

**The University Staff Advisory Council
Minutes
September, 16th 2015**

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Amanda Ritchie: Alternate	Sonya Meinert: Representative
District 2	Cindy Sprayberry: Representative	Taylor Young: Alternate
District 3	Katrina Smith: Representative Jessica Brown: Alternate	
District 4	Tammie Cooper: Representative	Raejean Griffin: Alternate
District 5	Kevin Karaki: Representative	Bonnie Davis: Alternate
District 6	Richard Moore: Representative	
District 7	Brista Kent: Representative	Michelle Salinas: Alternate
District 8	Matt Iazard: Alternate	Sally Bouis: Representative
District 9	Ryan Lilly: Representative	Andrew Cage: Alternate
District 10	Jessi Reel: Representative Hannah Buchanan: Alternate	
District 11	Lindsay Waldron: Representative Pam Hudgins: Alternate	
District 12	Melissa Hill: Representative, Chair	Jana Brown: Alternate
District 13	Tonya Gaddis: Representative Beth Bruce: Alternate	
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15	Ashlee Hurlburt, Alternate	Christine Smith, Representative

Meeting called to order at 2:03 pm

Old Business:

Minutes:

- August Minutes
 - Motion by Kevin to approve July minutes; second by Brista. Passed by vote.

Welcome & Vote in New Representatives and Alternates

- District 1 – Amanda Ritchie as Alternate
- District 3 – Jessica Brown as Alternate (moved)
- District 5 – Bonnie Davis as Alternate
- District 6 – alternate needed

- District 8 – Sally Bouis as Representative
- District 8 – Matt Izard as Alternate
- District 14 – Sue Gossett as Representative
- District 14 – Lisa Wyatt as Alternate (moved)
- District 15 – Christine Smith as Representative
- District 15 – Ashlee Hurlburt as Alternate

University Council 9/8 - Updates/Dr. Mabry Updates

- Mabry spoke about Nursing PHD program. Review passed with flying colors.
- Sherri Whatley VPBA search update – using search firm – narrowed down the pool and will complete skype interviews in Oct – then campus interviews – hoping to recommend by end of October
- Duo 2 Factor – first to implement in UT System
- Reconciliations – Financial Report
- Career Services Job Fairs
- GATE has several upcoming events
- International Programs – International Fest Nov 18th in UC Ballroom
 - Inaugural event for UT Tyler (TJC has had one in the past)
- Sarah Bowdin 8902 enrolled - that 8862 in email
- Ona Tolliver – Behavior Intervention Team
- Brookshire’s had their board meeting in new pharmacy building
- Pharmacy Grand Opening Tomorrow at 11
- Paula Tate – fire drills around campus (already 2 fires on campus - one at Eagles Landing and one at U Pines)

New Business

UT Star:

- August Star = Michelle Salinas – Student Business Services
- Continue to send your nominations.
- The process to nominate consists of sending an email to utstar@uttyler.edu by the last day of the month. Staff is encouraged to nominate people who have gone above and beyond in their posts.
- Keep an eye out for the email announcing the star winner with excerpts from nominations.
- Discussion to put something in the Talon or communicate to Faculty Senate so that both faculty and students are also aware they can submit nominations.
 - Deferred to communication committee.

Election of Chair-Elect and Secretary

- Only one vote per district
- Secretary Nominees: Jessi Reel & Amanda Ritchie

- Jessi – Student Life and Leadership – Greek Life and Campus Activities Coordinator – with UT Tyler since 2012
- Amanda – College of Pharmacy – 9 years with UT Tyler
- Nominees are asked to leave the room
- Jessi Reel elected as secretary
- Chair Elect Nominee: Jessica Brown
 - Jessica: CBT marketing coordinator - with UT Tyler since 2012
 - Nominee is asked to leave the room
 - Jessica elected as chair elect

Faculty Senate

- Faculty Senate President = Dr. Catherine Ross
- We are hoping to work more collaboratively with Faculty Senate this year
- Someone from USAC will attend their meetings, someone from Faculty Senate will attend our meetings.
- Our new chancellor is a big believer in shared governance.
- Dr. Ross acknowledges how much more we can accomplish together.
- Dr. Ross sent their agenda to the entire university, they will be meeting in ADM 127 on Friday 9/18 at 2pm
- Parallel the faculty advisory council in Austin
 - Initiatives: Shared governance / support for research / student success
- They are hoping to get more participation in particular from contingent faculty.
 - They aren't eligible to vote, but around half of faculty are contingent and thus play a large part in teaching.
- Dr. Ross encourages open communication between USAC and Faculty Senate.
- Please contact her if you have any concerns.

BIT Committee

- Kim Harvey-Livingston presentation: Associate Dean of Students (Student Counseling Center, Accessibility, Testing, Wellness, Recovery, Bystander intervention, Veterans Resource Center)
- Crisis Line Cards distributed – we have a 24/7 crisis line now.
- The number is also the counseling front desk number – during the day, connect to office, after hours connect to crisis line.
 - There is also an on-call rotation for responding in person if that becomes necessary.
- BIT: Behavior Intervention Team
 - Kim H.L., Ona Tolliver, Dave Hill, Jenny Waters, Ashley Ward, Mike Medders)
 - Meet every Thursday morning or more frequently if need be.
 - If a student is acting strangely or saying anything concerning, the BIT is a resource to bring your concern to.
 - You can call or submit an online report form (Type BIT into the search on the uttyler.edu website)

- You can upload any written communications related to the situation if appropriate.
- If it's an imminent concern, they will respond immediately. Concerns that aren't as highly elevated will be discussed on Thursdays.

SGA

- SGA President = Alexander Free
- University Smoking Policy
 - Initiative the SGA have been working to address over the last 8 months.
 - Looking to create something more enforceable.
 - Some campus locations in the UT System have banned smoking entirely
 - It was decided not to entirely ban it from campus.
 - They have received numerous complaints from students regarding health and courtesy concerns.
 - They conducted informal polling and the trend indicated students desired a more cut and dry policy.
 - "25 feet from the door" is not readily measurable by most people.
 - Creating designated smoking areas within the parking lots.
 - Reading of SGA policy proposal
 - No date of enforcement yet
 - Proposal is first being presented to USAC and Faculty Senate
 - Vote: 13 votes total - 11 for and 2 against – USAC supports the policy

Meet Your Rep

- Friday October 2nd 8-9:30 am
- Reps and Alts should get together to coordinate their table
- Decorate your table (Fal-lish theme): Thursday afternoon
 - You can have games, snacks, whatever you want on your table
 - Regular 6 ft tables
- Food – Jessica is working with "The Stand" on breakfast tacos (250) – we'll also do juice, coffee and water bottles
 - Borrowing a coffee urn from the library
 - There will be a vegetarian option
- Photo Booth:
 - Jessi & Katrina: décor & props
 - Jonathan (DAT) photography
 - Promote within your district so that people come and take wacky pictures
 - We'll try to get them up on the website

Committees

- Communications Committee
 - Maintain website, public relations,
 - Secretary is chair of this committee

- Chair - Secretary – Jessi Reel
 - Hannah Buchanan
 - Ryan Lilly
- Benefits Committee
 - As needed committee if issues arise concerning employee benefits – Member from HR serve as Ex-Officio on this committee
 - Pam Hudgins
 - Tammy Cooper
 - Jessi Reel
- Staff Development Committee
 - Planning training opportunities for staff – Main event in November – Member from HR serve as Ex-Officio on this committee
 - Melissa Hill
 - Jessica Brown
 - Tonya Gaddis
 - Brista Kent
 - Sue Gossett
 - Sally Bouis
 - Dr. Ross indicated that if we would like faculty to present workshops, Faculty Senate would be able to help find faculty presenters.
- Star Award Committee
 - Send out call for nominations and decide monthly star award
 - Chair-Elect – Jessica Brown
 - Kevin Karaki
 - Bonnie Davis
- EAC
 - Dates:
 - Rep #1 - Sonya Meinert
 - Rep #2 – Pam Hudgins
 - Alternate – Katrina
 - If the dates overlap with the FAC, Dr. Ross indicated there may be car-pool possibilities
 - Terms would generally be 3 years

Sue

Employee (Staff and Faculty) satisfaction survey launching Oct. 1 via email

Jessi

Greek Trunk or Treat 6:30-8:30pm around UC Bell Tower Oct 28th for faculty/staff/student children

Homecoming: working on calendar to finalize by next week

Possible tail gate in lieu of chili cook-off

Email usac@uttyler.edu if you have anything you wish to bring up.

Motion to adjourn by Kevin, seconded by Katrina; Meeting adjourned at 3:04 pm.

**Meet Your Rep – October 2nd 8:00 am – White Lobby of Cowan
Staff Development – November 19th and 20th at the OAC (Dave Anderson “Leading Without a
Title”)**

Next Meeting will be October 21st at 2:00 pm in ADM 301.

Taken by
Lindsay Waldron
Edited by
Jessi Reel

**The University Staff Advisory Council
Minutes
October 21, 2015**

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative	Amanda Ritchie: Alternate
District 2	Cindy Sprayberry: Representative	Taylor Young: Alternate
District 3	Jessica Brown: Alternate, Chair-Elect	Katrina Smith: Representative
District 4	Tammie Cooper: Representative Raejean Griffin: Alternate	
District 5	Kevin Karaki: Representative Bonnie Davis: Alternate	
District 6	Richard Moore: Representative Peggy Mahfood: Alternate	
District 7	Brista Kent: Representative	Michelle Salinas: Alternate
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9	Ryan Lilly: Representative	Andrew Cage: Alternate
District 10	Jessi Reel: Representative, Secretary	Hannah Buchanan: Alternate
District 11	Lindsay Waldron: Representative	Pam Hudgins: Alternate
District 12	Melissa Hill: Representative, Chair Jana Brown: Alternate	
District 13	Beth Bruce: Alternate	Tonya Gaddis: Representative
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15	Christine Smith, Representative (via zoom)	Ashlee Hurlburt, Alternate

Meeting called to order at 2:03 pm

Old Business:

Minutes:

- September Minutes
 - Motion by Brista to approve September minutes; second by Kevin. Passed by vote.

Welcome & Vote in New Alternate

- District 6 – Peggy Mahfood

University Council 9/8 - Updates/Dr. Mabry Updates

- University Council did not meet this month
- Dr. Mabry meeting update: Jessica and Melissa met with him Sep 30, he requested update on USAC's views on campus carry and smoking policy (passed 11:2), SECC hoping for encouragement, loved staff development ideas and approved speaker. Aramark contract up for renewal, we gave feedback as to why we don't always use them. Harvey Deck-he would like to see departments fund flagstone for deck and possibly partner with student groups. Wants input from staff as to what they want to see out there, suggested making it bigger. Tuition and scholarship issue was asked to be revisited, suggested speaking with Dr. Dabney
- Meet Your Rep: positive feedback, attendance was good
- Faculty Senate: September 18. Discussed: Enrollment up, pharmacy and music buildings complete, new building for CBT, remodel of current for CAS, new provost, new strategic plan

New Business

- Amy Clem, HR: apologized for HR being MIA due to change in leadership, they are back and want feedback from staff. Wellness policy: We can adopt policy allowing for hours during the week devoted to wellness through UT System. Still working out logistics. Still a way out from implementation. Upcoming project: breastfeeding area "mother friendly room". Challenge to find the space. Asked for space reserved in new Business Building, possibly Pharmacy. (Kevin points out the building is largely glass.) Ideally want at least 3 centrally located spaces. House Bill 786 requires a dedicated space on campus. At this time HR is focusing on spaces for faculty and staff, students are being considered as well by Student Affairs, possibly space in the UC for students and staff. Working on logistics for access and scheduling due to privacy issues. Idea for staff newsletter to assist with transitions for new hires, not sure who would implement the newsletter so working on it with HR staff. Approximately 200 new hires annually so it would be quite time consuming. Even quarterly would be helpful. VP Business Affairs candidates are on campus this week-top 3. Decision will be made as quickly as possible, but most likely more than standard 2 week notice will be needed with likely January start. All candidates from outside the state of Texas and have higher ed experience. Staff training: as of now training is haphazard. Ben Carter will work as a liaison on this. VPBA will most likely be involved as well. Peoplesoft: working on training materials for PAF and other best practices. Goal to have trainings before Thanksgiving. Chancellor is very involved in PeopleSoft and keeping it moving. Meets with Presidents every other week for feedback which has been helpful. Working to resolve challenges.
- Ashlea Wilson, AD of UC Operations and Student Engagement. Recycling Initiative: Proposal coming up for Dr. Doty including sustainability. Wants to be up and running by March, "Recyclemania" March 20-26 to show how much of an impact we can make. Recycling aluminum, paper and plastic, goal is to have bins in each office, classroom, and conference room. Kick off with promo items. Working on partnering with City of

Tyler. Dec 1 proposal deadline. In the works: Hydration stations in all facilities. Community garden. Wants recycling to sustain itself. Education campaign: phase 1-main campus and PAL. phase 2-res life and Longview phase 3-Houston. Committee includes USAC, faculty senate, SGA, Facilities, all areas covered. Asking for USAC support via an official document supporting recycling and sustainability campaign. Vote proposed by Melissa Hill, motion passed.

Faculty Senate

- Dr Ross-Faculty Senate.
- Smoke Free Campus: 55% want totally tobacco free, 16% designated area, 17% leave as is. Remainder support SGA's parking lot proposal. Since it was the student's issue, faculty senate is not sure how far they want to take it. Amy Clem and Dr. Patterson are UT Tyler liaisons on a system wide initiative for smoke free campus.
- Contingent faculty has issues with sense of security and resources-50% of faculty is contingent. This is a national trend as well. In house project to address issue as it will best affect the students.
- FAC working with UT System on study of dual credit. Is it effective as it appears to be? May not be helping students graduate faster like it is being sold to do.
- Faculty retention study in the works. Faculty community luncheons to discuss community goals and positively effecting students. USAC may want to be involved. Provost helping support this, and wants better community between faculty/staff.

UT Star Award

- September UT Star winner: Mark Walters.

Employee Tuition Program Update

- Dr. Mabry is open to revisiting. Dr. Dabney wants feedback from staff. Changes go into effect Jan. 1. All current employees are grandfathered in, meaning at any point you can use the old benefit as long as there is no break in service. Changes effecting staff starting as of Jan 1: 1 year waiting period, but does not apply to dependents. \$250 flat fee for staff to take up to 6 hours. \$750 for dependents up to full load. All spouses must be degree seeking, employees do not have to be.
- Feedback:
 - Want assurance that those grandfathered in will not lose that benefit, since that may be why they took a position here.
 - How much time will this take for accounting? Would require additional man hours in student business services-separating groups would be a nightmare.
 - USAC was never given a voice in this matter, has not seen any data.
 - How do student fees factor in to this? Most staff will not utilize programs such as student fee and HPC.

- Percentage merit increases don't benefit lower salaried employees like a tuition rebate would. Maybe employees could register after other students or find other policies that make it more equitable.
- Flat fee seems a little unfair. Maybe pay more for more hours?
- If employee has to pay, why would there be a year waiting period? Either pay the fee or wait a year, not both.
- Cost/benefit analysis of skills learned getting degree, succession planning, and retention could be beneficial.
- Option to only charge dependent if they are seeking graduate degree.
- Perhaps an appeal process for those dropping the class.
- Survey staff to see who started program right away.
- Consider degree vs non degree seeking as a potential for a place to charge fee. Some do see a benefit for a non-degree seeking classes.

USAC Website

- Updated by Jessica Brown. Please review and send a picture if you don't have one.

University Appreciation

- May 16-20, 2016
- Lunch in the UC Ballroom Monday May 16. Feedback is that the ballroom is too crowded. Ran out of food last year after order 200 extra plates. Possible solution limiting 1 guest? Vote on date, vote to limit number of guests. Lindsay motion to approve, Brista second. Dr. Mabry supports date that is best for staff after finals.

Campus Carry

- See website for current updates, after website freezes results will be sent via email.
- Can email questions and suggestions.
- Exclusion zones will be submitted to Dr. Mabry by Nov. 1.
- Question about Tasers and pepper spray-Richard will follow up on campus rules.

Staff Development

- Nov. 19-20 in OAC, speaker Dave Anderson "Leading Without a Title".
- Sports theme. Need decorations related to sports, please email Sally.
- Need prizes for door prizes and games, probably bingo. Please send to Brista if you have anything.
- Sue working on food and secured taco bar from Traditions. Cookies for snack in afternoon. Still working on breakfast. Dunkin Donuts brought up as option by Lindsay, they are being used for Preview Day.

-SECC forms due Oct. 30 to Lisa Wyatt. Almost to \$8958. Please consider donating.

-EAC June minutes were sent for review. Sonja brought up Founders Day-need more details. ABA is now approved for those with autistic children by UT System.

Email usac@uttyler.edu if you have anything you wish to bring up.

Motion to adjourn by Lindsay, seconded by Brista; Meeting adjourned at (didn't record time).

Staff Development – November 19th and 20th at the OAC (Dave Anderson “Leading Without a Title”)

Next Meeting will be November 18 at 2:00 pm in ADM 301. Location may be moved to OAC so we can decorate after. Either way, please plan to help decorate after meeting if you can.

Taken by
Jessi Reel

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

Minutes

November 18, 2015 – OAC Ballroom - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative	Amanda Ritchie: Alternate
District 2		Cindy Sprayberry: Representative Vacant: Alternate
District 3	Katrina Smith: Representative Jessica Brown: Alternate, Chair-Elect	
District 4	Raejean Griffin: Alternate	Tammie Cooper: Representative
District 5	Kevin Karaki: Representative Bonnie Davis: Alternate	
District 6		Richard Moore: Representative Peggy Mahfood: Alternate
District 7	Michelle Salinas: Alternate	Brista Kent: Representative
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9		Ryan Lilly: Representative Andrew Cage: Alternate
District 10	Jessi Reel: Representative, Secretary	Hannah Buchanan: Alternate
District 11	Pam Hudgins: Representative	Tracey Huse: Alternate
District 12	Melissa Hill: Representative, Chair Jana Brown: Alternate	
District 13	Tonya Gaddis: Representative	Beth Bruce: Alternate
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15	Christine Smith, Representative (via zoom)	Ashlee Hurlburt, Alternate

Call to business at 2:09 (thanks to everyone who helped unload cars for Staff Development!)

Old Business

- Approve September Minutes (Distribute to your districts) motion to approve by Kevin Karaki, second by Pam Hudgins
- University Council Update - Nov. 10, Dr. Mabry spoke about the Chancellor, Student Regent coming to visit 12/1, and University Council will not meet in December. Introduced new VPBA, will start Feb 1. Dr. Berman: Assessment 14/15 due 10/31. 11/20 deadline for 14/15 data for academic departments. SACS report due March. Laura Jackson spoke about fee increase request.

Manheim Steamroller coming in December, sold over 500 tickets in one day!
Congrats women's soccer team!

- Faculty Senate Meeting Update - Tonya: tobacco free campus initiative update: proposal approved and will be sent to the President. Includes cessation period and one year to implement.
- University Appreciation Week
 - May 16-20th
 - Lunch on Monday May 16th

New Business

- Welcome and Vote in New Alternate
 - District 11
 - Lindsay resigned
 - Pam Hudgins moved into representative position
 - Welcome Tracey Huse as new alternate
 - District 2
 - Taylor Young, alternate resigned
 - Need to fill the alternate position
- Laura Jackson - Proposed Tuition and Mandatory Fee Increase Proposal: has been presented to students and faculty as well, two years ago SGA supported a tuition increase to support academic advising, expansion of summer programs, increase in faculty, and support of academic success programs. Current proposal builds on this plan with 2% inflation adjustment suggested by UT System. Seeking current student feedback. Process: drafted by ad hoc committee, proposal due to System Dec. 7, on Board of Regents agenda hopefully Feb. 2016, any fee increases must be approved by student referendum. Semester dollar increase from \$145 to \$160 for undergraduate students. \$142 to \$160 for Masters. Affordability: Average student will still have "take home" money left over after grants, scholarships, etc. For those without financial aid, total cost will increase less than 5% annually. Targeted priorities: 30-50% will support financial aid, the rest will go towards student identified priorities. Most System schools will probably also have at least a 2% increase. UT Tyler is median on the System scale as far as price goes.
- Ben Carter - Human Resources Assistant Director
 - Possible HR Newsletter: considering quarterly, including info on new hires, HR tips, upcoming events. Any suggestions? EAC/USAC column suggested by Sonya. Sally suggested contact info for benefits offices (BCBS, etc). Sonya also suggested section for topics for

Board of Regents and the Chancellor. Melissa suggested including Star Award winners.

- New Title IX Coordinator: Full time position has been hired under Student Affairs: Blake Bumbard will start Dec 1. Coming experienced from Texas Wesleyan, will primarily deal with student issues.
- Employee/Spouse/Dependent Scholarship Update: Email went out with updates, previous changes are now no longer happening. Current rules still apply. Still have to pay for dropped or failed classes. There are currently no plans to revisit adjusting the staff scholarship program.
- Star Award
 - October - Julie Pharr - Police Department
 - Taking nominations for November-lots of nominations are in.
- Proposal - Peggye Mahfood-tabled until December.
- Staff Development - November 19th and 20th at the OAC: large response, had to order more food. Great job staff development team! Please remind districts that we are at the OAC.
- EAC
 - October Meeting Minutes were sent out. Thank you Pam and Sonya for attending. Sonya: would UT Tyler like to start an emergency fund for fellow staff members in need? Ex: if someone can't pay rent?
- Campus Carry proposal has been submitted to Dr. Mabry. EAC is requesting funds for faculty/staff training to Board of Regents. UT Tyler committee has addressed this as well.

Motion to adjourn by Katrina, seconded by Michelle. Meeting adjourned 2:46

Adjourn-Thanks to everyone who stayed to help set up!

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

Staff Development - November 19th & 20th at the OAC

Minutes taken by: Jessi Reel

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

Minutes

December 16, 2015 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative Amanda Ritchie: Alternate	
District 2	Cindy Sprayberry: Representative Teresa Young: Alternate	
District 3	Katrina Smith: Representative Jessica Brown: Alternate, Chair-Elect	
District 4	Tammie Cooper: Representative	Raejean Griffin: Alternate
District 5	Kevin Karaki: Representative Bonnie Davis: Alternate	
District 6	Richard Moore: Representative Peggy Mahfood: Alternate	
District 7	Brista Kent: Representative	Michelle Salinas: Alternate
District 8	Matt Izard: Alternate	Sally Bouis: Representative
District 9	Ryan Lilly: Representative	Andrew Cage: Alternate
District 10	Jessi Reel: Representative, Secretary	Hannah Buchanan: Alternate
District 11	Tracey Huse: Alternate	Pam Hudgins: Representative
District 12	Melissa Hill: Representative, Chair Jana Brown: Alternate	
District 13	Tonya Gaddis: Representative	Beth Bruce: Alternate
District 14		Sue Gossett: Representative Lisa Wyatt: Alternate
District 15		Christine Smith, Representative (via zoom) Ashlee Hurlburt, Alternate
HR	Ben Carter	

Old Business

- Approve November Minutes (Distribute to districts)
 - Motion to approve by Katrina, second by Tammie
- University Council Update
 - December meeting attended by Melissa. Chief Medders recognized by UT System-yay! Wed. Dec 23 will have a noon release-supervisor discretion. Larry Wickham retiring. Dr. Nelson changing institutions. Emergency Coordinator hired by Chief Medders. Carrie Clayton

budget authority and pro card changes (email sent out). Jeanne Standley requesting budget increase to meet student demands for longer library hours. Van Patterson announced industrial technology program. Susan Harris-SIM and computer labs will be upgraded over the break. Dealing with wild hog problem tearing up grounds. Sonja Morale-largest graduating class ever this December is 1,300 candidates.

- Faculty Senate Meeting Update
 - Not much pertained to USAC
- Laura Jackson - Tuition Increase Proposal
 - No updates yet, will check in again.
- Smoking Policy
 - Faculty Senate voted for smoke free campus, but no official decisions from Dr. Mabry or HR yet. No new policies yet.
- Recycling Committee
 - Tonya is our committee rep. Roadblock: funding. Will reconvene in January to find startup costs. Money may need to come from student initiatives.
- Staff Development - November 19th and 20th at OAC
 - Feedback: Everyone enjoyed speaker, survey comments were positive. Seems to have gone over well.
 - Suggestions: Bingo winners should only be able to win one prize.
- University Appreciation Week
 - May 16th-20th
 - Lunch on Monday May 16th
 - Run into an issue: UC Ballroom will only hold 300, OAC only hold 320. HPC Gym is not available. Will check occupancy of PHE Gym. Possible solutions: two locations with ITV, first 300 to sign up get seating, anyone after that get to-go boxes, two days for lunch, two lunch waves, only those who preregister get names entered into door prizes, outdoors, but rain is an issue.
 - If you are interested in serving on a committee, please let Melissa know.

New Business

- UT Tyler Branding Policy - Michael Donley
 - new branding initiative being run by Dr. Jones (CBT) to define brand and communicate to all our stakeholders; deliver consistency over time to build brand/relationship. Still in the first round.

- retiring block UT Tyler logo
- trying to align brand with strategic plan
- what is UT Tyler's brand? - part of UT System, co-brand
- Brand promise: The University of Texas at Tyler delivers excellence in education and research, shaping leaders who aspire to enhance the lives of East Texans, all Texans and the world.
- Not set in stone yet, provide feedback if you feel you want to
- Possible new Mascot in addition to Swoop, will go through lots of vetting if decided
- Will be presented to SGA for student feedback. Has been presented to faculty senate.
- Teresa Young from Educational Leadership will be District 2 alternate.
- HR: no updates. No updates on newsletter yet.
- Star Award November: Ann Darnley-Library. Still need December nominations!
- Proposal-Peggye Mahfood. Proposing one monthly meeting for administrative assistants to discuss hot topics/training/People Soft/connect to each other to learn from each other. Admin assistants send in suggestions for topics. Need a place online to store updated information that is continuously updated. Has been proposed to Amy Clem, likes the idea but would probably not be coordinated by HR, proposed USAC coordinate instead.
 - Melissa/Amanda proposed ad hoc committee chaired by Peggy, seconded by Brista. Sonja, Katrina and Teresa will help with committee. More committee members needed-contact Peggy if interested in helping. Aim for February and April for first few meetings. Please send topics suggestions.
 - Tammie: each department needs to be held accountable as well, this should not fall on USAC alone.
- Jessi Reel-faculty/staff participation in Campus Activities.
 - Concern brought by District 10-Student Life and Leadership has seen an increase in faculty/staff members taking advantage of programming/giveaways intended for students. Most programming put on by Student Affairs is Student Fee funded, please help by allowing students to partake first. (Example: finals week snacks in the UC, meals provided during Orientations.) These quantities are tightly budgeted intended for students. Student Affairs wants faculty and staff to participate in activities surrounding festival weeks (Welcome Week, Homecoming, Patriot Days) as it is beneficial for students to interact with them and these activities should be for the whole

community. Other programs that wouldn't take away from students (such as movie nights, speakers and performers) as fine as well. But please be mindful that tshirts/snacks/novelties are intended for students and any taken by a faculty/staff member are one less a student (who paid their fee) receives. Student Affairs tries to share leftovers with other faculty/staff when appropriate.

- Could indicate a bigger problem, that perhaps faculty/staff don't feel appreciated enough. USAC would do more but resources are tapped. Any suggestions appreciated.
- Signage may help. (Has been utilized before and didn't help much). Matt Izard suggests card swipe (in the works as well but a multi-faceted technology to implement). Seems like most people don't realize this is a problem, which is why it is being discussed.

Motion to adjourn by Jessica 3:03, seconded by Ryan.

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

MINUTES

January 20, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Amanda Ritchie: Alternate	Sonya Meinert: Representative
District 2	Cindy Sprayberry: Representative Teresa Young: Alternate	
District 3	Katrina Smith: Representative Jessica Brown: Alternate, Chair-Elect	
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District 11	Pam Hudgins: Representative Tracey Huse: Alternate	
District 12	Melissa Hill: Representative, Chair Jana Brown: Alternate-via zoom	
District 13	Tonya Gaddis: Representative Beth Bruce: Alternate	
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15		Christine Smith, Representative Ashlee Hurlburt, Alternate
HR	Amy Clem	

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

Old Business

- Approve December Minutes (motion to approve by Kevin, second by Tonya)
- University Council Update - No Meeting this month
- Faculty Senate Meeting Update (next meeting 1/29)
- Laura Jackson - Tuition Increase Proposal: scheduled two student town hall meetings week of Jan 25. Will submit summary of student feedback to USAC. Still expecting vote to take place at Feb. Board of Regents meeting

- Smoking Policy - Amy Clem: starting meeting with Dr. Mabry; Amy will be attending System summit Feb. 22-23 with tips for implementing new policies
- Recycling Committee - Tonya Gaddis: Administration is not against recycling but costs are still an issue. Every area is supportive, just need funding. Recycling bins are in the UC now from SLL budget. Be careful to put proper items in each bin. Look for email from Ashlea Wilson, sign posted outside of SLL. Please do not bring items from home, but feel free to bring your office recycling to the UC. Please do not pile items if the bins are full. Picked up by City of Tyler. Dr. Patterson gave up his parking spot to reserve area for pick up.
- University Appreciation Week
 - May 16-20th
 - Lunch on Monday May 16th: Will break up into two lunches per Dr. Mabry's suggestion. We will need all hands on deck for setup/cleanup/quick changeover.
- UT Tyler Branding Policy: Finalizing integration with strategic plan. Defining brand elements based on campus input, beginning research on brand positioning in the marketplace, reviewing and hiring a new marketing content firm
- Training Proposal Committee Update - Peggye Mahfood: proposal submitted from ad hoc committee. Would like to pilot for three months to gauge response and sustainability, and hopefully continue through summer. See attachment. Amy Clem: HR is trying to streamline employee training, loop in Ben Carter for continuity. HR fully supports committee. Believes will help in admin retention. Amy can help identify speaker for shredding topic. Matt question: worried about lab availability for zoom technology. Amanda is willing to ask Dean of Pharmacy for Pharmacy Building use for zoom. Need moderator for zoom questions during meetings so two way zoom wouldn't be needed. Face to face is still best to facilitate community, but distance campuses need the option and it may benefit others who can't get away from their desk. Brista-be mindful of zoom logistics (can't hear, echoes, etc.) Send email if you would like to help, please share ideas for topics/presenters with Peggye. Jessica-need to tie in "Tyler" to the name "UT Learn"
- New Business
- Human Resources
 - Holiday Schedule: We were out of State compliance per Texas government code. We are only allowed 14 holidays. December 31 (Open/Skeletal Workforce) was counted as a holiday. HR did not catch this when the schedule first came out, Amy apologizes. Still

working through issues, such as probationary employees who planned vacation already, those who worked on Dec. 31 will receive 8 hours of comp time to use this fiscal year. Next fiscal year we will only observe 13 holidays, due to holidays falling on weekends. Matt-most companies only get 7 days so we are still getting a great deal! Sally: many have already made plans, booked flights, what will the remedy be? HR is working on a plan of action since this is all very new. Stay tuned for more information. Peggye: Respectfully proposes that poor planning on HR's fault should not result in faculty/staff losing a vacation day. Morale is already low, complaints have been coming in. It is more than just a holiday. Melissa echoes she has gotten same feedback. Since we are only 6 weeks out, the timing is really inconvenient. Beth suggests that university appreciation could offer a free day during the week instead of the planned activity. Amy will send update to USAC as soon as available.

- HR Newsletter Update: HR has some ideas for what to put in the newsletter, such as HR tip of the week. Would be feasible to send something out quarterly. No anticipated date yet.
- Star Award
 - December - Janell Fisher, Admissions
 - Taking nominations for January
 - Nominations are still low, please keep sending them in and encouraging your departments to submit.
- Jessi-is Star award worth continuing? Since morale is low, nominations are low, and Star award only benefits 12 people per year? Could that money be allocated toward something else? Where does that money come from, if anywhere? HR adds it but not sure where the money comes from. Amy will look into it. UPDATE from Amy: since the Star Award winner is being provided 8 hours of vacation time to their VAC bucket, they continue to get paid like normal on their same salary when they utilize that day. It would be different if their salary was being adjusted, let's say we gave them \$100, but since their pay isn't changing, there isn't a need for a separate budget to be created for this award to come out of. Therefore, no monetary award is being provided at this time. Melissa-has been suggested that groups can win but we can't give whole departments, logistically that doesn't work. Suggestion for designated parking spot but it had been done before and it didn't work out, again logistics. Where does that money come from? Kevin mentions that the Star Award does mean a lot to some people. Jessi-suggests that the nominees be contacted to let them know they were nominated even if they didn't win, or before the winner is announced.
- University Appreciation Week

- Committee Assignments
 - Logistics
 - Sue Gossett, Melissa Hill, Tonya Gaddis, Jessica Brown
 - Food
 - Lisa Wyatt, Melissa Hill, Sue Gossett, Tammie
 - Weekday Activities
 - Tonya Gaddis, Pam Hudgins, Matt Izard, Amanda Ritchie, Ryan Lilly
 - Decorations and Star Award Recognition
 - Jessica Brown, Bonnie Davis, Peggye Mahfood, Amanda Ritchie, Kevin
 - Monday Afternoon Activity (Following Lunch)
 - Sally Bouis, Tracey Huse, Sue Gossett, Lisa Wyatt
- SECC
 - 2015 UT Tyler State Employee Charitable Campaign Results
 - 41 Givers out of 1,345 employees (3%)
 - \$11,460.00 (2014 - \$10,036.00)
 - Ideas to improve participation? Free hotdogs and fair were a hit but obviously didn't help with getting donations. Contest with UT Health Science Center for % has been suggested. Need recognition for those who did donate. Perhaps a low cost kick-off event and then follow up for those who did donate with a free meal after they donate? Sally-videos from agencies to show how the money benefits may help. Pam-Bring speakers to staff development-but it may not fit in the timeline. Please send feedback for increasing donations.
- EAC
 - Upcoming Meeting
 - February 28-March 1 in Austin
 - Sonya and Pam will be attending

Adjourn

Next Meeting will be February 17th at 2:00 p.m. in ADM 301.

Motion to adjourn by Kevin second by Brista.

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

MINUTES

February 17, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative Amanda Ritchie: Alternate	
District 2	Teresa Young: Alternate	Cindy Sprayberry: Representative
District 3		Katrina Smith: Representative Jessica Brown: Alternate, Chair-Elect
District 4	Tammie Cooper: Representative	Raejean Griffin: Alternate
District 5	Kevin Karaki: Representative Bonnie Davis: Alternate	
District 6	Peggye Mahfood: Alternate	Richard Moore: Representative
District 7	Brista Kent: Representative	Michelle Salinas: Alternate
District 8	Sally Bouis: Representative Matt Izard: Alternate	
District 9		Ryan Lilly: Representative Andrew Cage: Alternate
District 10	Jessi Reel: Representative, Secretary	Hannah Buchanan: Alternate
District 11	Pam Hudgins: Representative Tracey Huse: Alternate	
District 12	Melissa Hill: Representative, Chair Jana Roman: Alternate	
District 13	Beth Bruce: Alternate	Tonya Gaddis: Representative
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15		Christine Smith, Representative Ashlee Hurlburt, Alternate
HR	Ben Carter	

Meeting called to order at 2:05

Old Business

- Approve January Minutes-motion to approve by Kevin, seconded by Brista
- University Council Update - No Meeting this month
- Faculty Senate Meeting Update-Jessi attended, Melissa zoomed in 1/29. No real updates for campus carry, smoking resolution or recycling initiative. HR is developing wellness program and ideas for cessation. Dr. Mirmiran is bringing in a consultant to look at our student retention-unclear if this study is only looking at academic side of student experience. New system

leadership credit requirements were discussed. Student Fee town halls were discussed, as well as new branding initiative.

- Laura Jackson - Tuition Increase Proposal: Regents considered all UT System institutions tuition and fee requests at most recent board meeting. UT Tyler's proposal (\$9/week increase in total academic cost) in line with most other institutions. UT Tyler specifically was not discussed. A special board meeting will be held later this month and it is anticipated that our proposal will pass as submitted.
- Smoking Policy - Amy attending Eliminate Tobacco Usage Summit next week
- UT Tyler Branding Policy-no new updates, will probably see more after strategic plan. Dr. Mabry updating community Feb. 26 in the UC Theater, 7:45 breakfast will be served, presentation begins at 8:30
- Campus Carry Update
 - Informational Meeting - Thursday, Feb. 25 at 2pm UC Ballroom. Committee's proposal is in final draft mode and is due to Dr. Mabry next week. To see draft contact Melissa and get feedback in ASAP. Reminder this law does not go into effect until August 1.
- Training Committee Update - Peggye Mahfood: "USAC Get Smart" Meeting Tues. March 22, 2016 at 1 pm in UC Ballroom, bring a lunch at noon to mingle before! Pro-card training by Cindy Troyer. Submit questions by March 1. RSVP by March 18. You can also zoom in to participate. Designed for admin assists but all are welcome to attend. See attached flyer.
- University Appreciation Week
 - May 16-20th (Lunch on Monday May 16)
 - Committee Updates
 - Logistics (Melissa Hill): unfortunately this is the same week as the Patriot Golf Classic, but cannot be avoided. Hopefully Monday will be the only conflict for Advancement and the Office of the President. Two lunches to choose from, 11:00 and 12:30, as the UC Ballroom is capped at 300 people. One guest limit, must RSVP in advance. Only those who RSVP are entered into the door prize drawing. Jessica working on save the date, committee working on email to distribute. Will have two surveys-one from lunch and one for activities. Matt suggests sending a lunch reminder so you don't forget which you signed up for. Will need help before, during and after lunch, especially from 12-12:30 to flip room, so all hands on deck! Sign-ups will be soon.

- Food (Melissa Hill): gathering quotes for Mexican food and BBQ again. Matt addressed that dietary concerns should be addressed. Jessi suggests adding a question to the lunch survey and setting aside specific meals for those who request it.
- Weekday Activities (Tonya Gaddis): Committee considering the following: bowling, golf, Pinots Palette, Times Square Cinema 3 days, planetarium, iJump, Pottery Café (possibly 2 days-one for paint, one for pottery), Tiger Creek, Caldwell Zoo. Geocaching at Tyler State Park brought up, Tiger Creek and State Park a little far, Pottery Café and Pinots Palette are very similar, may only want to pick one or the other. Pointed out that Pinots Palette is run by alumni, has donated to us before, and you can drink wine. Pottery Café has both ceramics and pottery though.
- Monday Afternoon Activity (Sally Bouis): cake walk is beloved and will be kept. Sallye suggests more names be called because it took so long to win a cake. Kickball got good feedback, lots of outdoor activities suggested. Family Feud indoors suggested- lots of excitement and positive feedback for this. Board games in the ballroom suggested, has been done before with low turnout. Bingo suggested but no budget for prizes. Use Qualtrics to actually survey UT faculty/staff for Family Feud. Need trophy for winning departments. People should be allowed to put teams together outside of their department.
- Door Prizes Need door prizes, if you have any local connections please help us get prizes. It will look sparse this year dividing it up between two lunches.

New Business

- Strategic Plan
 - Unveiling - February 26th, UC Theater, 7:45 breakfast, presentation from 8:30 - 9:30.
- Human Resources Update - Ben Carter: Amy will meet with Dr. Mabry after the tobacco summit. Idea to email staff directory each month including names, titles and departments. Pointed out that new hires need to be marked somehow. Suggested that USAC distribute but then pointed out that it would be more meaningful coming from HR. Transfers would be too

hard to identify so it would most likely just point out new hires. A staff newsletter has not been discussed in HR yet.

- Star Award
 - January - Melanie Jones, Office of Financial Aid
 - Taking nominations for February until the end of the month
- EAC
 - Upcoming Meeting
 - February 28-March 1 in Austin
 - Sonya and Pam will be attending

Adjourn

Motion to adjourn by Kevin at 3:03, seconded by Tammie.

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

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

MINUTES

March 16, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative	Amanda Ritchie: Alternate
District 2	Cindy Sprayberry: Representative Teresa Young: Alternate	
District 3	Katrina Smith: Representative Jessica Brown: Alternate, Chair-Elect	
District 4	Tammie Cooper: Representative Raejean Griffin: Alternate	
District 5	Bonnie Davis: Alternate	Kevin Karaki: Representative
District 6	Peggye Mahfood: Alternate Richard Moore: Representative	
District 7	Brista Kent: Representative Michelle Salinas: Alternate	
District 8	Sally Bouis: Representative Matt Izard: Alternate	
District 9		Ryan Lilly: Representative Andrew Cage: Alternate
District 10		Jessi Reel: Representative, Secretary Hannah Buchanan: Alternate
District 11	Pam Hudgins: Representative	Tracey Huse: Alternate
District 12	Melissa Hill: Representative, Chair Jana Roman: Alternate	
District 13	Tonya Gaddis: Representative Beth Bruce: Alternate	
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15		Christine Smith, Representative Ashlee Hurlburt, Alternate
HR	Amy Clem	

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

Old Business

- Approve February Minutes - motion to approve by Tonya, seconded by Brista and Pam
- University Council Update - no meeting this month
- Faculty Senate Meeting Update - Tonya
 - Approved University Appreciate Week dates
 - No negative feedback; Dr. Ross will inform USAC if there is feedback
- Laura Jackson - Tuition Increase Proposal

- Passed; goes into place in Fall
- Dr. Patterson: will include fee referendum during the next SGA officer election
- Smoking Policy
 - SGA proposed smoking be limited to parking lots; USAC voted and approved; then Faculty Senate proposed tobacco free and SGA agreed (they are both trying to implement tobacco free)
 - Amy attended tobacco free summit last month; all UT Components are tobacco free except for UT Dallas and UT Permian Basin
- UT Tyler Branding Policy
 - Melissa has emailed for an updated; no response
- Strategic Plan
 - Video available if you were unable to attend
- Campus Carry Update
 - Working group submitted our final proposal to President Mabry yesterday; will be sent to UT System after Mabry's approval
 - Signage will be available on campus
 - Rooms excluded are included in the proposal that was presented (i.e. counselling center, HR conference room, etc.)
 - Can't carry at college sporting event; HPC will put up signs for events depending on who is using the gym (outside organizations)
 - Campus carry will go in effect on August 1st
 - Committee is trying to come up with training videos and tools to help educate everyone
- Training committee update - Peggye Mahfood
 - Get Smart Training 1st one was today; was success
 - 46 people in person; 22 via Zoom
 - Topic this month was procards; next month TIBH Report
 - Setting up USAC Get Smart on Blackboard - staff, faculty, budget authorities will be able to request to be added to the group
 - Upload videos to closed YouTube account
 - Will add instructions to USAC website on how to get access to USAC Get Smart
- University Appreciation Week
 - May 16th - 20th (Lunch on Monday May 16)
 - Committee updates
 - Activities scheduled
 - Lunch split - 11:00am and 12:30, will have to sign up
 - Send committee updates to Melissa for her to send to USAC

- Bill O'Donnell will speak at UAW lunch
- Melissa has requested Mabry record a message to play

New Business

- Human Resources Update
 - Performance evaluations are going on now; due by end of March
 - HR Newsletter
 - Don't have time right now to work on; have to table for the time being; would like to look at in the future
 - HR can send out list of new hires and their positions; will send some ideas/options to Melissa for USAC to look at
 - Training Sessions
 - Starting with managerial trainings
 - Next will have training sessions for employees without direct reports
 - Presidential Search Process
 - UT System is heading up search, Amy Clem is working with them
 - UT System has requested SGA, Faculty Senate and USAC contacts for search committee from Amy
 - Smoking Policy
 - Dr. Mabry proposed tobacco free campus policy, effective 2016-2017 academic year
 - HR will put together policy information/details on how it will be implemented; Will come up with fun ideas to implement policy
 - Dr. Mabry would like to make announcement with final decision this week; HR is putting the policy together right now
 - **USAC vote taken: Tobacco Free passed 11 to 1**
 - HR asked that we please not spread the word until Dr. Mabry sends announcement this week
- Star Award
 - February - Sue Gossett, Administrative Associate, Assessment & Institutional Effectiveness
 - Taking nominations for March; more this month than previous months
- EAC - update will be sent via e-mail once Melissa receives summary from committee
- Mr. Bill O'Donnell - VPBA Update
 - First reactions to campus
 - Universities in general are best places to work because of the environment and energy; UT Tyler has great surroundings,

- environment, terrific buildings (not too old), challenges within campus (there are with all universities)
 - UT Tyler employees really take pride in the university, everyone seems to like coming to work, employees work hard and are dedicated
 - Inspired by what he sees on campus and by his direct reports, everyone wants to contribute positively to campus
- Aramark
 - Contract ends Fall 2016
 - Request for proposals was submitted (5 companies have submitted proposals, including Aramark) - Proposals include: menus, pricing, catering, financials
 - Committee has been formed and will come together over the next several weeks to decide what the best proposals are and possibly have those companies come on campus to see more of what they have to offer; proposals from companies are from 5 to 10 years and will invest a certain amount of money in the university
 - If Aramark is not chosen, transition will happen in the summer
 - O'Donnell asked for feedback on Aramark; Peggye and Michelle agreed that pricing and lack of healthy options are an issue, others seemed to agree; current pricing is \$8.99 unless you are able to get a card (limited availability) then it is \$6.00 - card not communicated (lack of awareness); buffet option not working for employees; not getting money's worth; would like the option of an employee meal plan that is taken out of our paychecks (HR mentioned this might be an issue to implement because it will have to be added to PeopleSoft)
- Listed as a site to be a possible VA clinic (10 sites are being considered, we are just one); Dr. Harold Doty has been working on this for some time; UT System and President are on board with the idea; VA would come in do site approvals if chosen; would bring a lot of people and good exposure to campus; great for our Veteran students
- Alumni House - mostly external funds used to build, currently under construction; should be complete in Fall 2016
- STEM Business Building - construction to start Fall 2016; projected to be completed Fall 2018
 - New business building - will sit back a little bit further than parking garage, located off of University Blvd., court yard will

be facing inside of campus, will include an auditorium if there is funding available (might be shelled or added at a later date depending on funding), 1st and 2nd floors are mostly labs and classroom spaces, 3rd and 4th floors are mostly department offices, 60% will be built day one and 40% will be shell space for future growth

- Parking garage beside new business building - initial construction will be 3 levels (4 if funding is provided); will have to drive around the building from Lake Drive to get to the parking garage; will look at logistics of traffic to get in and out of the business building and parking garage
- Renovate current business building for College of Arts & Sciences; will have to look logistically at best way to renovate the building while offices are housed there; most of the money is going towards things like a new roof, HVAC, and other essentials (not as much allocated for internal renovations)

Adjourn

Next Meeting will be April 20th at 2:00 p.m. in ADM 301.

May meeting - moving to different date because of UAW

Motion to adjourn by Katrina second by Michelle.

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

MINUTES

April 20, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative Amanda Ritchie: Alternate	
District 2	Teresa Young: Alternate	Cindy Sprayberry: Representative
District 3		Katrina Smith: Representative Jessica Brown: Alternate, Chair-Elect
District 4		Raejean Griffin: Alternate Tammie Cooper: Representative
District 5	Kevin Karaki: Representative Bonnie Davis: Alternate	
District 6	Peggye Mahfood: Alternate Richard Moore: Representative	
District 7	Brista Kent: Representative	Michelle Salinas: Alternate
District 8	Sally Bouis: Representative Matt Izard: Alternate	
District 9		Ryan Lilly: Representative Andrew Cage: Alternate
District 10		Hannah Buchanan: Alternate Jessi Reel: Representative, Secretary
District 11	Pam Hudgins: Representative Tracey Huse: Alternate	
District 12	Melissa Hill: Representative, Chair Jana Roman: Alternate	
District 13	Beth Bruce: Alternate Tonya Gaddis: Representative	
District 14	Sue Gossett: Representative	Lisa Wyatt: Alternate
District 15		Christine Smith, Representative Ashlee Hurlburt, Alternate
HR	Ben Carter	

Meeting called to order at 2:06

Old Business

- Approve March Minutes- Tonya approved, seconded by Brista
- University Council Update - No Meeting this month
- Faculty Senate Meeting Update - No Meeting in March
- University Appreciation Week
 - May 16-20th (Lunch on Monday May 16)
 - Committee Updates
 - Food - Fuzzy's (tacos) and Spring Creek BBQ (Turkey and Brisket)

- Fuzzys is meeting same price as last year. REMEMBER TWO LUNCH PERIODS; you will have to choose a lunch time!
- Logistics - save the date went out and surveys should go out soon.
 - Volunteers - next meeting we will have volunteer sign up to assist with events and lunch. We will need all hands on deck! Expect to be volunteered if you do not volunteer!
- Decorations - Star Award Promo video in progress - Bonnie is leading that project. For decorations, we are using the color scheme from the invite and will try to incorporate stars on the tables to help play up the Star Award. We are really trying to help promote the Star Award as much as possible. We will also have a section of the wall (like last year) where we display the star award winners.
- Door Prizes - Looking for donations from local businesses need help with this committee.
- Monday Afternoon - 1:45pm cake walk (UC ballroom) and 2:30pm kick-ball outside behind the Ornelas Dorm on the lawn (Referees Kevin and Josiah). Working on getting PHE gym as rain out location.
- Weekday Activities - We will need volunteers for sign in at each event! We have to procards which will make paying for events easier.

Tuesday May 17th	Wednesday May 18th	Thursday May 19th	Friday May 19th
Golf	Pinot's Palette	iJump	Caldwell Zoo
Pottery Cafe-Ceramics			Planetarium
Times Square Movies	Times Square Movies	Times Square Movies	iJump

New Business

- Human Resources Update - Ben
 - Training Update- rolling out staff training; examples include time management, accepting performance evaluation and criticism, bullying in workplace, strategies for stress management, handling difficult coworkers, internal and external customer service. Starting this summer! Zoom will be available and recordings will be done as well.
 - Financial Wellness Fair- April 26th in the ballroom! Sign up using qualtrics survey sent out
 - Smoking policy- HR is drafting more info on this and will be sent out shortly
- Star Award
 - March - Christine Smith, Administrative Assistant II, Houston Engineering Center
 - Taking nominations for April

- Aramark updates
 - Information was sent out after the last meeting regarding the 5/\$30 and the all-day dine for \$10.
 - The Harvey Lake Subway promotion has begun.
 - At the food show one of the popular items was the "Top It" which is basically a three ounce bag of either Tostitos, Doritos, or Fritos topped with four ounces of nacho cheese. We are now offering this item at the Grille Works for \$3.99.
 - From Al: "I too found the taste of the steak fingers exemplary and have reached out to our supplier to determine the availability of the product for shipment to our location. If we can get the product in time, the plan is to offer the item as a steak finger basket to be sold in the Grille Works." UPDATE: Item is currently available!
 - We are working on additional food options for the upcoming summer and will keep you posted as to what options we would propose.

Adjourn- Kevin motioned to adjourn, Matt seconds.

Next Meeting will be May 12th at 2:00 p.m. in ADM 301. NOTE that this date is different than usual so we can prepare for Appreciate Week events!

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

AGENDA

May 12, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Amanda Ritchie: Alternate	Sonya Meinert: Representative
District 2	Teresa Young: Alternate	Cindy Sprayberry: Representative
District 3	Jessica Brown: Alternate, Chair-Elect	Katrina Smith: Representative
District 4	Raejean Griffin: Alternate	Tammie Cooper: Representative
District 5	Kevin Karaki: Representative Bonnie Davis: Alternate	
District 6	Peggye Mahfood: Alternate Richard Moore: Representative	
District 7	Brista Kent: Representative Michelle Salinas: Alternate	
District 8	Sally Bouis: Representative Matt Izard: Alternate	
District 9	Ryan Lilly: Representative	Andrew Cage: Alternate
District 10		Hannah Buchanan: Alternate Jessi Reel: Representative, Secretary
District 11	Pam Hudgins: Representative	Tracey Huse: Alternate
District 12	Melissa Hill: Representative, Chair Jana Roman: Alternate	
District 13	Tonya Gaddis: Representative Beth Bruce: Alternate	
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15		Christine Smith, Representative Ashlee Hurlburt, Alternate
HR	Amy Clem	

Called to Order at 2:00pm

Old Business

- Approve April Minutes -Kevin motioned to approve; Amanda seconded
- University Council Update - No Meeting this month
- Faculty Senate Meeting Update - Melissa attended via Zoom - all related to Faculty
- University Appreciation Week - May 16-20th
 - Committee Updates
 - Food - Fuzzy's (tacos) and Spring Creek BBQ (Turkey and Brisket)
 - Almost 400 signed up for BBQ
 - 330 for Fuzzy's
 - Over 300 people for both lunches

- Good response from retirees; their names are entered into the drawing too
- Armarak will be inside ballroom serving ice cream
- Drink table right outside ballroom doors
- Volunteers
 - Everyone should be volunteering at some place/time; all hands on deck between lunches and for cleanup afterward
 - Stairs closest to ballroom will be closed to control line
- Decorations
 - Star Award Video
 - Thank you to Bonnie for doing a fantastic job on the video; will be shown at both lunches
 - EVERYONE is needed to help with room set-up and decorations on Friday (tomorrow) at 1:30pm in the UC Ballroom
 - Bring trophies if you have any; committee will reach out to athletics to see if they have any we can use
 - Decorations committee meeting after USAC meeting to finalize decorations
- Door Prizes -THANK YOU to everyone that helped out
 - 100 gift cards have been donated to give out
- Monday Afternoon -
 - 1:45pm cake walk (UC Theater Foyer)
 - Need baked items of any sort
 - Brookshire's on 5th street is donating baked goods
 - 2:30pm kick-ball outside behind the Ornelas Lawn by volleyball court; rain out location is the HPC gym (Referees - Josiah and Kevin)
 - Winning team gets free treat coupons to Andy's
- Weekday Activities - Tonya
 - Need volunteers for sign in and payment at locations
 - Pottery Café - Melissa & RaeJean sign in
 - Time Square Cinema - Jessica pay on Tuesday, Thursday and Sally on Wednesday (payment at 4:45pm)
 - iJUMP - Melissa & Pam sign in (people who signed up can now bring guests for discounted rate)
 - Pinot's Palette - will allow guest but not discounted, Tonya will send email to those that signed up; Amanda helping with sign in
 - Zoo - Tonya & Lisa sign in
 - Planetarium - Matt, Pam, Tonya sign in/payment after each show
 - Will send out email to everyone that signed up

- Cool Clouds - Wednesday, May 18th from 10:30am to noon; ADM breezeway but will move inside ADM 2nd floor if raining
- Boba-loompia! - Tea bar Friday, May 20th from 10am to noon; ADM breezeway but will move inside ADM 2nd floor if raining
- Chipotle (Sally contacted) - unable to donate for UAW but wants to do a promo day and provide free lunch; need 2-4 weeks notice
- Bookstore - offering an additional 10% off on Monday, May 16th for a total of 20% off your purchase in honor of UAW

Tuesday May 17th	Wednesday May 18th	Thursday May 19th	Friday May 19th
Golf	Pinot's Palette	iJump	Caldwell Zoo
Pottery Cafe-Ceramics			Planetarium
Times Square Movies	Times Square Movies	Times Square Movies	iJump

New Business

- Summer Dress Code - referred issue to HR; HR will not be sending out an email; employees will need to get with their managers regarding summer dress code
 - Amy did mention that Bill O'Donnell has been in favor of spirit Friday's though
- Summer Flexible Schedule - referred issue to HR; Bill and Amy have been looking at options and discussing different possibilities; Bill will bring up at the next cabinet meeting if he can
- Human Resources Update
 - Tobacco free - email went out and info is on website; working on policy from student perspective; policy will cover everyone (all employees, students and visitors) including Tyler, Longview and Palestine campuses (HR is looking into how policy will effect Houston Engineering Center, the building is leased so HR will have to see what the policy is for that building)
 - Once policy is finalized, Amy will send to Bill and Bill will present to cabinet
 - Email HR with any questions
 - Still working on enforcement rules and signs (will have signs that will say Tobacco Free beginning August 15th to put up prior to help let people know)
 - Task force was created by people around campus just wanting to volunteer
 - 1st lunch and learn was held to educate anyone interested on what it means to go tobacco free - full room
 - Visitors will be a challenge; signage will be very important
 - Managerial training sessions - HR has held two so far and will hold a training session in the summer for non-managers; more information to be sent by HR

- Melissa has received positive feedback on the new hire list that HR has started sending out; only problem is it is only going to support staff and upper management is not receiving it and some have mentioned they would like to be on the list
- Star Award
 - April - Matt Izard,
 - Taking nominations for May; Star Award video to be showed at UAW luncheon
- Dining Contract
 - Sodexo will be the new operator of the Campus Dining Services beginning July 1st, more details to follow at UAW lunch by Bill
 - Bill was not the sole decision maker; a large committee helped make the decision
 - Aramark will operate Subway and Blends and Brews in the UC for summer starting May 31st until July 1st; will have to see what Sodexo is able to do when they take over (will have to allow for transition)
 - Café in Pharmacy building is currently open from 7a to 2p; they have coffee and a few salads and sandwiches
- Elections - USAC elections in June; will also need EAC representative

Adjourned at 2:51pm - Ryan motioned and 2nd by Michelle

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

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

MINUTES

June 15, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative	Amanda Ritchie: Alternate
District 2	Cindy Sprayberry: Representative Teresa Young: Alternate	
District 3	Katrina Smith: Representative Jessica Brown: Alternate, Chair-Elect	
District 4	Raejean Griffin: Alternate	Tammie Cooper: Representative
District 5	Kevin Karaki: Representative Bonnie Davis: Alternate	
District 6	Peggye Mahfood: Alternate Richard Moore: Representative	
District 7	Brista Kent: Representative	Michelle Salinas: Alternate
District 8	Sally Bouis: Representative	Matt Izard: Alternate
District 9		Ryan Lilly: Representative Andrew Cage: Alternate
District 10	Jessi Reel: Representative, Secretary	Hannah Buchanan: Alternate
District 11	Tracey Huse: Alternate	Vacant: Representative
District 12	Melissa Hill: Representative, Chair Jana Roman: Alternate (via zoom)	
District 13	Beth Bruce: Alternate	Tonya Gaddis: Representative
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15	Christine Smith, Representative (via zoom)	Ashlee Hurlburt, Alternate
HR	Ben Carter	

Meeting called to order at 2:05

Old Business

- Approve May Minutes
- University Council Update - No Meeting this month
- University Appreciation Week
 - Bonus Activities - Tea Bar from Bobaloompia and Cool Clouds Ice Cream
 - Feedback: very positive, another great year! Only negative feedback was the prayer. 2 lunches was great-shorter lines. Door greeters were very helpful. Décor was very festive. Wished lunch was a little longer. Need designated handicap areas for walkers/wheelchairs. Some did not follow 1 guest limit, will need to brainstorm for next year. Peggye suggests we may want to try something different, such as coupons for a meal out. Melissa reminds that the new president

may want to change everything. Send ideas for next year to Jessica, next year date is May 15-19. Satellite campuses are allowed to plan their own event-up to that representative to do so. LUC went to the movies.

New Business

- Human Resources Update - Ben
 - New overtime/FLSA regulations: 12/1 implementation date. Regarding overtime: will reach out to manager/budget authorities to meet and discuss who it will impact. Then managers will share with employees. It will be a case by case basis. Exempt level duties will be determined. Keep in mind that staff will not be losing any money, they will either get a raise or overtime pay.
 - Insurance Coverage/Premiums: Taylor is on leave, Ben is taking on her duties. We had the lowest annual increase for state institutions at 5.5% for BCBS. \$40 life and death & dismemberment. No changes in deductible. July 15 annual enrollment workshop. July 15-31 enrollment changes can be made. New payflex company should be easier to work with.
 - Training update-still in the works, hoping for fall.
 - Tobacco-Free update-policy finalized by HR, working through the chain for final approval. Working on signage.
 - Sally would like a look at the database as there seems to be some issues.
 - Sonya would like deceased members removed from Outlook
- 2016-2017 - Holiday Schedule. Presented schedule was passed by a vote. Per state we can only have 13 holidays.
- Get Smart Training Update - Peggye Mahfood: good feedback. June 29 and July 13 are the next sessions, both cover purchasing with Sue Cross. More sessions on travel TBA. Would like to move forward via zoom only. There are pros and cons to this-will survey afterward. This committee is providing training that would not happen otherwise.
- USAC Removal of Office
 - 1.24 Removal from Office*
 - *Any elected representative can be removed from office for poor or nonperformance of USAC duties. A petition requesting such removal can be brought to USAC by a simple majority of the members of the district or such removal may be initiated by action of USAC. Removal will be effective upon the vote of a simple majority of current USAC members at the next USAC meeting. Decisions of USAC are final. Possible causes of removal shall include, but not be limited to: non-attendance (after two consecutive absences, the chair shall notify the representative regarding a possible removal from USAC); failure to consistently report on activities of USAC to the service area; unavailability of the representative to constituents.*
- Nominations and Elections Committee
 - Amanda Ritchie
 - RaeJean Griffin
 - Michelle Salinas
 - Tracey Huse
 - Please step down if you are not committed or unsure. 3 year terms, 8 are ending this year. You can serve 2 consecutive terms.

- Employee Advisory Committee
 - New Representative Sally Bouis
 - New Alternate - Peggye Mahfood
 - Pam has resigned.
 - Upcoming meeting in June
- Dining Contract
 - Sodexo will start on June 27th
 - Grill will be leaving - Mexican themed venue will be replacing the Grill
 - Einstein's postponed for a year. May need to take some space from the library. If not possible, may move to Arts & Science.
 - They would like to do \$5 faculty/staff lunches in the Met. The logistics have not been worked out yet.
 - They would like to have a summer welcome event.
- Star Award
 - May - Page Chapman, Mail Services
 - Taking nominations for June-none yet.
- UT Tyler Employee Appreciation Day at Chipotle
 - June 21st 11-4pm. Bring your staff ID for free food.
- Burger Grind give free fries Thursdays to UT Tyler employees
- School is Cool Event and Donations Needed

Adjourn- 2:45 Motion by Brista, second by Katrina.

Next Meeting will be July 20th at 2:00 p.m. in ADM 301.

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

MINUTES

July 20, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1		Sonya Meinert: Representative Amanda Ritchie: Alternate
District 2	Teresa Young: Alternate	Cindy Sprayberry: Representative
District 3	Jessica Brown: Alternate, Chair-Elect	Katrina Smith: Representative
District 4	Tammie Cooper: Representative	Raejean Griffin: Alternate
District 5	Kevin Karaki: Representative Bonnie Davis: Alternate	
District 6	Peggye Mahfood: Alternate Richard Moore: Representative	
District 7	Brista Kent: Representative	Michelle Salinas: Alternate
District 8	Sally Bouis: Representative Matt Izard: Alternate	
District 9	Ryan Lilly: Representative	Andrew Cage: Alternate
District 10	Jessi Reel: Representative, Secretary	Hannah Buchanan: Alternate
District 11	Tracey Huse: Alternate	Vacant: Representative
District 12	Melissa Hill: Representative, Chair	Jana Roman: Alternate
District 13	Tonya Gaddis: Representative Beth Bruce: Alternate	
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15		Christine Smith, Representative Ashlee Hurlburt, Alternate
HR	Ben Carter	

Meeting called to order at 2:05

Old Business

- June Minutes approved
- University Council Update - No Meeting this month
- Faculty Senate Meeting - Jessica and Melissa attended: spoke a lot about shared governance, Melissa has copies of policies if you would like to see them. UT Tyler is not in compliance in a lot of areas. IAN app-reach out to Randall Duke if your department is interested. It sends emergency notification in just two clicks. Campus Police spoke about campus carry. Greg Brandonberg spoke about Skype for businesses-would be good for get smart. Lori Allen spoke about new student communication center, needs space and funding. Dr. Mabry spoke about acquiring 117 acres near DPS-needs Board of Regent approval. Church by Innovation Academy would make 125 acres acquired. Task force on

campus communication, Jessica and Melissa serve on it. Lisa and Melissa are working on a staff appreciation event before school begins. Stay tuned for date.

New Business

- Campus Police - Campus Carry Policy Update: Chief Medders: campus carry goes into effect August 1. The policy is online. Chief Medders doesn't expect a lot of issues. The fact is we don't know who is already carrying. The people who will be carrying will have been through the licensing process. Doesn't want everyone to be nervous, although he understands how it could make some uneasy. Should be in holster with trigger guard to prevent accidental discharge. If you see someone carrying call UPD-it should be concealed but accidents do happen. UPD will take care of it if it is an issue. Signage will be going up around campus for exclusion zones (listed in policy). Reminder: open carry is not legal-if you can see a gun it is against the law-contact UPD. Again, he doesn't expect issues; those with license know the law and don't want to lose their license. Holstered guns can be in a purse but they cannot be left unattended. The purse/backpack must stay on their person (arms reach). Guns can be locked in their car in the parking lot, gun should be out of sight. Must be 21 to have license, as far as student housing, students can indicate that they don't want to room with a gun owner. Housing will ask student to provide a lock-up for the gun. If you see someone wearing a gun, don't panic, just contact UPD. The policy has to be reviewed annually. They are working on training for licensed gun holders for what to do in emergencies. Licensed holders can disclose to UPD if they plan to carry, but we cannot require them to do that by law. If you have questions/concerns, contact Chief Medders
- Sodexo - Rebecca Cartwright: "Becky": excited to be here. Getting everything ready for fall! Come down to the Met for lunch, there will be even more changes once school starts. Holy Habanero will be next to Subway. Like a Chipotle. Excited to bring catering back to campus after August 1. Catering manager hired named Carol. 614-425-1316-Becky's number rebecca.cartwright@sodexo.com Will use catertrax, should be up and running mid-August, until then contact Becky. No fac/staff met price set yet. At this time, blends and brews is staying. No new details on Einstein's.
- Human Resources Update - Ben
 - New Employee - Casey Heys replacing Callie Walker, same extension
 - Insurance Open Enrollment unless you have a flex spending account to re-up, there is no requirement to go in and make elections. Best practices are to double check. Single sign on-easy to do.
 - Smoking Policy Approval for signage for smoking cessation.
- Homecoming Update - Jessi Reel: committee has expressed desire for more tshirts for fac/staff. Tshirts are funded by student fee. Could USAC and Faculty Senate provide money for shirts, either to sell and get their money back or just donate to faculty/staff. Melissa: not a lot of budget money left. Could approach Barnes and Noble about selling

shirts. Staff would probably purchase a Homecoming shirt if it was around \$10-15. Sponsorship would also be great idea. USAC will help publicize. Homecoming October 10-15, 2016.

- Communication Task Force - Jessica and Melissa: Two working groups: immediate fixes (wireless issues for 99+ class sizes, internal signage (example people walk into library thinking it is the business building)) and Climate issues: long term issues with communication. Students will be on both committees. Please share any feedback.
- Presidential Search Committee Update - Jessica Brown Can share the job description that was sent to USAC with anyone. Website setup through the UT System to show the stage the search is in-will share. Jessica cannot share any additional information such as prospect names. The process is very secure and private to protect candidates. 3 names will be sent to Board of Regents in October and then the board will decide, hoping for new president to start in January. New candidate should start seamlessly with Dr. Mabry's leave. Expect new president to be in Austin a lot at the beginning.
- Nominations and Elections Committee
 - Amanda Ritchie, RaeJean Griffin, Michelle Salinas, & Tracey Huse
 - nominations end today at 5pm. Survey will be sent out to elect reps and alts from nominations. An area on campus has requested that their staff not serve. HR said it is up to supervisors if employees can serve. It's been difficult to get enough nominations. Hoping to get support from above to encourage participation.
- EAC Meeting in June - Sally Bouis:
 - most campuses seem to have the same issues, such as parking. Suggestion for 20 \$5000 Staff Recognition Award system wide. There are awards for both students and faculty already. Proportionate to campus size, would be 1 or 2 for UT Tyler. Name would be submitted by the President's office and be awarded late Spring. Has been sent to Board of Regents for approval and funding. Police Chief Mike Heidingsfield is most concerned about student behavior: sexual assaults, suicide, active shooters, terrorism, radicalization. Several of these behaviors are fueled by alcohol use. UT Southwestern program has become too costly and not efficient, and will not be continued. At this time, MD Anderson has a pilot program for catastrophic care. If you have testimony for this program, please share with our EAC rep. Skillport training platform: professional training, career building and personal growth. [Utsystem.skillport.com](http://utsystem.skillport.com) Will send email out to districts. Naturally slim pilot went well. Naturallyslim.com/livingwell Reach out to HR if you are interested. Veterans Employment Program: want to see better effort to get veterans in front of hiring committees. Next meeting in October in El Paso.
- Star Award
 - June - Brittany Johnson, Admissions
 - Taking nominations for June
- UT Tyler Employee Appreciation Day at Chipotle
 - 182 UT Tyler Employees participated

- Parking-forwarded concerns and feedback and no new updates. People mostly wanted to know why the price increased and what the money will be going towards, as well as long term goals and why are shuttles running all day-what is the utilization?

Adjourn: 3:25, motion by Matt seconded by Kevin

Next Meeting will be Aug 17th at 2:00 p.m. in ADM 301

Last Meeting of this 2015-2016 academic year

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

MINUTES

August 17, 2016 – ADM 301 - 2:00 p.m.

	Representatives and Alternates Attending:	Representatives and Alternates Not Attending:
District 1	Sonya Meinert: Representative	Amanda Ritchie: Alternate
District 2	Cindy Sprayberry: Representative	Teresa Young: Alternate
District 3	Jessica Brown: Alternate, Chair- Elect	Katrina Smith: Representative
District 4	Raejean Griffin: Alternate	Tammie Cooper: Representative
District 5	Bonnie Davis: Representative Rich Legler: Alternate	
District 6	Richard Moore: Representative Peggye Mahfood: Alternate	
District 7	Brista Kent: Representative	Michelle Salinas: Alternate
District 8	Sally Bouis: Representative	Matt Iazard: Alternate
District 9		Ryan Lilly: Representative Andrew Cage: Alternate
District 10	Jessi Reel: Representative, Secretary	Hannah Buchanan: Alternate
District 11	Tracey Huse: Alternate	Vacant: Representative
District 12	Melissa Hill: Representative, Chair Jana Roman: Alternate	
District 13	Tonya Gaddis: Representative Beth Bruce: Alternate	
District 14	Sue Gossett: Representative Lisa Wyatt: Alternate	
District 15	Ashlee Hurlburt, Alternate-via zoom	Christine Smith, Representative
HR		Ben Carter

Call to order at 2:04

Old Business

- Approve July Minutes-motion by Tonya, seconded by Sally
- University Council Update – Melissa: parking: shuttle from Rose Heights. Staff who ride the shuttle will get a \$2 meal voucher. Varsity Drive will be open the first few weeks for parking. Email will be out soon with more details. Small shuttles will still be running on campus. Will open soccer field for parking if needed. October-Business building construction will begin and lot 18 will be blocked (188 spaces). 4th floor will be added to future parking garage. Rates for parking did go up, but they are lowest in the system. Concealed carry was discussed-same details from USAC meeting. Convocation is August 26, food at 7:30 in Cowan lobby. GATE/Honors has new staff. Innovation Academy adding grades 3-10. As of

last week they still had spots open in Tyler. Scores were higher than many local schools. UT System giving \$2 million to assist in land purchase behind DPS. Van Patterson: Longview enrollment up 20%, nursing program 100% pass rate. Career Services offering virtual career fair Oct. 20. Paula Tate-EHS said fire drills will begin in Sept. New lab safety training for all those who work in labs-will be mandated. Dr. Brunner, 120% pharmacy enrollment increase. Scott Lapinski new financial aid director. New FAFSA rules will go into effect.

- Nominations and Elections Committee Results, Peggy motion to approve as listed in minutes, seconded by Brista
 - Amanda Ritchie, RaeJean Griffin, Michelle Salinas, Jessi Reel, & Tracey Huse
 - District 2 (Amanda)
 - Alternate – Amy Wilson
 - District 4 (RaeJean)
 - Rep – Marie Dullard
 - Alt – Christina Chatman
 - District 5 (Melissa)
 - Kevin resigned from Rep; Bonnie moved into Rep. position
 - Alt – Rich Legler
 - District 9 (Tracey)
 - Rep – Toby Wilkerson
 - Alt – Morgan Leever
 - District 10 (Michelle)
 - Alt – Christopher Cox
 - District 12 (Amanda)
 - Rep – Aaron Ramirez
 - Alt – Kristy Allen
 - District 13 (Jessi)
 - Rep – Matthew Hallman
 - Alt – Rick McGill (At-Large)
 - District 14 (Tracey)
 - Alt – Zachary Adams

New Business

- Presidential Search Committee Update – Jessica Brown: all candidates thus far have been reviewed. Narrowed down to interviewees, interviews will begin in two weeks. Updates will be posted on the website. Final decision is Board of Regents-finalists will be submitted to them by the search committee. The timeline could be adjusted if they don't feel the best candidate is in place.
- Smoking Policy. HR could not be here today.
 - Website-see website for any questions on new policies. A special USAC Town Hall could be held to discuss smoking policies to answer questions, but we do not feel that is necessary at this time. Let us know if you think it is needed. Main question

has been about smoking in the car. As long as it is on the property, it is not allowed even in cars.

- Star Award
 - July – Tracey Huse, Registrar’s Office
 - Taking nominations for August
- Parking
 - Feedback was collected and passed on but no response was given back. The fee did go up. \$72 is the new rate. Hopefully before the rates go up again we will get more notice and be able to give more feedback. Those who drive multiple vehicles can go get a temporary permit from the police department. \$6 per month if you divide it up. Payroll deduction form takes it from first two paychecks. New parking garage is not related to the new business building. \$144 fee for new administrative reserved parking spots for those who have the option. Not sure what times the shuttle will be running to Rose Heights-will it be running late for Enrollment Services, etc. or if leaving for lunch.

- Met
 - Opening the 25th
 - Punch card for staff meals. Not a lot of details at this time, will share info as it comes in.
 - Catertrax will be up on the 25th. Still hiring many key staff members.
- Meet Your Rep
 - Sept 23rd-start planning your tables! If you are outgoing, fill in the new reps. No budget for this event, decorating is the reps responsibility.
 - UC Ballroom – 8-9:30am
 - School spirit theme suggested. Jessica has table cloths left over that we can use. Will be able to set up the day before. Lots of coffee supplies left over from last year too.
 - Suggested that Swoop come for photo opportunity and that photo booth returns.
- Thank You to Melissa. We really appreciate all that you have done!! This has been a great year for USAC- lots of participation. Melissa will still serve next year. If you are outgoing, we hope you will come back when your spot is available again! We appreciate all you have done!

Adjourn at 2:37, motion by Lisa. Brista seconded

**Next Meeting will be Sept 21th at 2:00 p.m. in ADM 301
Last Meeting of this 2015-2016 academic year**