

**The University Staff Advisory Council**  
**Minutes**  
**August 19, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Katy Cline – District 10 – rep – Chair-elect  
Jennifer Adams – District 13 – rep  
Jan Harp – District 12 – alternate  
Brandy Monts – District 12 – rep  
Linda Speed – District 2 – rep  
Rich Legler – District 5 – rep  
Glenda Bennett – District 7 – alternate  
Michael Gannaway – District 15 – alternate  
Page Chapman – District 5 – alternate  
Sheryl Marshall – District 3 – rep  
Warren Garlock – District 8 – rep  
Chris Green – District 8 – alternate  
Dayna Lambright – District 1 – alternate  
Tammie Cooper – District 4 – rep  
Beth Bruce – District 13 – alternate  
Dr. Fos – V.P. for Academic Affairs  
Jesse Acosta – Chief of Staff  
Joe Vorsas – ex-officio  
Gregg Lassen – V.P. for Business Affairs

Reps and Alternates Not Attending:

Leslie Nelson – District 11 – rep  
Melanie Mogle – District 14 – alternate  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Angie Beekman – District 11 – alternate  
Pam Taylor – District 4 - alternate  
Janet Robertson – District 9 – alternate  
Michael Seale – District 6 – rep  
Belinda Dean – ex-officio  
Vacant – District 10 – alternate  
Monica Davis – District 3 – alternate  
Paula Hibbert – District 1 – rep  
Pam Jones – District 15 – rep  
Andrea Jenkins – District 7 – rep

Ingrid Frazier called the meeting to order at 2:00 p.m.

A motion was made by Michael Gannaway to approve the minutes of the July meeting and was seconded by Linda Speed.

Dr. Fos and Jesse Acosta presented certificates and a special campus coin to recognize council members who had completed their council terms. Warren Garlock, Michael Gannaway, Chris Green and Pam Jones received awards.

### **Old Business**

The summer activity held on August 14<sup>th</sup> was a success and seemed to be enjoyed by all who attended. Council members (with the help of Gregg Lassen) cooked and/or served 215 hot dogs and 75 snow cones.

### **New Business**

The recipient of the UT Tyler Star award for August is Sheryl Marshall in Civil Engineering.

Joe Vorsas announced effective September 1<sup>st</sup>; our Employee Assistance Program would be administered by UT Advantage. They will offer expanded services and additional specialists to assist employees with a variety of issues at no cost to the employee.

Gregg Lassen updated the council on several issues. He confirmed that Barnes and Noble would be operating the bookstore effective September 1<sup>st</sup>. He also advised that the Chick-fil-A restaurant would be opening in the UCN in mid-September. Gregg also expressed his appreciation to all staff members who have sacrificed in order to hold expenses down through the end of the budget year. Thanks to the efforts of all employees, UT Tyler will end its fiscal year in the black.

Aris Obar and Michael Gannaway updated the council on the Employee Advisory Council meeting held in Austin on July 30<sup>th</sup> and 31<sup>st</sup>. The EAC is composed of 32 members- 2 staff from each university and health system component in the UT system and meets 3 times per year. Dan Stewart, Assoc. Vice Chancellor for Employee Benefits and Services advised the council about legislative issues and how they might affect the UT system. In other matters, one of the major committee issues addressed this year was tuition assistance for the various campuses and health components. Tuition assistance varies widely between the different institutions. Surprisingly, UT Austin does not offer staff tuition assistance and UT Tyler has one of the best tuition programs. Another major issue that UT system is very interested in is the promotion of wellness. Since our health insurance is self-funded, UT System is very interested in promoting wellness to bring down the costs of health insurance claims. Rolando Roman, the Wellness coordinator for UT System talked about the importance and benefits of health insurance participants logging on to the Living Well website and filling out the health risk assessment. Employees should expect to continue to see new initiatives, such as the free colonoscopy benefit this year, aimed at encouraging all employees to be more proactive about preventative care. Recognition was given to members who were leaving the council due to term expirations and the EAC also elected new officers for 2009-2010. A highlight of the meeting was the opportunity for members of the EAC to have dinner with Chancellor Cigarroa at his residence. It was the first time that an Employee Advisory Council had ever been invited to the UT Chancellor's home. The Chancellor seemed to be very interested in encouraging communication between the different institutions and believes strongly in the importance of staff councils. The next EAC meeting will take place in October. Staff members are encouraged to contact Aris or Michael if

they have any issues or programs they would like to see addressed by the Employee Advisory Council.

Ingrid reminded members that the Meet Your Rep function will take place on September 23<sup>rd</sup> in the UCN ballroom from 7:45 a.m. to 9:00 a.m. and that the Staff Development workshop is scheduled for November 19<sup>th</sup> and 20<sup>th</sup> at the Ornelas Activity Center.

A motion was made to adjourn the meeting by Michael Gannaway and seconded by Warren Garlock.

The next meeting is scheduled for September 16<sup>th</sup> at 2:00 p.m. in ADM 301.

**The University Staff Advisory Council**  
**Minutes**  
**July 15, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Shelia Jones – District 10 – alternate  
Tammie Cooper – District 4 – rep  
Page Chapman – District 5 – alternate  
Rich Legler – District 5 – rep  
Monica Davis – District 3 – alternate  
Paula Hibbert – District 1 – rep  
Glenda Bennett – District 7 – alternate  
Sheryl Marshall – District 3 – rep  
Michael Gannaway – District 15 – alternate  
Pam Jones – District 15 – rep  
Andrea Jenkins – District 7 – rep  
Brandy Monts – District 12 – rep  
Warren Garlock – District 8 – rep  
Joe Vorsas – ex-officio  
Gregg Lassen – V.P. for Business Affairs

Reps and Alternates Not Attending:

Katy Cline – District 10 – rep – Chair-elect  
Linda Speed – District 2 – rep  
Leslie Nelson – District 11 – rep  
Dayna Lambright – District 1 – alternate  
Beth Bruce – District 13 – alternate  
Melanie Mogle – District 14 – alternate  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Angie Beekman – District 11 – alternate  
Chris Green – District 8 – alternate  
Jan Harp – District 12 – alternate  
Pam Taylor – District 4 – alternate  
Janet Robertson – District 9 – alternate  
Michael Seale – District 6 – rep  
Jennifer Adams – District 13 – rep  
Belinda Dean – ex-officio

Ingrid Frazier called the meeting to order at 2:00 p.m.

A motion was made by Tammie Cooper to approve the minutes of the June meeting and was seconded by Paula Hibbert.

**Old Business**

Changes to the USAC policies and procedures discussed in the last meeting have received final approval from the President.

## **New Business**

The UT Tyler Star Award for July was awarded to Paula Hibbert.

Glenda Bennett reported on possible changes to the procedure on awarding the Star Awards. At the present time, recipients are chosen based on the number of nominations received. In future awards, the committee will give more weight to descriptions of how the nominee has gone the “extra mile” in accomplishing their work at UT Tyler. The committee is also recommending that the past month’s award winner should be involved in the presentation to the new monthly winner. Members of the committee would appreciate any input from members on how to encourage more nominations from staff. A suggestion was made that reps could email their district members when the campus-wide email comes out asking for nominations to reinforce participation in the nomination process.

Monica Davis reported on plans for the upcoming Meet Your Rep activity. The date has been set for September 23, 2009 and it will take place in the UCN ballroom from 7:45 a.m. to 9:00 a.m. District reps and alternates will be responsible for decorating a table for their district. Setup will take place at 7:30 a.m.

The Nominations Committee will begin processing nominations for outgoing reps and alternates over the next few weeks. Paula Hibbert will be working with Judy Parker in Human Resources to get up-to-date staff lists for each department.

Ingrid announced that the 2009-2010 budget for USAC has been set at \$15,000.

Discussion was held on the Fall Staff Development workshop. Speaker ideas are still being considered.

The summer activity will take place on Aug. 14<sup>th</sup> from 11 a.m. to 1 p.m. on the Harvey Lake Deck. Hot dogs and snow cones will be served and the theme will be “Take Me Out to the Ball Game”. Faculty and staff will be encouraged to wear their favorite team shirts. The committee is also working on a surprise activity for everyone to enjoy.

Kristen Dickerson has been appointed to replace Leslie Nelson in the rep position for District 11 and Shelia Jones has been appointed to fill the vacant alternate position for District 10.

The next meeting is scheduled for August 19<sup>th</sup> at 2:00 p.m. All reps and alternates are requested to attend this meeting to recognize the reps and alternates whose terms are expiring. This meeting will include a dessert fellowship and members are encouraged to bring desserts to share.

A motion was made to adjourn the meeting by Michael Gannaway and seconded by Sheryl Marshall.

**The University Staff Advisory Council**  
**Minutes**  
**June 17, 2009**

Representatives and Alternates Attending:

Katy Cline – District 10 – rep – Chair-elect  
Aris Obar – District 9 – rep – Secretary  
Monica Davis – District 3 – alternate  
Sheryl Marshall – District 3 – rep  
Michael Gannaway – District 15 – alternate  
Andrea Jenkins – District 7 – rep  
Janet Robertson – District 9 – alternate  
Michael Seale – District 6 – rep  
Brandy Monts – District 12 – rep  
Glenda Bennett – District 7 – alternate  
Jennifer Adams – District 13 – rep  
Belinda Dean – ex-officio

Reps and Alternates Not Attending:

Ingrid Frazier – District 14 – rep – Chair  
Page Chapman – District 5 – alternate  
Warren Garlock – District 8 – rep  
Linda Speed – District 2 – rep  
Leslie Nelson – District 11 – rep  
Dayna Lambright – District 1 – alternate  
Pam Jones – District 15 – rep  
Beth Bruce – District 13 – alternate  
Melanie Mogle – District 14 – alternate  
Paula Hibbert – District 1 – rep  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Angie Beekman – District 11 – alternate  
Alternate (vacant) – District 10 – rep  
Chris Green – District 8 – alternate  
Rich Legler – District 5 – rep  
Jan Harp – District 12 – alternate  
Pam Taylor – District 4 - alternate  
Tammie Cooper – District 4 – rep

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

A motion was made by Brandy Monts to approve the minutes of the May meeting and was seconded by Glenda Bennett.

**Old Business**

Katy advised the council that the bell tower was repaired but, is malfunctioning again. University Appreciation Week dates of April 19-23, 2010 and Staff Development dates of November 19 & 20, 2009 have been approved by USAC and are awaiting approval by the President's Council. We have reserved the HPC gym for the staff luncheon on April 23<sup>rd</sup>. The council decided to go back to The Ornelas Activity Center for the Staff Development workshop again this year.

(Note: Jesse Acosta arrived after the meeting was adjourned and advised that the President's Council had approved the dates listed above for University Appreciation Week and the Staff Development Workshop.)

### **New Business**

Discussion was held on the proposed changes to the USAC Policies and Procedures. Michael Gannaway brought up two corrections that needed to be made to the changes. A motion was made to approve the changes by Michael Gannaway and seconded by Michael Seale. The measure was voted on and unanimously approved by either the rep or alternate for each district in attendance. The updated Policies and Procedures will be submitted to the President's office for final approval and then posted on the USAC website.

Unreliable vending machines in some campus buildings have been brought to the attention of Lee Murray in Financial Services.

The Star Award for June has been awarded to Paula Hibbert. She will receive her award on June 18<sup>th</sup> when USAC sponsors another snow cone giveaway. Glenda Bennett and Andrea Jenkins will coordinate the snow cones.

The council discussed organizing a summer activity for staff. Andrea Jenkins agreed to check with Shannon Meriani on the possibility of using the Met for an ice cream social. Members are encouraged to come up with ideas for the summer activity by the July meeting.

Discussion was held about the Meet Your Rep activity for 2009-2010. It was decided that all districts will meet together this year and the activity will be held in the UCN Ballroom in September. Members are asked to submit suggestions on whether a morning breakfast or afternoon snack break would attract the most participants.

Service awards will be presented to council members who will be completing their term this summer at the August council meeting. Members are encouraged to bring a dessert to share at the August meeting.

Katy advised that USAC has been approached to find out if the council would like to organize or support the Homecoming Chili Cook-Off this year. Homecoming is scheduled for Oct. 12-16<sup>th</sup>. It was decided that Katy will check with Student Life to get more information about how we can support them in this year's Cook-Off.

The next meeting will be on July 15, 2009 in ADM 301 at 2:00 p.m.

A motion was made to adjourn the meeting by Michael Gannaway and seconded by Brandy Monts at 2:45 p.m.

**The University Staff Advisory Council**  
**Minutes**  
**May 20, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Katy Cline – District 10 – alternate – Chair-elect  
Aris Obar – District 9 – rep – Secretary  
Page Chapman – District 5 – alternate  
Warren Garlock – District 8 – rep  
Monica Davis – District 3 – alternate  
Linda Speed – District 2 – rep  
Leslie Nelson – District 11 – rep  
Dayna Lambright – District 1 – alternate  
Pam Jones – District 15 – rep  
Sheryl Marshall – District 3 – rep  
Beth Bruce – District 13 – alternate  
Melanie Mogle – District 14 – alternate  
Michael Gannaway – District 15 – alternate  
Andrea Jenkins – District 7 – rep  
Paula Hibbert – District 1 – rep  
Belinda Dean – ex-officio  
Joe Vorsas – ex-officio  
Gregg Lassen – V.P for Business Affairs

Reps and Alternates Not Attending:

Janet Robertson – District 9 – alternate  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Michael Seale – District 6 – rep  
Jennifer Adams – District 13 – rep  
Angie Beekman – District 11 – alternate  
Kelley Hartnett – District 10 – rep  
Chris Green – District 8 – alternate  
Rich Legler – District 5 – rep  
Jan Harp – District 12 – alternate  
Pam Taylor – District 4 - alternate  
Glenda Bennett – District 7 – alternate  
Brandy Monts – District 12 – rep  
Tammie Cooper – District 4 – rep

Ingrid Frazier called the meeting to order at 2:00 p.m.

A motion was made by Melanie Mogle to approve the minutes of the April meeting and was seconded by Paula Hibbert.

**Old Business**

All staff were invited to enjoy snow cones outside of the UCN on May 14<sup>th</sup>. 95 snow cones were served. Volunteers were requested to help serve snow cones again in June. Andrea Jenkins



volunteered to help and the date was originally set for June 11<sup>th</sup>. (The date has been changed to June 18<sup>th</sup> to accommodate the awarding of the June UT Tyler Star Award).

An update on the Bookstore committee was given by Gregg Lassen. He advised that requests for proposal have been distributed and the committee is now waiting for these to be completed and returned.

Gregg Lassen updated the council on the issues of pay raises and the summer four day work week. He said that pay raises this fall are unlikely since it is still largely unknown as to how much money the university will receive from the legislature. The legislators and public are not sympathetic to higher education institutions in the current economic climate and seem to feel that universities must work on ways to become more efficient. Given the prevailing attitude right now in Austin, the administration feels that giving university employees the option of working a four day work week this summer would be politically devastating. He really encouraged all staff members to talk about UT Tyler and what we do here to promote the importance of the university to the surrounding community.

### **New Business**

Ingrid announced that Kelley Hartnett, rep for District 10 is leaving the university. Katy Cline will move from alternate to the representative position for District 10.

Discussion was held on the possibility of changing the election policy and shortening the terms of council members. This will be pursued further at the next meeting.

The Executive committee meeting met on May 14<sup>th</sup>. Ingrid shared with the council that the Cost Containment committee advised that UT Tyler will have a sizable shortfall in our 2008-2009 budget. She asked that members submit ideas on how the university could save additional costs. A suggestion was made that electricity costs could be saved by turning off the tennis court lights when not in use as well as the lighted scoreboard. Gregg Lassen said the university is under heavy pressure to save costs wherever possible. Consideration is being given to cutting costs by reducing custodial services and possibly changing the hours for Service Solutions to day time only. He also advised that he personally tries to save electricity by using a single desk lamp in his office instead of the overhead light.

University Appreciation Week 2010 has been set for the dates of April 19-23, 2010. Suggestions for the USAC summer activity were requested. Last year, we provided snow cones and nachos on the deck by Harvey's and it seemed to be well received. Longview and Palestine will have separate summer functions. Further discussion will be held at the June meeting.

Council members were asked for input on selecting a presenter for the Staff Development Workshop scheduled for November 2010. Ingrid will contact the President's office to find out what our expected budget will be for next year's activities so that we can allocate funds for a speaker. The UT Tyler Star Award for May was awarded to Jimmy Spanko, Maintenance Worker II at the Physical Plant.

The next meeting will take place on June 17<sup>th</sup> in ADM 301.

A motion was made by Dayna Lambright to adjourn the meeting and was seconded by Michael Gannaway.

**The University Staff Advisory Council**  
**Minutes**  
**April 22, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Katy Cline – District 10 – alternate – Chairelect  
Aris Obar – District 9 – rep – Secretary  
Page Chapman – District 5 – alternate  
Glenda Bennett – District 7 – alternate  
Warren Garlock – District 8 – rep  
Monica Davis – District 3 – alternate  
Linda Speed – District 2 – rep  
Leslie Nelson – District 11 – rep  
Brandy Monts – District 12 – rep  
Dayna Lambricht – District 1 – alternate  
Tammie Cooper – District 4 – rep  
Pam Jones – District 15 – rep  
Sheryl Marshall – District 3 – rep

Reps and Alternates Not Attending:

Janet Robertson – District 9 – alternate  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Melanie Mogle – District 14 – alternate  
Michael Seale – District 6 – rep  
Michael Gannaway – District 15 – alternate  
Andrea Jenkins – District 7 – rep  
Jennifer Adams – District 13 – rep  
Angie Beekman – District 11 – alternate  
Kelley Hartnett – District 10 – rep  
Chris Green – District 8 – alternate  
Rich Legler – District 5 – rep  
Jan Harp – District 12 – alternate  
Paula Hibbert – District 1 – rep  
Pam Taylor – District 4 alternate  
Beth Bruce – District 13 – alternate

Ingrid Frazier called the meeting to order at 2:02 p.m.

A motion was made by Tammie Cooper to approve the minutes of the March meeting and was seconded by Brandy Monts.

### **Old Business**

Ingrid advised that we are still waiting to hear from PECAT regarding the donation of no smoking signs for campus buildings. Staff members are requested to advise any council member of problems they observe concerning smoking near campus buildings.

An update from the Bookstore committee will be given at the next meeting since Kelley Hartnett was unable to attend.

Feedback was given on University Appreciation Week activities. Most of the comments received by council members were positive. The food provided by Cancun Café received a lot of positive comments. A suggestion was made to have the UT Tyler Jazz Patriots entertain during the luncheon next year. Another suggestion was made to possibly include ballroom dancing lessons as one of the Monday/Thursday activities. Ingrid will talk to the President's office to set dates for next year's UAW.

### **New Business**

The Star Award for April is Melanie Mogle. She is the Administrative Associate for Fine and Performing Arts Center, Cowan Center. A discussion was held on standardizing the Star Award presentations. It was suggested that a USAC rep should be at every presentation. Alternating V.P.'s should present the award each month. It was also suggested that awards should be presented on a set date and location every month.

USAC will sponsor an employee activity on May 14<sup>th</sup> from 11 a.m. to 1:00 p.m.. Employees will be invited to bring their lunch to the deck on Harvey Lake and enjoy snow cones provided by USAC for dessert. Linda Speed and Brandy Monts volunteered to serve snow cones during the lunch time.

The next meeting is scheduled for May 20, 2009 in ADM 301 at 2:00 p.m.

A motion was made by Linda Speed to adjourn the meeting at 2:40 p.m. and was seconded by Dayna Lambright.

**The University Staff Advisory Council**  
**Minutes**  
**March 18, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep - Chair  
Aris Obar – District 9 – rep – Secretary  
Kelley Hartnett – District 10 - rep  
Page Chapman – District 5 – alternate  
Glenda Bennett – District 7 – alternate  
Chris Green – District 8 – alternate  
Rich Legler – District 5 – rep  
Katy Cline – District 10 – alternate  
Jan Harp – District 12 – alternate  
Warren Garlock – District 8 – rep  
Monica Davis – District 3 – alternate  
Linda Speed – District 2 – rep  
Leslie Nelson – District 11 – rep  
Paula Hibbert – District 1 – rep  
Brandy Monts – District 12 – rep  
Dayna Lambright – District 1 – alternate  
Beth Bruce – District 13 – alternate  
Jesse Acosta, Chief of Staff  
Gregg Lassen, V.P. for Business Affairs  
Joe Vorsas, Dir. of Human Resources

Reps and Alternates Not Attending:

Janet Robertson – District 9 – alternate  
Tammie Cooper – District 4 – rep  
Pam Taylor – District 4 - alternate  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Melanie Mogle – District 14 – alternate  
Michael Seale – District 6 – rep  
Pam Jones – District 15 – rep  
Sheryl Marshall – District 3 – rep  
Michael Gannaway – District 15 – alternate  
Andrea Jenkins – District 7 – rep  
Jennifer Adams – District 13 – rep  
Angie Beekman – District 11 - alternate

Ingrid Frazier called the meeting to order at 2:02 p.m.

A motion was made by Katy Cline to approve the minutes of the February meeting and was seconded by Chris Green.

**Old Business**

Congratulations were extended to Melissa Hill from Educational Technology Services as the winner of the UT Tyler Star award for March 2009.

Gregg Lassen expressed his appreciation for the patience of all staff as we adjust to the new temperature settings in campus buildings. He advised that the changes that have been made have already resulted in a \$10,000 savings in energy costs and will make a meaningful contribution to the budget. He also advised that the south parking lot near Ornelas Hall will be partially opened soon to students. He agreed to follow up on Kelley Hartnett's request for additional trash receptacles to be located near the volleyball court.

Chris Green gave an update on the recycling initiative. He said that Bob Hepler has agreed to move the outdoor collection area over by the tennis courts. The committee has been working with the SGA who has agreed to donate \$300 to fund a fence around the collection area. Members are asked to email Chris Green with the number of bins that will be needed for their respective areas. Each department will be responsible for getting their items to the recycling area. Bob Hepler advised that they have students who transport the items collected at the Patriot Center to the plant during the school year and he will coordinate transport during the summer months. Jesse Acosta advised that, due to the non-cost effectiveness of recycling, President Mabry does not support a limited approach to recycling on campus. He will, however, consider supporting a more comprehensive, multi-pronged approach to recycling. This plan should include education and conservation and not just the recycling of paper and cans. Chris was asked to prepare an electronic questionnaire that could be made available to all staff to accurately gauge the support for this initiative.

Jesse Acosta advised the council that the new UT System Chancellor, Dr. Francisco Cigarroa, will be visiting our campus on April 3<sup>rd</sup>. He will be meeting with various campus groups including the SGA, Faculty Senate and USAC. All council members were invited to meet with Dr. Cigarroa at 11:00 a.m. in UCN 222.

Ingrid advised that PECAT (People Educating Communities about Tobacco) may be interested in providing permanent signs to UT Tyler to be placed at the entrances to campus buildings. These signs will remind smokers that smoking is not allowed closer than 25 feet to building entrances. More information should be available at the next meeting.

Ingrid also advised that the issue of spousal scholarships is not going to be pursued any further due to the economic situation at this time.

An update was given on the progress of committees working on University Appreciation Week. Katy advised that the theme of this year's UAW is Renew, Revitalize, Regenerate. The university employee luncheon is scheduled from 11:30 a.m. – 1:00 p.m. and will be catered by Cancun's restaurant. Friday activities will include sweet treats, a cake walk, dunking booth, canoes, kayaks and other fun activities. Aris advised that arrangements for Monday through Thursday activities are completed. LIB 401 has been reserved for Mon – Wed. afternoons in case of rain. Plans are to have a Wii gaming system available. The signup database is planned to open up for registration on Monday, March 30<sup>th</sup>.

### **New Business**

Due to the resignation of Angie Beekman as chair-elect, a request for nominations was sent to all members. Katy Cline was the sole nomination received. Nominations were also requested from the floor but, none were made. A motion was made by Jan Harp that Katy Cline be elected by acclamation. The motion was seconded by Paula Hibbert.

Dayna Lambright has been appointed to replace Margo Duncan as alternate for District 1.

Katy Cline advised that the annual Patriot Days Faculty/Staff vs. Students softball game will take place at 5:15 p.m. on April 2<sup>nd</sup>. Volunteers are requested to sign up to play for the Faculty/Staff team. The game is scheduled for 7 innings or 55 minutes.

Aris gave an update on the Employee Advisory Council meeting that she and Michael Gannaway attended in Austin on Mar. 5<sup>th</sup> and 6<sup>th</sup>. Representatives attended from all of the University of Texas campuses and the health care components. Dan Stewart, Assoc. Vice Chancellor for Employee Benefits and Services updated the council on several issues before the legislature. He also updated the council on health care issues and advised that UT System will be unveiling a new health care benefit later this spring to enhance the current insurance package. An overview of emergency management was presented by Phil Dendy, the director of Risk Mgmt for all of the UT components. He reviewed the response of the different UT institutions to the devastating effects of Hurricane Ike on the campus of UTMB in Galveston. He particularly recognized UT Tyler for our efforts in operating the medical needs shelter during the Hurricane Gustav evacuation. Various committee reports were made during the two days. The Wellness committee heard a presentation from Rolando Roman, the Wellness coordinator for UT System. He advised that UT System will be rolling out a new program for the fall that will offer employees the opportunity to take up to 30 min per day 3 times per week for wellness activities based on meeting certain conditions. More information will be available as plans are finalized on the Living Well website at [www.livingwell.utsystem.edu](http://www.livingwell.utsystem.edu). Employees are encouraged to read the Living Well newsletters that are periodically sent out by UT System for beneficial wellness information.

The next meeting is scheduled for April 22, 2009 in ADM 301 at 2:00 p.m.

A motion was made by Linda Speed to adjourn the meeting at 3:05 p.m. and was seconded by Paula Hibbert.

**The University Staff Advisory Council**  
**Minutes**  
**February 18, 2009**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep - Chair  
Angie Beekman – District 11 – rep – Chair-elect  
Aris Obar – District 9 – rep – Secretary  
Kelley Hartnett – District 10 - rep  
Page Chapman – District 5 – alternate  
Sheryl Marshall – District 3 – rep  
Glenda Bennett – District 7 – alternate  
Chris Green – District 8 – alternate  
Rich Legler – District 5 – rep  
Katy Cline – District 10 – alternate  
Jan Harp – District 12 – alternate  
Warren Garlock – District 8 – rep  
Michael Gannaway – District 15 – alternate  
Andrea Jenkins – District 7 – rep  
Jennifer Adams – District 13 – rep  
Monica Davis – District 3 – alternate  
Beth Bruce – District 13 – alternate  
Dr. Mabry, President  
Jesse Acosta, Chief of Staff  
Gregg Lassen, V.P. for Business Affairs  
Joe Vorsas, Dir. of Human Resources  
Belinda Dean, ex-officio

Reps and Alternates Not Attending:

Linda Speed – District 2 – rep  
Janet Robertson – District 9 – alternate  
Leslie Nelson – District 11 – alternate  
Tammie Cooper – District 4 – rep  
Pam Taylor – District 4 - alternate  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Melanie Mogle – District 14 – alternate  
Paula Hibbert – District 1 – rep  
Brandy Monts – District 12 – rep  
Michael Seale – District 6 – rep  
Margo Duncan – District 1 – alternate  
Pam Jones – District 15 – rep

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

A motion was made by Michael Gannaway to approve the minutes of the January meeting and was seconded by Katy Cline.

**Old Business**



Ingrid advised that the idea of creating an employee spouse scholarship (which would involve sharing the current 6 semester hours offered to employees) is still being reviewed by the President's cabinet.

Plans for University Appreciation Week (April 13 – 17) are on schedule. Committee lists were circulated for those council members who had not signed up earlier. Committees will meet and report back to the council at the next meeting. The theme for this year's UAW will be centered around recycling and "Going Green".

Chris Green updated the council on the progress of the recycling initiative. The City of Tyler has provided additional containers to the HPC for use in the lobby area. The Going Green committee is waiting for a report from the SGA president and advised that the SIFE (Students in Free Enterprise) group is interested in partnering with USAC. Chris advised that he has already set up a recycling container in his office. All reps were requested to canvas their district members and email the results back to Chris Green before the next meeting.

### **New Business**

A complaint was made to USAC concerning the menu pricing in the new Sports Café. Gregg Lassen advised that he has had discussions with Aramark and believes that they are still adjusting to the new location. They are experimenting with pricing but Gregg acknowledged there may be little they can do to lower the prices due to the sales volume here on campus. They may be able to offer less expensive entrees at the Harvey's on the Lake food service location. Aramark was asked to more effectively solicit input from students and staff.

The nominations committee announced that Monica Davis would fill the vacant alternate position in District 3 and Beth Bruce would fill the vacant alternate position in District 13.

Congratulations were extended to Vicky Bond, the star award recipient for February 2009. Vicky is an Administrative Research Assistant for Accountability, Institutional Analysis.

The issue of student parking in the faculty/staff lot is being addressed by university police. Most council members agreed that the availability of parking has improved. President Mabry expressed his appreciation for the patience of faculty and staff members as they adjust to the limited parking during the UC renovation.

Gregg Lassen advised that UT Tyler is in the process of forming a Cost Containment committee that he will head up to consider various cost containment measures. He requested that USAC provide a volunteer and alternate to serve on this committee. Kelly Hartnett and Rich Legler volunteered to serve.

Ingrid advised that USAC will be looking at ways to save money as activities are planned for the rest of the budget year.

In other business, Kelley Hartnett advised that trash is becoming an issue by the volleyball court and asked Gregg Lassen for additional trash cans in that area. She also requested that consideration be given to installing another Blue Light by the Ornelas Residence Hall. Kelley also serves on the Bookstore Vendor committee and requested input from the council on any additional products or services they would like to see provided by the selected vendor.

The next meeting is scheduled for March 18, 2009 in ADM 301 at 2:00 p.m.

A motion was made by Michael Gannaway to adjourn the meeting at 3:00 p.m. and was seconded by Katy Cline.

**The University Staff Advisory Council**  
**Minutes**  
**January 21, 2009**

Representatives and Alternates Attending:

Angie Beekman – District 11 – rep – Chair-elect  
Aris Obar – District 9 – rep – Secretary  
Kelley Hartnett – District 10 - rep  
Page Chapman – District 5 – alternate  
Sheryl Marshall – District 3 – alternate  
Janet Robertson – District 9 – alternate  
Linda Speed – District 2 – rep  
Brandy Monts – District 12 – rep  
Michael Seale – District 6 – rep  
Sergio Padilla – District 13 – rep  
Glenda Bennett – District 7 – alternate  
Chris Green – District 8 – alternate  
Rich Legler – District 5 – rep  
Pam Jones – District 15 – rep  
Margo Duncan – District 1 – alternate  
Katy Cline – District 10 - alternate

Reps and Alternates Not Attending:

Ingrid Frazier – District 14 – rep – Chair  
Leslie Nelson – District 11 – alternate  
Tammie Cooper – District 4 – rep  
Pam Taylor – District 4 - alternate  
Jennifer Adams – District 13 – alternate  
Amy Birdsong – District 3 – rep  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Katy Cline – District 10 – alternate  
Melanie Mogle – District 14 – alternate  
Jan Harp – District 12 – alternate  
Paula Hibbert – District 1 – rep  
Warren Garlock – District 8 – rep  
Andrea Jenkins – District 7 – rep  
Michael Gannaway – District 15 – alternate

Angie Beekman called the meeting to order at 2:05 p.m.

A motion was made by Michael Seale to approve the minutes of the December meeting and was seconded by Chris Green.

**Old Business**

Kristi Boyett, Special Projects Coordinator for the City of Tyler, spoke to the council about recycling in Tyler. She advised that the City of Tyler is very interested in helping area organizations with their recycling initiatives. They are willing to provide an 8 yard cardboard recycling dumpster for one penny per month. They will also provide as many free 18 gallon recycling bins as we need to be placed in each department. The city is not able to pick up recyclables from the university so, UT

Tyler would still need to have a volunteer take the recycling materials to the city drop off area. She also advised that they do not accept shredded paper.

Chris Green, chairman of the Going Green on Campus committee, updated the council on their progress. They met with Kerrie Ambort, SGA president, and advised that she was excited about the students helping with the recycling initiative. The possibility was raised that student organizations would be willing to volunteer to help fulfill community service hours. SGA also has a budget for educational awareness that could be used to help educate students about the benefits of recycling. He advised that Pam Taylor will contact the Faculty Senate to get their support for this initiative. Since the HPC is now collecting and storing some recycling materials, they are concerned about keeping the collection area organized. Kristi Boyett offered recycling carts for use by the HPC to separate and store recycling materials between trips to the recycling company. At this time, the physical plant is not willing to assist in picking up or transporting materials to the recycling company due to lack of staff. Katy Cline advised that the presidents of the student organizations will be meeting on Wed. Jan. 28<sup>th</sup>. It was decided that members of the "Green" committee will attend this meeting and make a presentation to them to gain their support.

Angie advised that Jesse had gotten approval from President Mabry to designate some of the visitor parking spaces in lot 4 for faculty/staff space during the UCN construction. Gregg Lassen will have the spots repainted soon.

Council members were reminded that committees are available for signup for University Appreciation Week scheduled for April 13-17, 2009. Plans for theme and activities are still being formulated.

The Star Award committee is seeking nominations for the January and February awards.

### **New Business**

The nominations committee was advised that Amy Birdsong, representative for District 13 has resigned from the university.

Angie asked for a volunteer from the council to fill the alternate vacancy on the Employee Advisory Council created when Andi Liner resigned in December. The mission of the EAC is to provide a forum for communicating ideas and information between employees, the Board of Regents, and the Executive Officers of UT System. Two representatives and one alternate represent UT Tyler on the council. Michael Gannaway and Aris Obar are the representatives. Glenda Bennett volunteered to fill the alternate vacancy.

A request was also made to the council for a volunteer to serve on a work group to assist in the selection process for the university's bookstore vendor. The current contract is set to expire on Aug. 31, 2009. Vendors will have the opportunity to bid on providing this service through the Request for Proposal process. Kelly Hartnett volunteered to serve on this work group.

The council received a request to explore the possibility of the university providing scholarships for spouses of full time employees. Angie advised that this issue has been submitted to the President's cabinet for review.

A motion was made to adjourn the meeting by Katy Cline and seconded by Chris Green.

The next meeting is scheduled for February 18, 2009.

**The University Staff Advisory Council**  
**Minutes**  
**December 17, 2008**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair  
Aris Obar – District 9 – rep – Secretary  
Kelley Hartnett – District 10 - rep  
Page Chapman – District 5 – alternate  
Rich Legler – District 5 – rep  
Sheryl Marshall – District 3 – alternate  
Andrea Jenkins – District 7 – rep  
Janet Robertson – District 9 – alternate  
Linda Speed – District 2 – rep  
Angie Beekman – District 11 – rep – Chair-elect  
Brandy Monts – District 12 – rep  
Michael Gannaway – District 15 – alternate  
Leslie Nelson – District 11 – alternate  
Michael Seale – District 6 – rep  
Tammie Cooper – District 4 – rep  
Pam Taylor – District 4 - alternate  
Belinda Dean – ex-officio  
Joe Vorsas – ex-officio  
Jesse Acosta – Chief of Staff  
Gregg Lassen – V.P. for Business Affairs

Reps and Alternates Not Attending:

Glenda Bennett – District 7 – alternate  
Jennifer Adams – District 13 – alternate  
Chris Green – District 8 – alternate  
Sergio Padilla – District 13 – rep  
Pam Jones – District 15 – rep  
Amy Birdsong – District 3 – rep  
Michelle Flanagan – District 2 – alternate  
Pedro Flores – District 6 – alternate  
Katy Cline – District 10 – alternate  
Melanie Mogle – District 14 – alternate  
Jan Harp – District 12 – alternate  
Margo Duncan – District 1 – alternate  
Paula Hibbert – District 1 – rep  
Warren Garlock – District 8 – rep

Ingrid Frazier called the meeting to order at 2:03 p.m.

A motion was made by Brandy Monts to approve the minutes of the November meeting and was seconded by Michael Seale.

**New Business**

Dave Simmons was awarded the Star Award for November 2008.

Ingrid Frazier announced that Tammie Cooper would be the new representative and Pam Taylor would be the new alternate for District 4.

University Appreciation Week has been set for April 13 – 17, 2009. Members were requested to sign up for supporting committees and gather ideas for theme, activities and Friday afternoon games.

Discussion was held on the possibility of changing the location of the Friday luncheon from the HPC to an outside location or the new UC ballroom.

### **Old Business**

Due to the abbreviated month, the December Star Award will not be awarded. The award program will resume in January 2009. Amy Birdsong will rotate off of the Star Award committee since her term has been fulfilled. Leslie Nelson volunteered to fill Amy's vacancy on the Star Award committee.

Help with problems with chronically malfunctioning vending machines in BEP and HPR was requested from Sheryl Dennis and Lee Murray. They are pursuing these issues with Coca Cola. Ingrid will check with Sheryl about the possibility of installing vending machines in the USC.

Discussion was held on the continuing problems with individuals smoking closer than 25 feet outside the entrances to campus buildings. Members discussed changes to the overall smoking policy and the possibility of soliciting input from the Faculty Senate and SGA on how to approach the future of smoking on the UT Tyler campus. Andrea Jenkins volunteered to look into policies at other universities and report back to the council. Greg Lassen advised that he will have the location of existing ash trays checked and moved if they are not in compliance with the 25 ft. regulation. Ingrid advised that per the budget office and policy, all USAC related payment requests/reimbursements/invoices/purchases should be forwarded to her or Angie Beekman for processing.

Due to the startup of construction at the University Center, parking has become more problematic. Various issues were discussed including the possibility of temporarily re-striping some of the visitor parking spots to faculty/staff spots. Greg Lassen advised that he will check into having this done while the University Center is under construction. It was also mentioned by members that construction workers have been observed parking in the HPC lot. Greg advised that they should not be parking there and he would put a stop to it.

Janet Robertson updated the council on the results of the first meeting of the "Going Green on Campus" sub-committee. The committee's observations and recommendations were submitted and are attached to these minutes. It was requested that each member solicit feedback from their district members for discussion at the next council meeting. The council requested that the members of the "Green" committee meet with members of the Faculty Senate and SGA and report back to the council at the January meeting.

Ingrid announced that the next meeting is scheduled for January 21<sup>st</sup>.

A motion was made to adjourn the meeting by Tammie Cooper and seconded by Leslie Nelson at 3:15 p.m.

Attachments:

USAC Recycling Initiative

**The University Staff Advisory Council**  
**Minutes**  
**November 19, 2008**

Representatives and Alternates Attending:

Andi Liner – District 4 – rep - Chair  
Ingrid Frazier – District 14 – rep – Chair-elect  
Aris Obar – District 9 – rep – Secretary  
Glenda Bennett – District 7 – alternate  
Jan Harp – District 12 – alternate  
Margo Duncan – District 1 – alternate  
Paula Hibbert – District 1 – rep  
Page Chapman – District 5 – alternate  
Rich Legler – District 5 – rep  
Sheryl Marshall – District 3 – alternate  
Andrea Jenkins – District 7 – rep  
Janet Robertson – District 9 – alternate  
Warren Garlock – District 8 – rep  
Linda Speed – District 2 – rep  
Angie Beekman – District 11 – rep  
Jennifer Adams – District 13 – alternate  
Chris Green – District 8 – alternate  
Brandy Monts – District 12 – rep  
Michael Gannaway – District 15 – alternate  
Belinda Dean – ex-officio

Reps and Alternates Not Attending:

Judy Beam – District 4 – alternate  
Sergio Padilla – District 13 – rep  
Kelley Hartnett – District 10 – rep  
Pam Jones – District 15 – rep  
Amy Birdsong – District 3 – rep  
Michelle Flanagan – District 2 – alternate  
Michael Seale – District 6 – rep  
Pedro Flores – District 6 – alternate  
Katy Cline – District 10 – alternate  
Leslie Nelson – District 11 – alternate  
Melanie Mogle – District 14 – alternate  
Joe Vorsas – ex-officio

Andi Liner, Chair, called the meeting to order at 2:05 p.m.

A motion was made by Linda Speed to approve the minutes of the October meeting and was seconded by Sheryl Marshall. 2



### **New Business**

Since there were no volunteers for the District 11 alternate vacancy, Leslie Nelson was asked to serve and has agreed to fill the position.

The representative and alternate positions for District 4 will be vacant in December due to the resignation of Andi Liner and the retirement of Judy Beam. The nomination committee will request nominations to fill these positions.

Reps and alternates discussed issues regarding "Going Green on Campus". It was observed that there are a few groups already doing some green initiatives but, nothing that is campus wide. Janet Robertson volunteered to talk with the Student Government Association about initiating a campus wide program. A proposal was made to create a subcommittee to discuss options and present a coordinated plan to Jesse Acosta for approval by President Mabry. A motion was made by Jan Harp to form a "Going Green" subcommittee and was seconded by Paula Hibbert. Janet Robertson, Chris Green, Page Chapman and Brandy Monts volunteered to serve on the committee.

Complaints continue to be received about smoking near the entrances of the Business and HPR Buildings. A suggestion had been made that additional signage could be put up advising that smoking was prohibited within 25 feet of the building entrances. Andi advised that the cost of additional signage is prohibitive but, that she would email Gregg Lassen about the continuing problems at the Business and HPR buildings.

Andi announced that Ingrid Frazier will move from Chair-elect to Chair effective December 1<sup>st</sup>. Angie Beekman will fill the Chair-elect position since she was the runner-up for that position when officers were elected in October.

### **Old Business**

Discussion was held on the possibility of re-districting Academic Advising from District 10 to District 9. It was decided to leave Academic Advising in District 10 for this academic year.

Andi requested that all representatives and alternates assist with the Staff Development Workshop on Nov. 20<sup>th</sup> and 21<sup>st</sup>. Assignments were made for each day and any member available on Friday afternoon was requested to assist with cleanup.

Star Award nominations will be suspended for the months of December and January and the council will begin awarding Star Awards again in February.

The next meeting will take place on December 17, 2008 in ADM 301 at 2:00 p.m.

A motion was made by Paula Hibbert to adjourn the meeting at 2:45 p.m. and was seconded by Michael Gannaway.

**The University Staff Advisory Council**  
**Minutes**  
**October 15, 2008**

Representatives and Alternates Attending:

Ingrid Frazier – District 14 – rep – Chair-elect  
Aris Obar – District 9 – rep – Secretary  
Glenda Bennett – District 7 – alternate  
Jan Harp – District 12 – alternate  
Margo Duncan – District 1 – alternate  
Paula Hibbert – District 1 – rep  
Amy Birdsong – District 3 – rep  
Page Chapman – District 5 – alternate  
Rich Legler – District 5 – rep  
Sheryl Marshall – District 3 – alternate  
Andrea Jenkins – District 7 – rep  
Janet Robertson – District 9 – alternate  
Pam Jones – District 15 – rep  
Kelley Hartnett – District 10 – rep  
Warren Garlock – District 8 – rep  
Sergio Padilla – District 13 – rep  
Judy Beam – District 4 – alternate  
Jesse Acosta – Chief of Staff  
Gregg Lassen – V.P. for Business Affairs  
Dr. Peter Fos – Provost and V.P. for Academic Affairs

Reps and Alternates Not Attending:

Linda Speed – District 2 – rep  
Michelle Flanagan – District 2 – alternate  
Andi Liner – District 4 – rep – Chair  
Michael Seale – District 6 – rep  
Pedro Flores – District 6 – alternate  
Chris Green – District 8 – alternate  
Katy Cline – District 10 – alternate  
Angie Beekman – District 11 – rep  
Vacant – District 11 – alternate  
Brandy Monts – District 12 – rep  
Jennifer Adams – District 13 – alternate  
Melanie Mogle – District 14 – alternate  
Michael Gannaway – District 15 – alternate  
Belinda Dean – ex-officio  
Joe Vorsas – ex-officio

Ingrid Frazier, Chair-elect, called the meeting to order at 2:04 p.m.

Dr. Peter Fos, Provost and Vice President for Academic Affairs, introduced himself to the council and updated the members on the importance of the SACS accreditation process to the future of UT Tyler.

Jesse Acosta, Chief of Staff, addressed the council about door access cards and the card deactivation schedule. He advised the council that it is now possible for the requestor to see the status of their work request after the request has been made. He also advised that the system has been changed so that door access cards will be automatically deactivated based on the deactivation date on the initial request.

Gregg Lassen, Vice President for Business Affairs, addressed the council about parking issues and gave a general overview about the status of parking availability on campus. He advised that although the availability of parking space seems inadequate at peak class times, there is adequate parking for overall university use. Campus police continue to enforce parking violations to inhibit use of faculty parking by students. He also advised that staff should be aware that parking spaces around the UC will be greatly reduced beginning in Spring 2009 as renovations begin on the original University Center building. There will still be adequate parking in other lots around the university.

### **Old Business**

A motion was made by Pam Jones to accept the minutes of the September 17<sup>th</sup> meeting and was seconded by Amy Birdsong.

Chief Medders responded in writing to several questions about parking and traffic issues. A copy of his reply is attached.

At the last meeting, an objection was raised to several permanently reserved parking spaces for GNOAC in parking lot # 4 . Those spaces are no longer reserved and have been repainted to allow normal faculty/staff parking use.

Feedback was given on the Meet Your Rep socials. These socials were held on or near Oct. 3<sup>rd</sup> by each district so that district members could meet their 2008-2009 representatives and alternates. Reps advised that the various socials were well attended but several members expressed disappointment at not being able to mingle with staff outside of their own departments. The council will consider going back to one large Meet Your Rep social for Fall of 2009.

Congratulations were extended to Amy Dushuanack for her selection as the October UT Star.

### **New Business**

#### **Committee Assignments**

Volunteers were requested to fill vacant committee openings on the Staff Development Workshop, Nominations and Communications committees. Jan Harp, Ingrid Frazier and Andrea Jenkins volunteered to staff the Staff Development Workshop committee. Paula Hibbert volunteered for the Nominations committee and Kelley Hartnett volunteered for the Communications committee.

### **Staff Development Workshop**

The Staff Development workshop has been schedule for Nov. 20<sup>th</sup> and 21<sup>st</sup> with speaker, Dr. Mark Taylor. His subject will be “Generation NeXt Comes to College”. The workshop will be held at the Ornelas Activity Center. The website for Dr. Taylor is [www.taylorprograms.org](http://www.taylorprograms.org). All participants agreed to make the theme of the workshop, “Generation NeXt: The New Frontier”. All council members and alternates will be involved in assisting the Staff Development Workshop committee with the implementation of the workshop.

### **Know Your Numbers Cards**

Know Your Numbers cards were given to each council member for distribution to each staff member in their respective districts. These cards allow members to record various health statistics such as cholesterol, blood pressure and body mass index. This is part of the Living Well initiative supported by the University of Texas System which provides employees, retirees and dependents at all University of Texas System Institutions the opportunity to participate in a comprehensive and integrated health improvement program. More information can found at:

[http://www.utsystem.edu/benefits/health/vision/LW\\_vision.htm](http://www.utsystem.edu/benefits/health/vision/LW_vision.htm)

Kelley Hartnett advised that District 10 needs to be revised now that Academic Advising reports to Academic Affairs instead of Student Affairs.

A motion to adjourn the meeting was made by Pam Jones and seconded by Paula Hibbert at 3:00 p.m.

The next meeting is scheduled for November 19, 2008.

**QUESTIONS RAISED REGARDING PARKING**  
**CHIEF MEDDERS RESPONSE**

**Question:** I am concerned about the traffic generated at the main entrance and Old Omen. Are there any plans for a traffic light being installed?

**Answer:** As far as a traffic light being installed at the main entrance, I have not been in recent contact with the City of Tyler concerning this issue. I know that the re-design of the entrance made traffic movement on Old Omen much safer since it relieved the bottleneck that we experienced previously there. I realize a traffic light is an option but the City of Tyler would have to conduct a study and find it feasible to install one. I will check on this and see what the status is. What is the major problem at this time?

**Question:** Parking seems to still be a big concern. Students are parking in employee spots and it is very difficult to find a place if we leave at lunch.

**Answer:** In reference to students parking in employee spots, we enforce as much as possible. We are short on manpower right now but we have written many, many tickets this semester, and a large majority of those are for parking in reserved faculty/staff spaces. In order to deter students from violating the parking rules, I believe that an increase in fine amounts would be a good start. Fine amounts have not been raised in years, and sometimes the student does a cost-benefit analysis and decides to risk the fine, knowing in most cases they will go undetected. Of course this is something that would have to be approved at a much higher level than me, but I do plan to recommend an increase in fine amounts as a deterrent.

**Question:** Could several of the visitor spaces at each building be designated temporary parking, 15 to 30 minutes, for individuals that need to get in and out quickly? Many Instructors and those that have work off campus find it difficult to make a short trip into campus if something is needed.

**Answer:** I would not be in opposition to designating some visitor spots as temporary parking if it would solve a problem. However, there would be no way to enforce the temporary time limit without having someone out there at all times, which obviously is not an alternative. And these spots would be abused, much like the faculty/staff spots are currently. We frequently have to reserve spots for visitors to campus for various events, and in reality we do not have enough visitor spots as it is to accommodate all requests.

**The University Staff Advisory Council**  
**Minutes**  
**September 17, 2008**

Representatives and Alternates Attending:

Belinda Dean- Chair-  
Pamela Suell- Secretary  
Aris Obar- District 9 ( Rep)  
Andi Liner- District 4 ( Rep)  
Warren Garlock- District 8 ( Rep)  
Sergio Padilla- District 13 ( Rep)  
Michael Gannaway- District 15(Alt)  
Pamela Jones- District 15(Rep)  
Jennifer Adams- District 13(Alt)  
Michael Seale- District 6 (Rep)  
Glenda Bennett- District 7 (Alt)  
Brandy Monts- District 12 (Rep)  
Page Chapman- District 5 (Alt)  
Rich Legler- District 5 ( Rep)  
Linda Speed- District 2 (Rep)  
Margo Duncan- District 1 (Alt)  
Paula Hibbert- District 1( Rep)  
Angie Beekman- District 11( Rep)  
Amy Birdsong- District 3 (Rep)  
Kelley Hartnett- District 10( Rep)  
Melanie Mogle- District 14 ( Alt)  
Janet Robertson – District 9 (Alt)  
Andrea Jenkins- District 7 ( Rep)  
Ingrid Frazier- District 14( Rep)  
Joe Vorsas – ex-officio  
Jesse Acosta – President’s Office

**Representatives and Alternates not attending:**

Michelle Flanagan- District 2 (Alt)  
Judy Beam- District 4(Alt)  
Pedro Flores- District 6 (Alt)  
Chris Green- District 8 (Alt)  
Katy Cline- District 10 (Alt)  
Jan Harp- District 12(Alt)

At 2:00 pm the meeting was called to order by the Chair, Belinda Dean. She welcomed the council.

A motion was made to accept the August minutes by Andi Liner and seconded by Aris Obar.

**USAC Items - Jesse Acosta (President's Office)**

Cross Country Runners- Email received in regards to the cross country runners approaching the main entrance at Old Omen in the morning. Dr. Patterson noted the runners would be given an alternate route to prevent any accidents.

Visiting Professors- Email received wanting to know if visiting professors could get an ID and library usage when they are visiting the campus. Jesse Acosta indicated that the Provost along with SACS requires certain factors to be in place for visiting professors. Alternate issues are in the process for visiting professors, such as a faculty courtesy card. Visiting professors cannot have any interaction with students. Joe Vorsas offered the same information and supported the answer.

Special Parking Spaces- Graduate Nursing parking will be reviewed by the cabinet. The parking is under advisement and a plan is in the works to come up with a policy. Jesse will return an answer at the next USAC meeting.

Communication Issues- Conflicting emails were sent out as to the cancellation of classes and the notification of campus closing due to the Hurricane. Jesse Acosta stated that the wording was perceived unclear and that supervisors will determine who is considered essential.

Galveston Evacuees – Email received concerning the efforts UT Tyler are making to help Galveston and evacuees (campus food drive, etc.). Organizations on campus are encouraged to initiate food & water drives and asked to relay actions taken to the President's office.

**Old Business:**

Elections for Officers- Andi Liner and Sergio Padilla were responsible for the ballots of the nominations received. Each nominee gave a brief reason of why they wanted to serve as an officer. Ballots were distributed to each representative. Chair, Belinda Dean asked that the votes be counted and the results returned to her to be announced to the council. Paula Hibbert asked that she be removed from the ballot for secretary noting the lack of experience with USAC.

Andi Liner announced that Renee Lampkin has taken another position, and a new alternate need to be replaced for Enrollment Management.

**Meet Your Rep**

October 3, 2008 has been set aside for “Meet Your Rep”. Each representative and alternate will be responsible for hosting the event in their district. Receipts are required for reimbursement. Dollar amounts were discussed and Belinda suggested that the event should be within reasonable cost.

**Star Employee** - September Star of the Month was Susan Adams (HRD)

The new Officers for USAC for 2008-2009 were announced:

Chair- Andi Liner

Chair Elect- Ingrid Frazier

Secretary – Aris Obar

**New Business:**

Belinda informed everyone the Staff Development Workshop is scheduled for November 20<sup>th</sup> and 21<sup>st</sup>. Our guest speaker will be Dr Mark Taylor. His subject – “Generation NeXt comes to college”. The workshop will be held at the Ornelas Activity Center. Remaining plans need to be completed for the event. The website for Dr Taylor is included for your districts view [www.taylorprograms.org](http://www.taylorprograms.org). Next meeting will be October 15, 2008 and the new officers will be in charge. The chair called for a motion to adjourn, motion by Pamela Suell and seconded by Andi Liner.