

The University Staff Advisory Council
Minutes
September 19, 2012

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair
Renee Lampkin – District 4 – Chair-Elect
Samantha Dwight – District 9 – Secretary
Georgia Glazebrook – District 2 – Representative
Tara Cheney – District 2 – Alternate
Lisa Wyatt – District 3 – Representative
Joy Shogry – District 6 – Representative
Aris Obar – District 9 – Representative
Jennifer Skinner – District 10 – Alternate
Amelia Harrell – District 11 – Representative
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Alternate
Kathy Finley – District 15 – Representative

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 - Representative
Emily Holland – District 1 – Alternate
Stephanie Long – District 3 – Alternate
Gina Parkins – District 4 – Alternate
Ryan Lilly – District 5 – Representative
Paul Weil – District 5 – Alternate
Glenda Bennett – District 7 – Representative
Kamell Hawkins – District 7 – Alternate
Matt Izard – District 8 – Representative
Chad Kurtz – District 8 - Alternate
Kristen Dickerson – District 10 – Alternate
Robyn Hundley – District 11 – Alternate
Angie Beekman – District 11- Representative
Vicky Bond – District 12 – At large Representative
John Kirkpatrick – District 14 – Alternate

Scott Dillingham called the meeting to order at 2:06 p.m.

Old Business:

Star Award

Jimmy Spanko, of the Physical Plant, is the August UT Tyler Star.

Joy Shogry stated Jimmy Spanko was incredibly appreciative and humbled by his recognition.

Presentation for the previous star awards will be presented at the Meet Your Rep event in October.

A request for each winner's picture to be included in the "winner announcement" email was suggested and the new UT Star committee will take it under advisement.

Several emails have been received from nominating parties stating they have nominated an individual numerous times and they have not won yet, but these nominations are one sentence stating who they want to nominate. They do not include any reasons why they are nominating their party. The new UT Star committee will consider sending out an email stating how a star recipient is chosen.

Scott Dillingham concluded old business and passed the chair to Renee Lampkin, who proceeded with new business.

New Business:

July and August meeting minutes were approved and seconded but names were inaudible.

Officer Nominations

Floor nominations were opened and voting took place:

Chair-Elect Jennifer Skinner
Secretary Georgia Glazebrook

Assigned Committees (some names added after meeting):

Communications: Georgia Glazebrook – Committee Chair
 Beth Bruce
 Stephanie Long

University Development Workshop: Renee Lampkin - Committee Chair
 Scott Dillingham
 Karmell Hawkins
 Vicky Bond
 Amelia Harrell

Star Award: Jennifer Skinner - Committee Chair
 Tonya Gaddis
 Kathy Finley

Benefits: Aris Obar
 Lisa Wyatt
 Matt Izard

Nominations: Joy Shogry
 Samantha Dwight
 Mary Ellen Holland

University Council Update

Enrollment:

- 2.7% student enrollment increase this semester
- current number of students is 6,875
- 68 international students which is an increase for UT Tyler and the university is proud of this increase
- 10% increase in new transfer student and some of this was attributed to the new Mobile Go Center Application drives at Tyler Junior College and other various schools

Parking:

- Restriping has occurred in lots 6 and 15 with a gain of 100 spots.
- 100 temporary spots have been created near the tennis courts and 80 temporary spots created near the Cowan Center.

- Campus drive has been reopened for parallel parking with 20-30 spaces.
- 20 people are currently on the reserved spot list

Survey of Employee Engagement:

Dr. Lou Ann Berman reported results on the Employee Engagement survey and Dr. White stated Dr. Berman would be reporting the result to USAC at the October meeting. It will take 20-30 minutes for the results to be reported.

Meet your Rep

Due to space limitations on campus, dates were considered for when the event could occur. October 4th and 5th will be checked for availability and will also need to be approved by Dr. Mabry. The timeframe will be from 7:45am – 9:00am.

Representatives and Alternates will be responsible for decorating their individual tables and advised to please contact their districts about the upcoming event.

Diabetic food items will be taken into consideration when ordering.

University Development Workshop

Due to spacing limitations on campus, dates were considered for when the event could occur and will be checked through ASTRA for availability. The budget will be reviewed to see if a guest speaker can be brought in for this event.

UT STAR – awards are still being received for September so please encourage your districts to submit nominations.

Homecoming October 22nd – 27th

A suggestion was made for USAC to be represented at Homecoming supporting the students and to participate in the chili cook-off.

A proposal will be made to Dr. Mabry to have the Friday night (October 26th) soccer game will geared towards staff participation allowing staff to be released at 4:00pm to enjoy the game—a Patriot Pride night as Homecoming is for the entire campus community. Possible concession stand discounts are being considered.

Joe Vorsas reported the University has recently started a UT Tyler Retiree Association with 51 members. Their next meeting is October 16th and he will see if they would like to participate in the chili cook-off.

A motion was made to adjourn the meeting by Lisa Wyatt and seconded by Amelia Harrell.

The next meeting is scheduled for October 17, 2012 at 2:00 p.m.

Respectfully Submitted,
Georgia Glazebrook, Secretary

The University Staff Advisory Council
Minutes
October 17, 2012

Representatives and Alternates Attending:

Renee Lampkin – District 4 – Chair
Jennifer Skinner – District 10 – Chair Elect
Georgia Glazebrook – District 2 – Secretary
Lisa Wyatt – District 3 – Representative
Stephanie Long – District 3 – Alternate
Gina Parkins – District 4 – Alternate
Ryan Lilly – District 5 – Representative
Paul Weil – District 5 – Alternate
Joy Shogry – District 6 – Representative
Kamell Hawkins – District 7 – Alternate
Matt Izard – District 8 – Representative
Aris Obar – District 9 – Representative
Samantha Dwight – District 9 – Alternate
Kristen Dickerson – District 10 – Alternate
Vicky Bond – District 12 - Representative
Cheryl Wallace – District 12 - Alternate
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Alternate

Representatives and Alternates Not Attending:

MaryEllen Holland– District 1 - Representative
Emily Holland – District 1 – Alternate
Tara Cheney – District 2 – Alternate
Chad Kurtz – District 8 - Alternate
Robyn Hundley – District 11 – Alternate
Angie Beekman – District 11- Representative
Amelia Harrell – District 11 – Representative
Scott Dillingham – District 14
John Kirkpatrick – District 14 – Alternate
Kathy Finley – District 15 – Representative

Renee Lampkin called the meeting to order at 2:09 p.m. September meeting minutes were not available and will be approved at the November meeting.

Old Business:

Star Award - September's winner is Jennifer Knupp in Graduate Admissions office

Committee Assignments are now complete – see September's notes or website for complete listing, http://www2.uttyler.edu/usac/standing_committees.php

New Business:

Parking issue to be followed up with Chief Medders: a staff member shared a concern that when special events are occurring on campus, a shuttle is provided for those who will park at Rose Heights Church. There are employees who have small children and need to leave the campus early in the day and there is also the possibility of an emergency that would not allow staff or faculty to get to their cars right away. This staff member feels is unfair to faculty and staff who pay for parking to have to shuttle every time there is an event.

University Council Update

The meeting was focused on the Career Fair and inviting students to attend and the Behavioral Intervention Team who are located in UC 3170 (phone extension is #7254). If staff or faculty members have any concerns regarding students, please contact the Behavioral Intervention Team. A concern can also be filed on their website, www.uttyler.edu/studentaffairs/concerns.php. Handouts were passed out and distributed to the different departments on their mission, recognizing students in distress, etc... It was also apparent from the posters provided that students are also encouraged to report a concern they have for a fellow student.

Renee Lampkin encouraged the USAC members present to listen to the students they interact with and to ask them how they are doing. Any concern is a valid concern and to be mindful as the university has many resources and programs to help the students.

Meet your Rep

Meet Your Rep is scheduled for October 22nd in the UC Ballroom from 7:45am-9:00am in conjunction with Homecoming. You can start decorating Friday October 19th and the ballroom will be locked and secure over the weekend. Please keep reminding your district as this event is on a Monday this year. Renee Lampkin will send email reminders through-out the weekend.

University Development Workshop

Dr. Mabry has approved the dates for the University Development Workshop on November 5th and 6th (Monday and Tuesday) in Library 401. A guest speaker has been secured for this event and will present for four hours each day on motivation, tips for working and improving campus activities and team building. The theme is pending and there will also be other UT Tyler staff members presenting on both days.

A Qualtrics survey should be out next week for registration.

Higher Education Survey of Employee Engagement (HESEE)

Dr. Lou Ann Berman reported results on the Employee Engagement survey and stated the results would be posted on the Assessment office website next week. (<http://www2.uttyler.edu/aie/>).

Dr. Berman would like to thank all employees who took part and completed the survey and encourages others to take part in the survey which is on a three year cycle. The next one will be in 2015. The survey is designed to measure what our institutional strengths and challenges are. The survey shows us what we are doing well and what areas we should prioritize and see improvement. It is important for the results to be shared so we can collectively talk about ways we can improve. The results are distributed through-out the entire UT System and are offered to all benefits eligible employees. Joe Vorsas helps prepare the list of eligible employees and then an invitation is sent for them to participate in the survey.

Step One is to share the information.

Our overall score 374 (range 200-500) – we are above average with approximately a 52% participation rate. The participation rate is an indicator of how employees are engaged and want to contribute to the

wellbeing of UT Tyler. 52% is great but not where Dr. Berman would like to settle and will be encouraging all employees to take part in future surveys.

Highlights:

Highest score: supervision, our leadership in immediate supervisors

Second highest: benefits

Third highest: strategic, we understand the mission of UT Tyler and our particular unit is contributing to that mission, we understand the issues affecting our university and we work well with one another.

Areas of concern:

Weakest: pay, keeping pace with the cost of living and being paid fairly for the work we do

Other weak areas: external and internal communication – both were a previous concern in 2008 and one area we gained and the other we dropped. For having both constructs compared to other institutions, we are average. External includes communicating our mission to the public and communicating with governing bodies and sharing with the community. Internal includes how our work atmosphere encourages open and honest communication and that the right information gets to the right person at the right time (low for 2008 as well). Dr. Berman believes this is part of the university's growing pains and that leadership is important at all levels.

Step two is to promote ways to communicate—focus groups are recommended. Dr. Berman asked if USAC would like to host a focus group to work with faculty senate and university council in a forum. Dr. Berman would be happy to do the leg work for this event as long as the leadership participated.

A link has been posted on the on the Assessment office website (<http://www2.uttyler.edu/aie/>) called Faculty and Staff Thoughts (FAST). This allows you to post suggestions, great and cool ideas that are constructive either by using your name or anonymously. Dr. Berman's office will get the suggestions to the appropriate vice presidents.

For complete HESEE survey results see:

<http://www2.uttyler.edu/aie/2012%20Executive%20Report.pdf>

UT STAR

Due to changes in the campus bulletin structure, access has to be set up to send the emails to all faculty and staff and is in the approval process.

Homecoming October 22nd – 27th

Homecoming is next week and there are many volunteer opportunities available to show your support to the students (and get a free t-shirt). Contact Student Life and Leadership or Jennifer Skinner for details.

Students have been volunteering to help during Homecoming and as staff members, we definitely want to let the students know we appreciate them and they are the reason we are here. If they were not here, we would not be here...and it is important we help out with campus events such as Homecoming.

USAC members to participate in the chili cook-off were solicited. The booth set-up starts at 3:30pm and you would have two hours to cook. The judging starts at 6:30pm. It will be a several hour event with many carnival activities.

A proposal will be made to Dr. Mabry to have the Friday night (October 26th) soccer game geared towards staff participation allowing staff to be released at 4:00pm to enjoy the game—a Patriot Pride night as Homecoming is for the entire campus community. Possible concession stand discounts are being considered.

Joe Vorsas stated the UT Tyler Retiree Association had their first meeting with 30+ for lunch. Dr. White spoke to the group. Joe Vorsas informed us that they are trying to solicit interest in volunteer activities around the campus and if there are certain events that would be appropriate for our retirees, certainly get the information out to the appropriate group. The retirees have given a significant part of their lives to the university in our growth and development and it would be good for them to stay connected to UT Tyler.

If there are any changes in your individual districts, please email Renee Lampkin. Group picture will be scheduled in December or January. Cheryl Wallace has volunteered to serve as alternate for District 12 and no objections were made.

Lynne Bandy retirement reception is Monday October 22nd from 2:00pm-5:00pm in ADM 301.

A motion was made to adjourn the meeting by Aris Obar and seconded by Matt Izard.

The next meeting is scheduled for **November 14, at 2:00 p.m.** and not the 21st as previously mentioned.

Respectfully Submitted,

Georgia Glazebrook, Secretary

The University Staff Advisory Council
Minutes
November 14, 2012

Representatives and Alternates Attending:

Renee Lampkin – District 4 – Chair
Jennifer Skinner – District 10 – Chair Elect
Georgia Glazebrook – District 2 – Secretary
MaryEllen Holland– District 1 - Representative
Ryan Lilly – District 5 – Representative
Kamell Hawkins – District 7 – Alternate
Matt Izard – District 8 – Representative
Samantha Dwight – District 9 – Alternate
Kristen Dickerson – District 10 – Alternate
Amelia Harrell – District 11 – Representative
Robyn Hundley – District 11 – Alternate
Vicky Bond – District 12 - Representative
Beth Bruce – District 13 – Representative
Scott Dillingham – District 14

Representatives and Alternates Not Attending:

Emily Holland – District 1 – Alternate
Tara Cheney – District 2 – Alternate
Lisa Wyatt – District 3 – Representative
Stephanie Long – District 3 – Alternate
Gina Parkins – District 4 – Alternate
Paul Weil – District 5 – Alternate
Joy Shogry – District 6 – Representative
Chad Kurtz – District 8 – Alternate
Cheryl Wallace – District 12 - Alternate
Tonya Gaddis – District 13 – Alternate
John Kirkpatrick – District 14 – Alternate
Kathy Finley – District 15 – Representative

Renee Lampkin called the meeting to order at 2:05 p.m. and the floor was given to Heidi Grafton. The September and October meeting minutes were approved at 2:20p.m. by MaryEllen Holland and seconded by Kristen Dickerson.

Old Business:

Star Award – October’s winner is Roger Sims in Admissions

New Business:

Parking issue to be followed up with Chief Medders: a staff member shared a concern that when special events are occurring on campus, a shuttle is provided for those who will park at Rose Heights Church. There are employees who have small children and need to leave the campus early in the day and there is also the possibility of an emergency that would not allow staff or faculty to get to their cars right away. This staff member feels is unfair to faculty and staff who pay for parking to have to shuttle every time there is an event.

Update from Chief Medders—these was a one-time event and as you know the parking on campus was in a crisis situation, and we had an event scheduled on short notice that was bringing an additional 400 people to campus. We just asked for 100 volunteers (nothing was mandatory). Each volunteer was provided with a free lunch at the MET here on campus. About 95 took advantage of the offer. Nothing was unfair. No one was compelled to participate. Let me know if you get any more inquiries. Chief Medders

A question was proposed about having the guests park off-campus and be shuttled to the event. This will be addressed with Chief Medders.

University Council Update

1. The added police enforcement in the area has resulted in tickets and arrests. Many tickets have been issued to our students, staff and faculty. Rolling stops has been a big ticket item.
2. UT System has mentioned us going back to the 2011 tuition rate. However, it has not been mandated.
3. Parking – the temporary parking lot in front of the Cowan Center will be a permanent lot.
4. Dr. Mabry wants Dr. Powell to conduct a study about the parking rather than continue to create parking lots over the grass. They are considering a large parking deck in Lot 15. We have gained 260 parking spots since last fall.
5. Astra 7.5 – will be web based. An Astra Consultant will be here for training for users on December 5th and 6th.
6. Alumni Association annual membership fee of \$25. There will be a Christmas party for Alumni at Mark and Dr. Sherri Whatley’s residence on December 5th. You will not be able to attend if you have not paid the membership fee.
7. Town Hall Meeting November 14th at 3 pm (SGA)

University Development Workshop

The event was held in the LIB 401 and the following is a recap of what was presented.

How to be the “IT” - 5 Ways to be Your Best 24/7 When You Don’t Feel at Your Best

Key Points/Tools & Remedies:

We will discuss key elements we can capitalize upon within ourselves to make us an even bigger asset to our surrounds and how we can make THE MOST impact in our own lives and situations. Bring something to write with about how to.....

Be Creative...Be Your Own Best Friend...Be Present...Be Consistent...Be Resilient...Reflection

Part II: Just because I am...Doesn’t’ Mean...What you think but never say (about stereotypes and debunking them)

Optional activity: Cultural Mapping

Generation Next: Jennifer Skinner

Herrington Patriot Center

Heidi Grafton – Assistant Director of Fitness talked about staff and faculty memberships and personal training. All of their personal trainers are certified and meet a high level of excellence.

Personal training costs:

\$30.00 for one session

\$125.00 for five sessions

\$200.00 for ten sessions

If this is not in your budget and you need guidance on how to use the machines, the HPC has an orientation session every Monday from 5-6pm. They will show you how to change the seat, weights and the proper use of each machine.

Living Well program is free and a good lunch break activity from 12:15pm-12:45pm. The workout is enough to challenge you but not make you feel sore the next day—it is a good balance. There is no sign up required for this free program—just show up at the PHE Gym at 12:15pm.

Living Well also offers a guest speaker and healthy lunch each 3rd Thursday of each month in the HPC starting at noon.

Lighten up East Texas has officially started and is a free region weight loss program. The goal is to lose 5% of your body weight. For every 5% of your body weight you lose, you are entered into a drawing for fabulous prizes. See their website for additional information.

<http://lightenupeasttexas.com/>

A question was proposed about having to pay for our memberships to the gym and Heidi stated most campuses have newer health facilities and it helps cover the cost of running these facilities. The cost is less expensive than an outside gym membership.

In the past it was proposed that childcare for staff would be provided from 5:00-6:00pm—Heidi did not have an immediate answer and will get back to USAC with her departments decision.

University Appreciation Week

We are looking at various dates this year and will be sending out a Qualtric survey for two different weeks to choose from.

Concerns proposed by a District:

1. Not enough bike racks – this request needs to be sent to SGA as they handle these issues
2. Not enough trash cans outside the business building

A motion was made to adjourn the meeting by Vicky Bond and seconded by Scott Dillingham.

The next meeting is scheduled for **December 19, at 2:00 p.m.**

Respectfully Submitted,

Georgia Glazebrook, Secretary

The University Staff Advisory Council
Minutes
December 19, 2012

Representatives and Alternates Attending:

Renee Lampkin – District 4 – Chair
Paul Weil – District 5 – Alternate
Kamell Hawkins – District 7 – Alternate
Samantha Dwight – District 9 – Alternate
Cheryl Wallace – District 12 – Alternate
Tonya Gaddis – District 13 – Alternate
Scott Dillingham – District 14

Representatives and Alternates Not Attending:

Jennifer Skinner – District 10 – Chair Elect
Georgia Glazebrook – District 2 – Secretary
MaryEllen Holland – District 1 - Representative
Emily Holland – District 1 – Alternate
Tara Cheney – District 2 – Alternate
Lisa Wyatt – District 3 – Representative
Stephanie Long – District 3 – Alternate
Gina Parkins – District 4 – Alternate
Ryan Lilly – District 5 – Representative
Joy Shogry – District 6 – Representative
Matt Izard – District 8 – Representative
Chad Kurtz – District 8 – Alternate
Kristen Dickerson – District 10 – Alternate
Amelia Harrell – District 11 – Representative
Robyn Hundley – District 11 – Alternate
Vicky Bond – District 12 - Representative
Beth Bruce – District 13 – Representative
John Kirkpatrick – District 14 – Alternate
Kathy Finley – District 15 – Representative

Renee Lampkin called the meeting to order at 2:05 p.m. The November meeting minutes were approved by Samantha Dwight and seconded by Kamell Hawkins.

Old Business:

Star Award – November’s winner is Raejean Griffin in Nursing

Staff Appreciation Week – Several weeks are being approved by Dr. Mabry for Staff Appreciation Week and then a survey will be sent to staff for voting on which week staff appreciation will be held.

New Business:

A parking question was proposed to USAC: Will faculty/staff have reserved parking spots as offered in the past that do not require the fee of \$192.00?

Chief Medders response: We will not be marking any more spaces faculty/staff unless/until we get more parking on campus. Due to the large number of reserved spaces that were purchased, we did not see a decline in marked faculty/staff spaces. Overall, there are just as many as there were before, but the large majority is now reserved. If we marked more at this point, students would suffer. In some lots (lot

#8 has the most), there are still many spaces marked Faculty on the curb that are not reserved. Reserved parking has gone over very well. It seems to be something that will stay.

University Council Update

The University Council did not meet as it was the same day of the employee Holiday luncheon.

District Changes

District 4 – alternate Gina Parkins has been replaced by Tammie Cooper

District 5 – Ryan Lilly will serve as at large Representative and Paul Weil will still be alternate

District 9 – Representative is Samantha Dwight and Chauncey Deller will be serving as alternate.

A motion was made to adjourn the meeting by Scott Dillingham and seconded by Paul Weil.

The next meeting is scheduled for **January 16, at 2:00 p.m.**

Respectfully Submitted,

Georgia Glazebrook, Secretary

The University Staff Advisory Council
Minutes
January 16, 2013

Representatives and Alternates Attending:

Renee Lampkin – District 4 – Chair
Jennifer Skinner – District 10 – Chair Elect
Georgia Glazebrook – District 2 – Secretary
MaryEllen Holland – District 1 – Representative
Ryan Lilly – District 5 – Representative
Paul Weil – District 5 – Alternate
Kamell Hawkins – District 7 – Alternate
Matt Izard – District 8 – Representative
Samantha Dwight – District 9 – Representative
Chauncey Deller – District 9 – Alternate
Amelia Harrell – District 11 – Representative
Robyn Hundley – District 11 – Alternate
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Alternate

Representatives and Alternates Not Attending:

Emily Holland – District 1 – Alternate
Tara Cheney – District 2 – Alternate
Lisa Wyatt – District 3 – Representative
Stephanie Long – District 3 – Alternate
Gina Parkins – District 4 – Alternate
Joy Shogry – District 6 – Representative
Chad Kurtz – District 8 – Alternate
Kristen Dickerson – District 10 – Alternate
Vicky Bond – District 12 – Representative
Cheryl Wallace – District 12 – Alternate
Scott Dillingham – District 14
John Kirkpatrick – District 14 – Alternate
Kathy Finley – District 15 – Representative

Renee Lampkin called the meeting to order at 2:06 p.m. The December meeting minutes were approved by Tanya Gaddis and seconded by Ryan Lilly.

Old Business:

Star Award – December's winner was Johnna Thedford with Campus Police

****Please nominate your co-workers for the UT Star Award****

Staff Appreciation Week – Dr. Mabry approved the week of April 29th through May 3rd. This is the week before finals.

****IMPORTANT**:** **The luncheon will be on Monday this year due to other events and spacing on campus.**

Activities will still occur Tuesday through Friday.

New Business:

Appreciation week committees were formed:

Logistics: Amelia Harrell (chair), Kamell Harwell, and Chauncey Deller

Tuesday-Friday: Samantha Dwight (chair), Matt Izard, Ryan Lilly, Tanya Gaddis and MaryEllen Holland.

Monday: Jennifer Skinner (chair), Renee Lampkin, Georgia Glazebrook, Paul Weil, Robin Hundley and Beth Bruce.

University Council Update

The University Council did not meet.

District Question

Question – how are the Holidays determined as we are not receiving any days during spring break this year? Answer – (<http://www.utexas.edu/hr/current/leave/holidays.html>) “The holiday schedule is published each year. The state legislature determines the number of holidays that can be observed by all state agencies and institutions of higher education. The university observes the same number of holidays, a combination of national and state holidays that are observed by state agencies. However, institutions of higher education are allowed to be flexible when establishing their own schedules. So while the number of holidays observed is always the same, the university may have a different schedule than state agencies”.

Question – The Tues/Thurs classes do not benefit from the study days. This is a question that needs to be sent to the Student Government Association as they lobbied for the study days.

A motion was made to adjourn the meeting by MaryEllen Holland and seconded by Robyn Hundley.

The next meeting is scheduled for **February 20, at 2:00 p.m.**

Respectfully Submitted,

Georgia Glazebrook, Secretary

The University Staff Advisory Council
Minutes
February 20, 2013

Representatives and Alternates Attending:

Renee Lampkin – District 4 – Chair
Jennifer Skinner – District 10 – Chair Elect
Georgia Glazebrook – District 2 – Secretary
Lisa Wyatt – District 3 – Representative
Paul Weil – District 5 – Alternate
Kamell Hawkins – District 7 – Alternate
Matt Izard – District 8 – Representative
Samantha Dwight – District 9 – Representative
Kristen Dickerson – District 10 – Alternate
Amelia Harrell – District 11 – Representative
Cheryl Wallace – District 12 – Alternate
Beth Bruce – District 13 – Representative
Tonya Gaddis – District 13 – Alternate
Scott Dillingham – District 14
John Kirkpatrick – District 14 – Alternate

Representatives and Alternates Not Attending:

MaryEllen Holland – District 1 – Representative
Emily Holland – District 1 – Alternate
Tara Cheney – District 2 – Alternate
Stephanie Long – District 3 – Alternate
Gina Parkins – District 4 – Alternate
Ryan Lilly – District 5 – Representative
Joy Shogry – District 6 – Representative
Chad Kurtz – District 8 – Alternate
Chauncey Deller – District 9 – Alternate
Robyn Hundley – District 11 – Alternate
Vicky Bond – District 12 – Representative
Kathy Finley – District 15 – Representative

Renee Lampkin called the meeting to order at 2:10 p.m. The January meeting minutes were approved by Samantha Dwight and seconded by Lisa Wyatt.

Old Business:

Star Award – January’s winner was Chance Johnson with Environmental Health and Safety

Please nominate your co-workers for the UT Star Award

Staff Appreciation Week: April 29th through May 3rd. This is the week before finals.

****IMPORTANT**:** The luncheon will be on Monday this year due to other events and spacing on campus.

Activities will still occur Tuesday through Friday. Any USAC members who are not on a committee will be contacted with assignments.

University Council Update

The University Council met on February 12, 2013:

1. A Sports Field and Field House (across the street on Old Omen) were discussed stating there would be room to add two soccer fields and a 2000 square foot field house. There is a possibility for commercial development as well if the University partners with businesses.
2. Parking expansion was mentioned with the potential of 64 spaces being added in front of the STEM complex and 150 spaces off university behind the lakes.

3. Innovation Academy – possible 25,000 square foot building behind the current facility.

As of February 12th, Dr. Whatley stated that there are 200 days remaining until the PeopleSoft Go Live.

Per Dr. Iverson, UT Tyler raised \$30.6 million in the Inspiring Excellence comprehensive fundraising campaign. There were 3,600 donors. Dr. Mabry would like to build an alumni building.

Honor Code

USAC and other entities were asked to review and endorse the Honor Code so it could be rolled out during Ethics Week. There were numerous items of concern from various committees that were forwarded to the Honor Council who decided not to roll out the Honor Code as this time.

New Workers Comp Network

Joe Vorsas reported that effective March 1st the university will have a new workers comp injury network. If there is an on campus injury, you can go to any emergency room as long as it is an emergency. Subsequent to an emergency, all injuries need to be treated by a doctor in network or they will not cover the expense. The University Health Clinic is available to triage and treat injuries without having an extended wait time. Additional information will be available shortly.

The University Health Clinic has been undergoing an expansion of their services and now has a cardiologist on site one day a week and is putting together a women's wellness center that will provide mammography.

A motion was made to adjourn the meeting by Tonya Gaddis and seconded by Paul Weil.

The next meeting is scheduled for **March 20, at 2:00 p.m.**

Respectfully Submitted,

Georgia Glazebrook, Secretary

The University Staff Advisory Council
Minutes
March 20, 2013

The February meeting minutes were approved by Samantha Dwight and seconded by John Kirkpatrick.

Old Business:

Star Award – February’s winner was Michael Millet College of Arts and Science, Music

****Please nominate your co-workers for the UT Star Award****

Staff Appreciation Week Theme: United as Patriots

April 29th through May 3rd. This is the week before finals.

****IMPORTANT**:** The luncheon will be on Monday this year due to other events and spacing on campus.

Activities will still occur Tuesday through Friday.

University Council Update

Council did not meet

UT System Employee Advisory Council

- Work Life Committee
 - Working on establishing an Employee Satisfaction Survey that will be administered system wide so we can compare ourselves to each other in regards to employee satisfaction
 - First step is to get all system institutions to implement some type of satisfaction survey, as only seven are doing it now
 - Once all institutions are participating in some sort of survey for satisfaction, we can move onto implementing a system wide
- Recruitment and Retention
 - Looking at diversity, leadership, retirement and succession planning within the system.
 - Gathered lots of data in regards to these four areas and looking to see what we can recommend to the Board of Regents to help increase recruitment and retention within the system (thus increasing longevity, morale, etc.)
- Wellness Committee
 - Working on the Wellness Dashboard
 - Living Well link is live and asking staff councils to add the living well link to their websites on each campus
- General updates from System

- UT Brownsville and UT Pan America are looking at merging. The BOR have already approved it—it is now in the hands of the Texas legislature to approve. If it is approved, there will be one University put into place in the Rio Grande Valley and a Medical School will be added.
- Governor's agenda for this legislative session: \$10,000 Degree Plans, Tuition costs and student debt.

Our next EAC meeting is in July so if anyone has any issues they want them to tackle for the next fiscal year; those issues need to be submitted at the next meeting. One suggestion that has been given to me is allowing any UT System employee to take courses at any UT System School for free (up to 6 hours a semester only—online obviously would be the most utilized if this were approved).

A motion was made to adjourn the meeting by Vicky Bond and seconded by Robyn Hundley.

The next meeting is scheduled for **April 17, at 2:00 p.m.**

Respectfully Submitted,

Georgia Glazebrook, Secretary

The University Staff Advisory Council
Minutes
April 17, 2013

Representatives and Alternates Attending:

Renee Lampkin – District 4 – Chair
Jennifer Skinner – District 10 – Chair Elect
Georgia Glazebrook – District 2 – Secretary
Lisa Wyatt – District 3 – Representative
Ryan Lilly – District 5 – Representative
Joy Shogry – District 6 – Representative
Paul Weil – District 5 – Alternate
Kamell Hawkins – District 7 – Alternate
Matt Izard – District 8 – Representative
Samantha Dwight – District 9 – Representative
Chauncey Deller – District 9 – Alternate
Amelia Harrell – District 11 – Representative
Vicky Bond – District 12 – Representative
Cheryl Wallace – District 12 – Alternate
Beth Bruce – District 13 – Representative
Scott Dillingham – District 14

Representatives and Alternates Not Attending:

MaryEllen Holland – District 1 – Representative
Emily Holland – District 1 – Alternate
Tara Cheney – District 2 – Alternate
Stephanie Long – District 3 – Alternate
Tammy Cooper – District 4 – Alternate
Chad Kurtz – District 8 – Alternate
Kristen Dickerson – District 10 – Alternate
Robyn Hundley – District 11 – Alternate
Tonya Gaddis – District 13 – Alternate
John Kirkpatrick – District 14 – Alternate
Kathy Finley – District 15 – Representative

Renee Lampkin called the meeting to order at 2:08 p.m. The March meeting minutes were approved by Amelia Harrell and seconded by Matt Izard.

Old Business:

Star Award – March's winner was Page Chapman with Physical Plant; Building Maintenance, Mail Services Supervisor

****Please nominate your co-workers for the UT Star Award****

Staff Appreciation Week: **United as Patriots** - finalized details regarding sign-in sheets and payments and activities.

University Council Update

The University Council met on April 9th:

1. Jason King, Senior Attorney and Deputy Ethics Advisor for UT System hosted a presentation on questions submitted to UT System:
 - a. Nepotism – lower level supervisors attempting to balance conflict
 - b. Professors seeking elective office – Article XVI sec. 40 allows it in most circumstances
 - c. Honorariums – prohibited
 - d. Institutional Conflicts of Interest (ICOI) – Regents Rule 30104 and UTS 180

2. Pharmacy Program – Bill is in the House and Senate, it was pending in the House Committee. Once it is signed by the governor, we can search for a founding dean. It is advertised on our website, but we are not actively searching until accreditation is sought in January.
3. Career Fair was hosted on April 10th
4. MyEdu was on campus: The Tile System has been linked in for students. Each student can create their own profiles and tiles for classes, majors, community service, leadership, language etc...It will not take the place of registration for students, but will be used as a supplement.

FINAL NOTE: When addressing next year's Staff Appreciation Week correspondence with staff and faculty, we specify that student workers are not allowed to participate in weekly events. Students require additional paperwork and trip approval through Student Services.

A motion was made to adjourn the meeting by Joy Shogry and seconded by Chauncey Deller.

The next meeting is scheduled for **May 15th, at 2:00 p.m.**

Respectfully Submitted,

Georgia Glazebrook, Secretary