TBD
- Spring 2020 Reimbursements: Brista Hurst-Kent
 - Housing and Meal Plan Reimbursement credits have been posted to the students accounts for everyone who has moved out
 - Commuter meal plans have been reimbursed their unused dining dollars
 - Refunds, if applicable, will be issued tomorrow or Friday
 - Please remind students to choose their refund preference if they have not
 - Email refunds@uttyler.edu with questions or concerns
- Faculty and Staff Awards Ad Hoc Committee (Tina, Brista, Sydni and Janice)
 - Nominations are currently being reviewed
 - At this time, it is unknown when the winners will be announced
- Faculty Senate- Sydni Blundell-Next meeting Thursday, April 16th
- University Council- Amanda Lynn- Tuesday, April 14th

EVENTS

- University Appreciation Week: Amanda
 - Thank you for responding to the email I sent regarding UAW.
 - Dr. Tidwell liked the idea of moving UAW to this summer.
 - Luncheon and Monday afternoon activities - Monday, July 20th (currently working to secure HPC).
 - Activities to be offered Tuesday, Wednesday, Friday
 - Movies x3 (once a week) Zoo x2 (every other Friday), Hammer and Stain x2, Bowling and Urban Air/iJump x1
 - Once dates have been set Save the Date will be sent out.
- Staff Development (2020-2021): Sydni Blundell
 - Over the years, have received feedback that some don't feel like then can attend all day or they feel that the "mini sessions" don't apply to them
 - Idea:
 - Offer year-long monthly workshops and not have the "mini sessions" during Staff Development
 - Staff Development would then change to a one-day session, with a keynote speaker offering a morning session and an afternoon session (identical) and lunch would overlap both sessions, so everyone gets to participate in that
 - Hope is that we are providing year-long development opportunities and that offering the keynote on one day, but different half-day option will allow more to participate

OPEN FORUM

- Timesheets
 - Rolling out where employees submit their own time and there will no longer be timekeepers
 - There are phases and everyone should be “moved over” no later than June 1
- Lots of fun “Facebook share your...” ...maiden name, mother’s maiden name, first car, etc. While these things seem fun, you’re inadvertently sharing your security question information.
- Duo Information
 - Duo Authentication phone calls and texts cost the University money, so please try to use the Push Notification option, if at all possible
 - How do we update our Duo? If you can get in, somehow, then go to the settings icon and it’ll let you update your information. If you have any trouble, you can reach out to Eric Figueroa directly through Teams or you can email itsupport@uttyler.edu.
 - https://www.uttyler.edu/it/files/2FA_Replace_Device.pdf
 - DocuSign actually costs the University money each envelope that is created, so moving the timekeeping information to UT Share is going to save money.

ADJOURN

- Motion – Sydney Blundell
- 2nd – Janice Helfers
- Approved

Next meeting will be Wednesday, May 20th at 2:00 pm in STE 301 (TBD if will be Face to Face or ZOOM).



May 20, 2020 | 2:00 p.m. | ZOOM

ATTENDANCE (Zoom)

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Present
1	Randall "Randy"	Holland	Alternate	Present
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	<i>Absent</i>
3	Lauren	Thomas	Alternate	<i>Absent</i>
4	Janice	Helfers	Representative	Present
4	Bailey	Boughton	Alternate	Present
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Present
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	<i>Absent</i>
7	Tamara	Brown	Representative	Present
7	Amelia	Duran	Alternate	Present
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	Present
9	Brista	Hurst-Kent	Representative	Present
9	Kamell	Hawkins	Alternate	Present
10	Sydni	Blundell	Representative	Present
10	Linda	Friedemann	Alternate	Present
11	Steve	Meyers	Representative	Present
11	-	-	Alternate	-
12	Amanda	Lynn	Representative	Present
12	Eric	Figuroa	Alternate	Present
13	Shanese	Williams	Representative	Present
13	Tanya	Showen	Alternate	<i>Absent</i>
14	Francine	Durr	Representative	Present
14	Sally	Bouis	Alternate	Present
15	Lindsay	James	Representative	Present
15	Linda	Long	Alternate	Present

OLD BUSINESS- Review Minutes- Brista Hurst-Kent

- Motion – Sydni Blundell
- 2nd – Mary Ellen Holland
- Approved

NEW BUSINESS

- Update from President Tidwell
 - Return to Campus

- If we were to adjust the schedule, what would that impact look like? Want to make sure to have input and
- In the process for rolling out an educational training for returning to campus – want to make sure that we are educated and minimizing any potential risks
- No mandatory masks at this point, but the branded cloth masks should be arriving soon – some already have
 - The conversation has continued on how to handle making masks mandatory and the possible situations surrounding it. Know that we are requesting everyone to be respectful of others and take all precautions that they feel necessary.
- First phase of people should return June 1, but your supervisor will communicate with you
- Second phase will come closer to July 1, but will follow the percentages that the Governor releases
- Will there be any signage going around campus about social distancing?
 - Yes, the conversations are happening and have expectations to have signage posted reminding those to social distance
- Budgetary Items
 - Governor’s Office has said to expect about a 5% reduction for, not this fiscal year, but next fiscal year
 - We are in a position to absorb this, should we need to
- Open Discussion
 - SBS has been working on having online ordering for Chick Fil A and possibly even adjusted points of sale for the rest of the dining locations so that you can pay remotely
 - What’s the sanitation plan? Currently the cleaning crew have been judicious in cleaning and will only increase once more people are on campus
 - Are we planning to use social media more to communicate the expectations to students? Yes, will do so, but want to make sure information is solidified before posting anything

Update from Committees

- Benefits: Chris Frydenlund
 - No update at this time
- Nominations and Elections/Redistricting: Sydni Blundell
 - No change in distance campus district, but will be more intentional about conversation
 - Once the districts have been updated in the Policies & Procedures, USAC will review and vote
- Communications: Brista Hurst-Kent
 - No revisions have been made by USAC, so believe it’s ready to finalize and send to HR to have available for new employees for Fall
- STAR Award: Sydni Blundell
 - April winner was Bryan Cross
 - Taking nominations for May
- Policies and Procedures: Tina Taylor
 - Working on revisions and should receive a document to review and then USAC will vote
- UT Tyler/UT Health Merger-SACSCOC Documents
 - Provost Mirmiran and Dr. Geiger want to make sure that USAC is able to provide feedback on any of the documents or if anyone has questions, let them know
- REMINDER: Compliance Training due-May 31st
- Faculty and Staff Awards Ad Hoc Committee (Amanda, Tina, Brista, Sydni and Janice)

- Winners to be announced during Fall 2020 Convocation, August 21st
- Faculty Senate: Sydni Blundell
 - Next meeting – Thursday, May 21st
- Reboot **Committee**
 - Plan is to have a draft for Cabinet by the end of the month
 - Looking at all areas and all campuses
 - Let Amanda know if you have any comments or questions

Events

- University Appreciation Week
 - Save the date sent-5/11/2020. Survey to be sent out later
 - Luncheon and Monday afternoon activities - Monday, July 20th
 - USAC received concerns about social distancing, which were brought up to Dr. Tidwell
 - Idea to partner with a few local restaurants in Tyler, Longview, and Palestine and have meals available for choosing meals and receive a meal ticket – one week for each location
 - Tyler – Stanley’s, Don Juan’s, Brunos, Lola’s
 - Longview – Butcher Shop, El Sombrero, Pizza King
 - Palestine – Shep’s BBQ, Pronto Gyros and Pizza, Little Mexico
 - Activities to be offered Tuesday, Wednesday, Friday
 - Movies x3, Zoo x2, Hammer and Stain, Putt-Putt, Bowling and Urban Air/iJump x1
 - Distant campuses will be able to select two days to participate in activities and will submit receipts for a full/partial reimbursement.
 - We will follow social distancing guidelines set-up by each location
- Staff Development (2020-2021): Sydni Blundell
 - Have monthly “workshops” and have 1 day for “staff development” where the employee would choose either morning or afternoon session
- Open Forum
 - EAC (Employee Advisory Council) – Bonnie’s term ends this Summer and we will need someone to fill her place
 - 2 reps for each institution
 - Meeting are 3 times a year, which you do travel for
 - Great opportunity to learn more about UT System and be part of institutional change
 - Let Bonnie know if you have any questions! Will have to fill the position this Summer, so let Amanda know if you’re interested
 - Officers
 - Elections will come up quickly, so start thinking about if you would like to serve in a role
- **ADJOURN** *Next meeting will be Wednesday, June 17th at 2:00 pm in STE 301 (TBD if will be Face to Face or ZOOM).*
 - Motion – Sydni Blundell
 - 2nd – Stephen Myers
 - Approved



June 17, 2020 | 2:00 p.m. | ZOOM

ATTENDANCE (Zoom)

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Present
1	Randall "Randy"	Holland	Alternate	Present
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	Present
3	Lauren	Thomas	Alternate	Absent
4	Janice	Helfers	Representative	Present
4	Bailey	Boughton	Alternate	Absent
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Absent
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Amelia	Duran	Alternate	Present
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	Present
9	Brista	Hurst-Kent	Representative	Present
9	Kamell	Hawkins	Alternate	Absent
10	Sydni	Blundell	Representative	Present
10	Linda	Friedemann	Alternate	Absent
11	Steve	Meyers	Representative	Present
11	-	-	Alternate	-
12	Amanda	Lynn	Representative	Present
12	Eric	Figueroa	Alternate	Absent
13	Shanese	Williams	Representative	Absent
13	Tanya	Showen	Alternate	Present
14	Francine	Durr	Representative	Absent
14	Sally	Bouis	Alternate	Absent
15	Lindsay	James	Representative	Absent
15	Linda	Long	Alternate	Present

OLD BUSINESS- Review Minutes- Brista Hurst-Kent

Motion – Linda Friedemann

2nd – Kim Sheets

Approved

NEW BUSINESS

Update from Committees

- Communications: Brista Hurst-Kent

- Have communicated with HR to get the “What is USAC” document to new employees during their Orientation – excited about it coming to fruition
- Benefits: Chris Frydenlund
 - No update
- Nominations and Elections/Redistricting: Sydni Blundell
 - Redistricting proposal is part of the Policies & Procedures – once approved, we will begin the formal election process for the Reps / Alts to start 9/1/2020
- STAR Award: Sydni Blundell
 - Star Award
 - May: Kole DeWoody in Digital Learning
 - Currently taking nominations for June
- Policies and Procedures: Tina Taylor
 - Emailed out the updated Policies & Procedures and received no feedback
 - Changes:
 - Redistricting
 - Chair to ex-officio
 - Moving elections from July to June
 - Officer elections from September to August
 - Added that new Reps / Alts to attend August meeting
 - Voting
 - Motion – Chris Frydenlund
 - 2nd – Ada Bravo
 - Approved
- Executive Committee: Amanda Lynn
 - Traditionally, only Chair and Chair-elect met with President Tidwell, but have moved to add Secretary and Historian – first meeting was last week and went really well
- University Appreciation Week: Amanda
 - Survey to be sent out- Monday, June 22nd
 - Luncheon
 - Monday, July 20th-Tyler | Monday, July 27th-Longview | Monday, August 3rd-Palestine | Monday, August 10th-Houston
 - Activities to be offered Tuesday, Wednesday, Thursday and Friday
 - Movies x3, Zoo x3, Hammer and Stain x2, Putt-Putt x2, Bowling x2
 - We will follow social distancing guidelines set-up by each location.
 - Distant campuses may select 2 days to participate in activities & will submit receipts for reimbursement.
- Faculty and Staff Awards Ad Hoc Committee (Amanda, Tina, Sydni and Janice)
 - Winners to be announced during Fall 2020 Convocation-August 21st
 - Concerns with Convocation being in-person and some people not feeling comfortable being there in-person
 - While the Cowan *can* do live-stream, it’s not set up like that all of the time and AV would need to be contacted to set it up
- Reboot Committee
 - Submitted proposal to President Tidwell and he would like more detail on various areas – working on adding that detail and resubmitting to President Tidwell
- Title IX Workgroup

- Part of the new proposal is the possibility of having more faculty/staff volunteer representation during Title IX cases – will update as more information is provided
- Next meeting, the Workgroup will really iron out what the policy for UT Tyler is going to look like
- Sexual harassment has changed and it will move to a Title VII case instead of a Title IX case
- Faculty Senate: Sydni Blundell
 - Last meeting focused on how classes would look and really deferred to the Reboot Committee
 - Meeting that would normally be tomorrow (6/18) is cancelled due to not having much on the docket (and usually take a month off each summer, anyways) – Next meeting in July
- USAC Executive and Committee Positions-Sydni Blundell
 - PowerPoint document showcasing the Officer and Committees that USAC has – will have elections for Officer positions in August, so review and reach out if you have questions or want more info!

Open Forum

- Meal Plan Update-Brista Hurst Kent
 - USAC has received queries on the possibility of reimbursing unused meal plans
 - Options: Meal plan punch card from the MET *or* Purchased through Student Business Services which comes with MET meals (20), fast funds, and bottomless cup
 - Employee meal plans don't ever expire, so there really isn't a super necessity
 - Is there an option that doesn't include MET? You can purchase Patriot Bucks, at will, which can be used at any of the retail locations
- Next set of staff members to come back is July 1 and should be notified by supervisor – don't forget to complete the Canvas training on proper COVID-19 health and safety
- The UT Tyler masks are available! The campus-wide emails state the dates, locations, and "how to" receive your mask

ADJOURN

Next meeting will be Wednesday, July 15th at 2:00 pm in STE 301 (TBD if will be Face to Face or ZOOM).

Positions & Committees

Interested in serving USAC?
Find out more information!



Historian

- Term
 - One fiscal year, September 1 – August 31
- Duties
 - Maintains accurate records of the history of USAC
 - Briefs committees on issues regarding USAC in the past, as needed
 - Initiates and maintains the system of District's Representatives and Alternates
- Committee Responsibilities
 - Serves as the chair on the Nominations and Elections committee

Secretary

- Term
 - One fiscal year, September 1 – August 31
- Duties
 - Takes, distributes, and publishes minutes of each Council meeting
 - Maintains a repository of all minutes (i.e. Council, Executive Committee, and committees)
 - Updates the USAC webpage
- Committee Responsibilities
 - Serves as the chair on the Communications committee

Chair-Elect

- Term
 - One fiscal year, September 1 – August 31
 - Moves on to Chair the following fiscal year
- Duties
 - Preside over USAC in the absence of the Chair
 - Assist Chair in performing leadership responsibilities
 - Maintain committee membership, fill committee vacancies, ensure committees are fulfilling responsibilities
- Committee Responsibilities
 - Serves as the chair on the UT Tyler Star Award committee

Chair

- Term
 - One fiscal year, September 1 – August 31
 - Moves on to Past Chair the following fiscal year
- Duties
 - Preside over USAC and conduct formal business
 - Serve as a liaison between USAC and the University President
 - Responsible to the Budget Authority for purchases and maintain fiscal responsibility
 - Ex-officio member
- Committee Responsibilities
 - Serves as Ex-officio on all USAC committees
 - Serves on University committees (i.e. Budget, HOP, University Council, Audit, any AdHoc such as Reboot, Title IX Update)

Past Chair

- Term
 - One fiscal year, September 1 – August 31
- Duties
 - Serves as an advisory member to the Chair
 - Ex-officio member

Executive Committee

- Members
 - Historian, Secretary, Chair-elect, Chair, Past Chair as Ex-officio
- Duties
 - Make formal reports to the University President
 - Review and recommend changes to the Policies & Procedures
 - Provide overall and general guidance and direction for USAC
- Meetings
 - Attend monthly: Council, Executive Committee, and University President meetings

Benefits Committee

- Members
 - At least three members from the Council
 - Director of Human Resources or designee as Ex-officio
- Duties
 - Review staff concerns regarding benefits and make recommendations
 - Report updates at every Council meeting

Communications Committee

- Members
 - Secretary, chair
 - Two members from the Council
- Duties
 - Collect and disseminate information about the work of USAC
 - Publicize USAC and its activities
 - Coordinate activities at which University employees can meet their Representatives and Alternates and learn about USAC
 - Report updates at every Council meeting

Nominations & Elections Committee

- Members
 - Historian, chair
 - Two members from the Council
- Duties
 - Collect and review nominations for the formal election process and publish winners of District voting
 - Complete special elections for Representative and Alternate vacancies that occur outside of formal elections
 - Report updates at every Council meeting

Policies & Procedures Committee

- Members
 - At least three members from the Council
 - Chair will be elected from the committee members by the committee members
 - Policies & Procedures committee chair to serve as an additional, non-voting member of the University HOP committee
- Duties
 - Regularly review the USAC Policies & Procedures
 - Propose and review changes to the USAC Policies & Procedures and the UT Tyler Handbook of Operating Procedures (HOP)
 - Report updates at every Council meeting

Staff Development Committee

- Members
 - At least three members from the Council
 - Chair will be elected from the committee members by the committee members
 - Director of Human Resources or designee as Ex-officio
- Duties
 - Review ways in which staff can benefit from training programs, such as career and professional development, University programs and functions, mentoring, and basic skills development
 - Plan and execute Staff Development opportunities each year
 - Report updates at every Council meeting

University Appreciation Committee

- Members
 - At least three members from the Council
 - Chair will be elected from the committee members by the committee members
 - Director of Human Resources or designee as Ex-officio
- Duties
 - Review ways in which to appreciate staff and faculty for their hard work, such as formal recognition of staff and faculty, off-campus events, and extra celebratory events
 - Plan and execute University Appreciation opportunities each year
 - Report updates at every Council meeting

UT Tyler Star Award Committee

- Members
 - Chair-elect, chair
 - Two members from the Council
- Duties
 - Review nominations for outstanding service of staff and make selection of UT Tyler Star Awardee each month
 - Report updates at every Council meeting

Employee Advisory Council (EAC)

- Members
 - Two Representatives and one Alternate
 - Representatives have voting rights and are experienced USAC members
- Duties
 - Work with the University of Texas System EAC advisory group with constituents from every UT System campus
 - Meet with the Board of Regents to present information and make recommendations regarding UT System employees
 - Representatives are required to travel for EAC meetings (3 times a year)
 - Alternate need only travel if one of the Representatives cannot
 - Report updates at every Council meeting

Thank you!



Questions? Reach out to any USAC member or usac@uttyler.edu



July 15, 2020 | 2:00 p.m. | ZOOM

ATTENDANCE (Zoom)

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Absent
1	Randall "Randy"	Holland	Alternate	Absent
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	Absent
3	Lauren	Thomas	Alternate	Absent
4	Janice	Helfers	Representative	Present
4	Bailey	Boughton	Alternate	Absent
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Absent
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Amelia	Duran	Alternate	Absent
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	Absent
9	Brista	Hurst-Kent	Representative	Absent
9	Kamell	Hawkins	Alternate	Present
10	Sydni	Blundell	Representative	Present
10	Linda	Friedemann	Alternate	Absent
11	Steve	Meyers	Representative	Absent
11	-	-	Alternate	-
12	Amanda	Lynn	Representative	Present
12	Eric	Figueroa	Alternate	Absent
13	Shanese	Williams	Representative	Absent
13	Tanya	Showen	Alternate	Absent
14	Francine	Durr	Representative	Present
14	Sally	Bouis	Alternate	Absent
15	Lindsay	James	Representative	Absent
15	Linda	Long	Alternate	Absent

OLD BUSINESS- Review Minutes- Amanda Lynn

- June minutes will be sent out with July to review and will be voted on at August meeting
- Please make sure to submit official attendance via email to USAC@uttyler.edu

NEW BUSINESS

Update from Committees

- Communications: Amanda Lynn

- Our What is USAC brochure has been received by HR and they will make sure to distribute to new employees
- Benefits: Chris Frydenlund
 - Open Annual Enrollment begins today – you have until the end of the month to make changes and to “confirm” that they want to continue with their FLEX accounts
 - Scholarship for Fall – accepting applications and deadline is August 1 (yes, even though it’s a Saturday) – you can utilize DocuSign and have Rhonda Toole as the HR rep for the recipient
- Nominations and Elections: Sydni Blundell
 - Term elections are beginning and we will be reaching out to those districts whom have expiring rep/alt terms very soon – keep an eye out
 - Don’t forget that Officer elections will be in August, check out the positions available and reach out if you have any questions or want to know what a position is like
- STAR Award: Sydni Blundell
 - Star Award
 - June: Jeannie Hurst
 - Currently taking nominations for July
- Policies and Procedures: Tina Taylor
 - Approved by USAC last meeting and President Tidwell approved them – updated version is available on USAC webpage
- Executive Committee: Amanda Lynn
 - President Tidwell mentioned that we will have at least a few more Town Hall meetings prior to the beginning of the Fall semester
 - Enrollment is looking strong, but still a little under Fall 2019
 - With regards to the new UT Tyler president announcement, you can review the UT System video on [their website](#)
- University Appreciation Week-Amanda Lynn
 - Luncheon
 - July 20th-Tyler | July 27th-Longview | August 3rd-Palestine | August 10th- Houston
 - Activities to be offered Tuesday, Wednesday, Thursday and Friday
 - Movies x3, Zoo x3, Hammer and Stain x2, Putt-Putt x2, Bowling x2
 - Reaching out to activities to verify everything is still okay.
 - Distant campuses may select 2 days to participate in activities & will submit receipts for reimbursement.
 - Keep eyes out for updates for the restaurants or events that you signed up for
- Faculty and Staff Awards Ad Hoc Committee (Amanda, Tina, Sydni and Janice)
 - Discussed announcing at Convocation, but now that it will be virtually, we will announce earlier than that and working on putting together a video to have sent out to all campus
- Reboot Committee- [Procedures for Fall 2020 Return to Normal Operations](#)
- Returning to Campus and UT Tyler Branded Masks-Amanda Lynn
 - Training on CANVAS (UT Tyler COVID-19 Return to Campus and UT Tyler Safe Practices Guide: ID)
 - Make sure to complete the training
 - Face masks are available:

Location	Days	Times
University Police Station Parking Services Desk	Monday - Friday	8am - 5pm

Robert R. Muntz Library Help Desk	Monday - Friday	8am - 5pm
Herrington Patriot Center	Monday and Wednesday	1pm - 4pm

- Title IX Workgroup-Amanda Lynn
 - Still working to have the resolution ready by the August deadline
- USAC Executive- Amanda Lynn
 - Will be sending an email out in the beginning of August to call for nominations for USAC officer positions
- EAC Update- Bonnie Davis
 - Last meeting is in August will be via Zoom
 - Education committee put together a presentation that will be shared and would like feedback
- Open Forum
 - Zoom passcode update – Zoom will now require passcodes, so make sure to share all meeting details so that participants have everything needed
 - District 6 – extra / specific parking for staff and idea to have small lot by OHall be strictly employee

ADJOURN *Next meeting will be Wednesday, August 12th at 2:00 pm via ZOOM*



August 12, 2020 | 2:00 p.m. | ZOOM

ATTENDANCE (Zoom)

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	-
1	Randall "Randy"	Holland	Alternate	-
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	-
3	Christian	Chesnut	Representative	-
3	Lauren	Thomas	Alternate	-
4	Janice	Helfers	Representative	Present
4	Bailey	Boughton	Alternate	Absent
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	-
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	-
7	Amelia	Duran	Alternate	-
8	Bonnie	Davis	Representative	Present
8	Chris	Frydenlund	Alternate	-
9	Brista	Hurst-Kent	Representative	Present
9	Kamell	Hawkins	Alternate	Present
10	Sydni	Blundell	Representative	Present
10	Linda	Friedemann	Alternate	-
11	Steve	Meyers	Representative	Present
11	-	-	Alternate	-
12	Amanda	Lynn	Representative	Present
12	Eric	Figuroa	Alternate	-
13	Shanese	Williams	Representative	Absent
13	Tanya	Showen	Alternate	-
14	Francine	Durr	Representative	Present
14	Sally	Bouis	Alternate	-
15	Lindsay	James	Representative	Present
15	Linda	Long	Alternate	-

GUEST SPEAKER

Blake Bumbard-Title IX Coordinator (see end of minutes – pages 3 & 4)

- New regulations and processes – need volunteers to assist Title IX in the process (as an “advisor” or as a “hearing officer”)
- Not a large time commitment – if interested in serving, email Blake Bumbard directly at bbumbard@uttyler.edu

OLD BUSINESS

Review Minutes- Brista Hurst-Kent

- June & July Minutes
 - Motion – Janice Helfers

- Second – Tina Taylor
- Approved
- Please make sure to email USAC@uttyler.edu for your attendance for the August meeting

NEW BUSINESS

Update from Committees

- Communications: Brista Hurst-Kent
 - No update
- Benefits: Chris Frydenlund
 - Gracy
 - COVID testing and treatment is covered at 100% and will be covered at 100% until further notice and it DOES cover multiple testing at the 100%
 - Remember that your elections over the summer will take effect on 9/1 and any premium changes will be reflected on October 1 paycheck
- Nominations and Elections: Sydney Blundell
 - Districts have all elected their new representation and they will officially begin 9/1
- STAR Award: Sydney Blundell
 - Star Award
 - July: Brandy Smith, Departments of Human Resources Development and Technology
 - Currently taking nominations for August
- Policies and Procedures: Tina Taylor
 - No update
- Executive Committee: Amanda Lynn
 - Meeting with Dr. Tidwell last week
 - Working on signage to be displayed across campus showcasing that masks are required
 -
- University Appreciation Week-Amanda Lynn
 - Went so well and special thank you to those on the committee for such a successful year!
- Faculty and Staff Awards Ad Hoc Committee (Amanda, Tina, Sydney, Janice and Brista)
 - Staff Awards – recordings have been completed and trophies are ready – waiting to be able to send out prior to Convocation (waiting on video)
 - Thank you to committee for all hard work
- Returning to Campus- Training on CANVAS
 - (UT Tyler COVID-19 Return to Campus and UT Tyler Safe Practices Guide: ID)
 - If have not completed, might be receiving reminders soon
- UT Tyler Branded Masks

UT Tyler Branded Mask Pick-Up Information		
Location	Days	Times
University Police Station Parking Services Desk	Monday - Friday	8am - 5pm
Robert R. Muntz Library Help Desk	Monday - Friday	8am - 5pm
Herrington Patriot Center	Monday and Wednesday	1pm - 4pm
The One-Stop Shop distribution location will be closed until the week of Aug. 17 th		
Special arrangements for picking up masks can be made by contacting the Office of Environmental Health and Safety (EHS) in USC 135.		

- Title IX Workgroup- Amanda Lynn
 - New policies must be put into place by August 14

- Don't forget to email Blake Bumbard if you're interested in serving as either an Advisor or a Hearing Officer
- USAC Executive Elections 2020-2021- Amanda Lynn
 - Chair Elect – Brista Hurst Kent
 - Secretary – Shanese Williams
 - Historian – Chris Frydenlund
- Open Forum
 - Special Thank You, Amanda – Thank you for your leadership this past year! You've been a great USAC Chair and we're lucky to have you for another year!
 - How do terms work? 3 years unless taking over a former
 - President Tidwell's "role" moving forward – we haven't been updated one way or another
 - Next year – recently learned that while Faculty Senate has their meeting "open to everyone," it's more of an update meeting and they have a separate meeting for open discussion. The openness of the USAC meetings has been discussed a lot, so this could be an option for USAC, should we choose. Think about what you like / don't like / if you want to discuss further.
 - Committee Selections will happen at the next meeting and we'd love for anyone / everyone to get involved! Having a varied set of individuals on each committee is vital to success – think about what committees you'd like to join and they can be reviewed on the [USAC webpage](#).
- **ADJOURN** *Next meeting will be Wednesday, September 16th at 2:00 pm via ZOOM*
 - Motion – Julie Anderson
 - Second – Kim Sheets



Advisor of Choice

Each party may have an advisor of their choice at the hearing. If a party does not have an advisor, the University will provide one. Advisors are not permitted to actively participate in the hearing, except for asking questions of the other party and any other witnesses. In addition, witnesses may have an advisor of their choice at the hearing.

Each party's advisor will have an opportunity to ask relevant questions and follow-up questions of the other party and of any witnesses that participate in the hearing, including questions that challenge credibility. Each advisor has the ability to ask questions directly, orally, and in real time at the hearing. The parties will not be permitted to personally ask questions of the other party or any witnesses that participate in the hearing. The advisors may ask questions under the following procedure:

- The advisor will ask a question of the applicable participant.
- Before the participant answers a question, the hearing officer will rule as to whether the advisor's question is relevant to the alleged conduct charges.
- If the hearing officer rules the advisor's question as not relevant, then the hearing officer must explain any decision to exclude a question as not relevant. If the hearing officer allows the question as relevant, the participant will answer it.

Additionally, each party has the right to have their advisor present during any required meeting during the process, for example, interviews.

Prior to a live hearing, the advisor will be provided a copy of the investigative report and all evidence obtained as part of the investigation.

Hearing Officers

Hearing Officer/Panel. The hearing officer/panel is responsible for conducting the hearing in an orderly manner, controlling the conduct of all participants and attendees of the hearing, and rendering a written determination regarding responsibility of the Respondent's alleged conduct charges in an impartial, neutral, and objective manner.

Challenges to the Hearing Officer. Either party may challenge the fairness, impartiality or objectivity of a hearing officer. The challenge must be submitted in writing to the hearing officer through the office coordinating the hearing within 4 days after notice of the identity of the hearing officer and must state the reasons for the challenge. The hearing officer will be the sole judge of whether he or she can serve with fairness, impartiality, and objectivity. In the event that the hearing officer recuses themselves, an alternative hearing officer will be assigned in accordance with the institution's procedures.

Hearing Officer Duties at the Hearing. The hearing officer will rule on all procedural matters and on objections regarding exhibits and testimony of participants at the hearing, may question participants who testify at the hearing, and is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of the U.T. System.

Hearing Officer Determination. The hearing officer (or decision-maker if the Respondent was a student at the University Academy at the time of the alleged conduct) will issue a written determination, which must include the following:

- The allegations that potentially constitutes prohibited conduct under this Policy;

- A description of all of the procedural steps of the Grievance Process under this Policy (from receipt of a Formal Complaint to the determination regarding responsibility of the Respondent, including any notifications of the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held);
- The findings of fact supporting the hearing officer's determination;
- The conclusion(s) and a rationale as to whether the Respondent is responsible for each allegation;
- The disciplinary sanctions, if applicable;
- The remedies, if applicable, designed to restore the Complainant's access to the education program or activity; and
- The institution's procedures and permissible bases for the parties to appeal, if applicable

The hearing officer will send a copy of the written determination concurrently to the parties, in addition to the Dean (for student Respondents) or appropriate administrator (for employee Respondents), and the Title IX Coordinator.