



September 16, 2020 | 3:00 p.m. | ZOOM  
Minutes

**ATTENDANCE**

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	Present
1	Randall "Randy"	Holland	Alternate	Present
2	Ada	Bravo	Representative	
2	MaryEllen	Holland	Alternate	
3	Christian	Chesnut	Representative	
3	Lauren	Thomas	Alternate	Present
4	Jill	Crist	Representative	
4	Bailey	Boughton	Alternate	Present
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Amelia	Duran	Alternate	Present
8	Chris	Frydenlund	Representative, Historian	Present
8	Linda	Friedemann	Alternate	Present
9	Rebecca	Jackson	Representative	Present
9	Brista	Hurst-Kent	Alternate, Chair-Elect	Present
10	Francine	Durr	Representative	Present
10	Sally	Bouis	Alternate	Present
11	Steve	Meyers	Representative	Present
11	Eric	Figueroa	Alternate	
12	Shanese	Williams	Representative, Secretary	Present
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	
13	Linda	Long	Alternate	Present
Ex-O	Gracy	Buentello	HR Director	Present
Ex-O	Amanda	Lynn	Past Chair	Present
Ex-O	Sydni	Blundell	Chair	Present

**OLD BUSINESS**

- Review Minutes – Brista Hurst Kent
  - Motion – Julie Anderson
  - 2<sup>nd</sup> – Linda Friedemann
  - Approved
- University Appreciation
  - Went extraordinarily well
  - Need to put together a request for feedback – will anyone volunteer to put the questions together? Will need to send via Qualtrics
  - Put this on the upcoming committee

## NEW BUSINESS

- Committee Updates
  - Elect Committees
    - Review volunteers & vote
      - Benefits – Christian Chesnut, Amelia Duran, Randy Holland, Steve Meyers
      - Communications – Bailey Boughton, Lindsay James, Jennifer Leviston
      - Nominations & Elections – Amelia Duran, Kim Sheets, Tina Taylor
      - Policies & Procedures – Julie Anderson, Kole DeWoody, Tina Taylor
      - Staff Development – Julie Anderson, Bailey Boughton, Amelia Duran, Francine Durr, Linda Friedemann, Steve Meyers, Tanya Showen
      - University Appreciation – Julie Anderson, Bailey Boughton, Tamara Brown, Jill Crist, Linda Friedemann, Rebecca Jackson, Tanya Showen
      - UT Star Award – Julie Anderson, Bailey Boughton, Christian Chesnut, Jill Crist, Rebecca Jackson, Lindsay James, Jennifer Leviston, Tanya Showen
    - Motion – Amanda Lynn
    - 2<sup>nd</sup> – Julie Anderson
    - Approved
  - Benefits Committee
    - No update
    - Idea(s)
      - Work with Staff Development Committee on monthly trainings
      - Confer with Faculty Senate’s group on Family Leave policy
      - Look at how to “report” USAC event time and STAR Award Winner time
      - Skillsoft – see if we can put something together talking about UT Tyler employee benefits
  - Communications Committee
    - No update
    - Idea(s)
      - Put together an Annual Report to showcase what USAC has done over the year
  - Employee Advisory Committee (EAC)
    - First meeting is October 2
    - Will be meeting the other sister institution representatives and be able to give official updates for the next USAC meeting
  - Nominations & Elections Committee
    - No update
  - Policies & Procedures Committee
    - No update
    - Idea(s)
      - Have 2 representatives and no alternates
      - Change officer elections to where outgoing Chair heads the election process
  - Staff Development Committee
    - No update
    - Notes
      - Now that we have monthly staff development, look at when to host (first in October) and get a year-long list of who will present and when



- Still have “once-a-year” day with keynote speaker – when will this be hosted? Think about keynote speaker options
- University Appreciation Committee
  - No update
  - Notes
    - Consider follow-up survey responses
    - How did we like it spread out over several weeks instead of one week?
    - It was a bit late in the summer for this one (incredibly close to University financial deadlines) – consider moving up earlier in summer (or another time altogether)
    - Explore cost effective ways to appreciate staff all year and not just the one week (or series of weeks, if keeping with this past year’s format)
- UT Star Award Committee
  - August – Amanda Lynn, Fisch College of Pharmacy’s Student Affairs Office
  - Taking nominations for September
  - No additional update
  - Idea(s)
    - Change STAR to be more objective
    - Add published decision / announcement dates
    - Include “photo” with announcement to campus
    - Consider – what are the “benefits” to the STAR Award winner? Work with Benefits Committee and Policies & Procedures Committee to make sure that any/all UT Tyler policies are being followed
- Executive Committee
  - President Tidwell Meeting
    - Fall off to a great start – enrollment outpaced last year by about 2% and largest “first time in college” and undergraduate classes
    - Have had 2 student COVID cases – have been moved to off-campus facility and are being taken care of and monitored
      - \*UPDATE – per email from Chief Medders, there have now been several cases
    - Merger – prospectus for SACSCOC was submitted and expect to receive a response in early December; Board of Regents would like President Calhoun to meet with more groups on campus, so he will meet with USAC Leadership Team sometime this Fall (date has not been set)
    - USAC is not represented across University Committees quite like Faculty Senate – brought to President Tidwell’s attention and he is supportive of increasing USAC representation
    - When reviewing sister campuses and their “USAC” councils, UT Tyler is the *only* University Staff Advisory Council – others are either Staff Council or Staff Senate; would USAC consider a name change to be more cohesive with other institutions and also with Faculty Senate?
      - Staff Senate!
      - Sally and Shanese speak with EAC about name change
- Ad Hoc Committees
  - Faculty & Staff Awards Committee
    - Need at least 4 representatives
      - Tamara Brown, Kim Sheets, Tina Taylor
    - Will work with Faculty Affairs committee to plan and execute the Award event (luncheon)



- Will review the staff nomination packet prior to distribution, will collect staff nominations, will evaluate staff nominations and select staff winners
- Idea(s)
  - Consider making all awards the same amount (\$1250) instead of tiered (\$1000, \$1250, and \$1500)
- Parking Committee
  - Need at least 3 representatives
    - Julie Anderson, Linda Friedemann, Randy Holland
  - VP Jerry Stuff (and team) have offered to meet with USAC group and discuss the parking situation (reserved spots) at length
- University Meeting Updates
  - Faculty Senate
    - Meeting is tomorrow (9/17) via Zoom at 12:30 pm – make sure to join to catch updates
  - University Council
    - Fiscal Year ended well and financially doing well
    - Enrollment
      - Overall enrollment is up about 3.25%
      - NEW graduate student enrollment is up
      - Were projected to be down or flat and we're up – should mean that our financial situation should be in a good place for the future
    - Budgetary Holdbacks
      - University was asked to send back 5% to the state and we will be doing so
      - Keep in mind that the funds that we will utilize this year are monies collected from years' past (1-2 years ago)
      - Over the next few years, anticipate having some sort of "hold back" – probably up until 2023
      - Please make sure to be "thrifty" in how spending University resources
    - Chancellor
      - Will be visiting Thursday and will stop by all academic units
      - Please make sure to dress professionally, as he will stop by
    - Spring Schedule
      - Will occur much like this Fall schedule – don't expect any more or less in-person classes
      - Will start and end the semester on time
      - Plan to host commencement in May of 2021 and will be for Spring 2020, Fall 2020, and Spring 2021 – will either be outside or will make adjustments to accommodate several ceremonies for COVID
    - COVID
      - Testing site for students is up and operational – also visiting Palestine and Longview
        - Positive tests have come from the testing site
      - System is doing some research on the 5-minute saliva test and should the research show that it's reliable and valid, we will work hard to get these tests on campus
        - Should this happen and should the tests work well, we will consider opening campus up a little more and instituting the saliva tests more
        - Keep in mind – none of this is set and will not make any changes until System concludes research on the saliva test
    - Radio Station
      - KVUT "The voice of UT Tyler"



- Will have a lot of publicity in the coming weeks
- Expect to be on air the first part of November
- Mission – to promote the mission and vision of UT Tyler
- Will be an NPR station and will have some original programming from campus
- Rankings
  - New University and College rankings came out and we are being recognized in so many areas
  - It's the job of every faculty and staff member to promote UT Tyler
- University-Wide Items
  - Diversity & Inclusion Task Force
    - USAC has been asked to join the new Diversity & Inclusion Task Force led by VP Ona Tolliver
    - No meetings have been set yet, will keep you updated
  - Diversity Position Statement
    - Dr. Geiger emailed and asked what USAC's position statement is and we do not currently have one – he would like to have a University-wide position statement
    - It was suggested that the new Task Force (mentioned above) should be charged with the creation of such a statement, as the Task Force has faculty, staff, and student representation

## OPEN FORUM

- Meet Your Representative
  - Part of Communications Committee
  - Will be via Zoom / "deliver" treats to each district
- Question about Payroll Tax Deferral – Gracy Buentello
  - Waiting for UT System to provide guidance – left a lot of unanswered questions
  - IRS has issued a notice about the Presidential Memorandum
  - From UT System: will not implement the tax deferral at this point – decision was based on the best interest of the University and employee
  - Can reach out to HR or Payroll if you have additional questions
- Benefits – Gracy Buentello
  - October is the big payroll month with any changes from Annual Enrollment
- Will students be ticketed for parking in reserved spots?
  - Yes, they have been and will continue to be – the only "grace period" right now is for lack of parking permit and no set date on when that grace period will end
  - Consider that some reserved spots are difficult to tell – maybe this could be something the Parking Committee discusses during their meeting(s)
- Will there be a Flu Shot Clinic this year?
  - Yes, School of Nursing will host sometime in October – more important than ever! Keep an eye out for information in coming weeks
- University Events
  - Engage Platform
    - Make sure to take a look at the UT Tyler Engage platform – has a lot of great information
    - Not just for UT Tyler information, has a "News" tab that has local information as well
    - <https://uttyler.campuslabs.com/engage/events>
  - Hispanic Heritage Month
    - Events: 9/16, 9/21, 10/30

**ADJOURN** Next meeting will be Wednesday, October 21 at 3:00 pm via ZOOM



- Motion – Kimberly Sheets
- 2<sup>nd</sup> – Julie Anderson



October 21, 2020 | 3:00 p.m. | ZOOM  
 Agenda

**ATTENDANCE**

District	Name		Position	Attendance
1	Wilson "Kole"	DeWoody	Representative	X
1	Randall "Randy"	Holland	Alternate	X
2	Ada	Bravo	Representative	X
2	MaryEllen	Holland	Alternate	X
3	Christian	Chesnut	Representative	X
3	Lauren	Thomas	Alternate	
4	Jill	Crist	Representative	
4	Bailey	Boughton	Alternate	X
5	Tina	Taylor	Representative	X
5	Jennifer	Leviston	Alternate	
6	Julie	Anderson	Representative	X
6	Kim	Sheets	Alternate	X
7	Tamara	Brown	Representative	
7	Amelia	Duran	Alternate	X
8	Chris	Frydenlund	Representative, Historian	
8	Linda	Friedemann	Alternate	
9	Rebecca	Jackson	Representative	X
9	Brista	Hurst-Kent	Alternate, Chair-Elect	X
10	Francine	Durr	Representative	X
10	Sally	Bouis	Alternate	X
11	Steve	Meyers	Representative	
11	Eric	Figuroa	Alternate	
12	Shanese	Williams	Representative, Secretary	X
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	
13	Linda	Long	Alternate	
Ex-O	Gracy	Buentello	HR Director	X
Ex-O	Amanda	Lynn	Past Chair	X
Ex-O	Sydni	Blundell	Chair	X

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Motion- Amanda Lynn
  - 2<sup>nd</sup> – Julie Anderson
  - Approved

**NEW BUSINESS**

- Committee Updates
  - Benefits Committee – Christian Chesnut, chair
    - N/A
  - Communication Committee – Shanese Williams, chair

- Meet your rep breakfast, looking at October 30<sup>th</sup> for a breakfast drop off
  - Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
    - Four Committees
    - Shanese Williams Chair of Diversity, Equity, and Inclusion
    - Campus safety (Sally Bouis is a part of)
    - Telecommuting committee
    - Future work & mentoring
    - Chancellor Milliken spoke about focusing on diversity and inclusion for Texas Systems, not educating enough Texas students
    - Special guest Lee Coffee about natural biases
  - Nominations & Elections Committee – Chris Frydenlund, chair
    - N/A
    - Will be sending out agenda items to committee soon
  - Policies & Procedures Committee – Tina Taylor, chair
    - Moving to two representatives
    - Changing words on section 1.31 for making sure everyone represented on a committee
  - Staff Development Committee – Sydni Blundell, ex-officio
    - Working on monthly topic trainings that are open for faculty and staff via zoom
    - Top three areas they received feedback on are accounting and financial reporting, budget, and event management/Astra
    - 16 different topics for ranking
    - Reach out to the USAC email for any topic suggestions
  - University Appreciation Committee – Bailey Boughton, chair
    - Survey was sent out about last staff appreciation and waiting for feedback
  - UT Star Award Committee – Brista Hurst Kent, chair
    - Set a hard range of dates for accepting nominations (1<sup>st</sup>-25<sup>th</sup>)
    - Set a hard date for sending out announcements (28<sup>th</sup> or last day of the month)
    - Janet Rainey won last Star Award
  - Executive Committee – Sydni Blundell
    - Met with President Calhoun and discussed about history and credentials, wanted to meet with different stakeholders of University because he is active in state legislature and didn't want to delay meeting for first 2 months
    - President Calhoun will be president of institution Jan 1. if SACS approves merger
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - N/A
  - Parking Committee – Julie Anderson, chair
    - Meeting to discuss before meeting with Jerry Stuff
    - More designated motorcycle parking, more faculty and staff parking, if department is paying for space that is fine if not then they need to move it to another place and location, prorated parking permit that starts after beginning of fiscal year
    - Gathering data on how many faculty, staff, and students on campus
- University Meeting Updates – Sydni Blundell
  - Diversity & Inclusion Task Force
    - Meet every Monday
    - Recommendation on how to make a plan and statement for people to feel included and welcome, has a draft for recommendations but post-merger, diversity statement
    - What are different areas on campus that are working on diversity initiatives



- Faculty Senate
  - Retention looking good
  - If students need help let provost office know
  - 2021 50-year university for UT Tyler
  - College of nursing and health sciences dean search committee so looking to move forward
  - Merger is on pause until we get SACS approval
  - Academic calendar will be reviewed and approved in undergraduate and graduate councils before it is posted online
  - COVID numbers looking good, athletes tested once a week, looking to have sports in spring depending on how numbers look
  - Admissions task force created to review any duplications of undergraduate and graduate admissions, proposal deadline of Nov 6<sup>th</sup>
- University Council
  - N/A
- General Updates – Sydni Blundell
  - Culture Survey
    - Faculty senate and USAC suggestion box
    - Reviewing every month to look at any submissions
  - Discount Program through Government & Community Affairs
    - Providing discount cards with partnering local businesses, reach out to Brandon Reynolds if you know of any
  - Voting and Students
    - UT Tyler will shuttle students to various voting locations
  - COVID-19
    - Hotline is always available, testing available Mon-Fri 8-12 and 1-5
    - Contact tracing team does not reach out unless there are significant concerns
    - Professors will be notified directly if a student will be out for 14 days
    - Updating dashboard on website
  - Employee Evaluations to UT Share
    - e-performance access level is only available to people who are directly over them
  - Faculty/Staff Headshots
    - Oct 22<sup>nd</sup> 9:30-2pm

#### OPEN FORUM

- Library Satisfaction Survey – Tamara Brown
- Archer Fellowship – Katie Stone
  - Graduate deadline Nov 5
  - Undergraduate deadline February 15
- Refillable Cups & Soft launch for transactional orders for Chick fil a- Brista Hurst Kent
- Faculty and students do not come back on campus after thanksgiving Staff are expected to come back

#### ADJOURN

- **Motion-** Kimberly Sheets
- **2<sup>nd</sup>** – Julie Anderson

*Next meeting will be Wednesday, November 18 at 3:00 pm via ZOOM*



November 18, 2020 | 3:00 p.m. | ZOOM  
Minutes

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	
1	Vacant	Vacant	Alternate	
2	Ada	Bravo	Representative	X
2	MaryEllen	Holland	Alternate	X
3	Christian	Chesnut	Representative	X
3	Lauren	Thomas	Alternate	
4	Jill	Crist	Representative	X
4	Bailey	Boughton	Alternate	X
5	Tina	Taylor	Representative	X
5	Jennifer	Leviston	Alternate	
6	Julie	Anderson	Representative	x
6	Kim	Sheets	Alternate	
7	Tamara	Brown	Representative	X
7	Amelia	Duran	Alternate	X
8	Chris	Frydenlund	Representative, Historian	X
8	Linda	Friedemann	Alternate	
9	Rebecca	Jackson	Representative	
9	Brista	Hurst-Kent	Alternate, Chair-Elect	X
10	Francine	Durr	Representative	X
10	Sally	Bouis	Alternate	
11	Steve	Myers	Representative	X
11	Eric	Figueroa	Alternate	
12	Shanese	Williams	Representative, Secretary	X
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	X
13	Linda	Long	Alternate	
Ex-O	Gracy	Buentello	HR Director	
Ex-O	Amanda	Lynn	Past Chair	X
Ex-O	Sydni	Blundell	Chair	X

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Motion – Chris Frydenlund
  - 2<sup>nd</sup> – Tina Taylor
  - Approved

**NEW BUSINESS**

- Committee Updates
  - Benefits Committee – Christian Chesnut, chair
    - No update at this time
    - Next Meeting in December



- Communication Committee – Shanese Williams, chair
  - Thank you for everyone coming out to the Meet Your Rep breakfast
- Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
  - Next meeting Jan 8<sup>th</sup>
  - Diversity, Equity, and Inclusion working on diversity toolkits for each institution and working on employee resource groups
- Nominations & Elections Committee – Chris Frydenlund, chair
  - Proposed update to Policies & Procedures committee that to have the outgoing USAC Chair lead the USAC Officer’s election, instead of the Nominations & Elections Committee chair
  - Looking at adding procedures for nominations and elections process to the USAC Policies and Procedures
- Policies & Procedures Committee – Tina Taylor, chair
  - 1 Representative & 1 Alternate vs 2 Representatives – voted electronically
    - The Policies and Procedure committee sent out a Qualtrics survey to the 13 Districts Representatives to vote on changing the Districts to have 2 Representatives or to not change and continue with having 1 Representative and 1 Alternate per district. Votes were received from all 13 Districts and they have been tallied, 11 “Yes, I would like to change and have 2 Representatives per District” and 2 “No, I would not like to change. I would like to keep with 1 Representative and 1 Alternate per District”
    - The Committee will move forward with making the needed corrections to the USAC Policies and Procedures.
    - The wording for moving forward will be discussed at next meeting
- Staff Development Committee – Steve Meyers, chair
  - 2<sup>nd</sup> Staff Development Session
  - 53 people in attendance at the last session
  - If you have anyone in your district that would like to present for a session please let Steve know
- University Appreciation Committee – Bailey Boughton, chair
  - Year-round appreciation ideas – request for feedback
    - Wellness Walk Wednesdays- once a month or every other week
    - Thank You Notes
    - Cheers for Peers
    - Acknowledgements for Participations
  - HR has the ability to pay for wellness initiatives through Texas Systems, please let Gracy know
- UT Star Award Committee – Brista Hurst Kent, chair
  - October winner – Olimpia Morales
  - Taking nominations for November
    - New process implemented for this month
- Executive Committee – Sydney Blundell
  - President Tidwell Meeting
    - Spring Semester – Will remain the same start date, end date, length, and dates for Spring Break. Question about if cases rise after Spring Break and as long as the UT Tyler numbers / percentages are lower than the surrounding areas, we’ll keep going as planned. If UT Tyler cases rise over the surrounding areas, then we’ll send everyone home and finish fully-online, like Spring 2020.
    - Employee Holiday Event – Discussed and was very supportive of having an event, but it would have had to be this week since classes are still face-to-face

The University of Texas at  
**TYLER USAC**

- UPDATE: Gracy sent Sydni an example of what another institution is doing and they are having 3 days of “come and go” events for their staff – could consider for UT Tyler and do it right after the semester ends, week of December 14-18.
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - No update at this time
  - Parking Committee – Julie Anderson, chair
    - No update at this time
- University Meeting Updates – Sydni Blundell
  - Diversity & Inclusion Task Force
    - Moving along! Task Force is finalizing a “subcommittee” of sorts and thank you to Eric Figueroa, Brista Hurst Kent, Sarah Norrell, and Shanese Williams for serving on this committee! I had more people reach out with interest, so I also want to acknowledge and thank them for being so willing to volunteer!
  - Faculty Senate
    - Next meeting is tomorrow, Thursday, November 19 at 12:30 – please join!
    - Collaboration
      - Faculty Senate and USAC have really been collaborating this year and I can’t thank both of our Executive Committees enough for intentionally thinking of ways we can work together
  - University Council
    - VP Lucas Roebuck gave a report on his area and their structure and initiatives
      - Client Advocate Model (4 advocates for 32 different clients / areas)
- General Updates – Sydni Blundell
  - USAC Name Change
    - When the Executive Committee met with President Calhoun, he mentioned that UTHSCT has an Employee Advisory Council – we are pausing on the name change until after the merger so that we can incorporate UTHSCT’s staff, as well.
  - Questions from last meeting
    - If faculty and students don’t return after Thanksgiving, what about staff?
      - President Tidwell actually addressed this in University Council and also in his campus-wide email on 11/10 – students are learning online and are not required to come back to campus (but can if they choose). All other campus operations are expected to carry on as normal.
      - This says that classes are online, and faculty and staff are expected to continue operations as they normally would.
    - Events that used to be during the week and are now moved to weekends, is comp time an option for that “additional” travel time?
      - Reference the Department of Labor:  
<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs22.pdf> – specifically the Home to Work Travel areas.
      - If you were traveling to a DIFFERENT city than you normally work, then that travel time could be counted as work time (except the employer has the right to deduct your “normal” travel time), but since you’re traveling to the SAME city as your normal work, then that travel time is not counted as work time.
      - Ex: I live in Longview and travel to Tyler for work (M-F) and I’m expected to be at Tyler location on Saturday, so the travel isn’t considered work time. BUT! I’m expected to be at Palestine location on Saturday, so the travel could be considered work time (again,



my employer could deduct the 40 minutes I normally travel from the Palestine drive time).

#### **OPEN FORUM**

- Update on the Evergreen study?
  - Evergreen is working on generating and finalizing job descriptions. We have a lot of unknowns with the merger that we are unable to proceed with the market study. I am hopeful we would know more in the Spring to proceed.
- Can the New Hire Lists from HR be created to send out again? This was a great way for our teams, as I am sure others, to know when new people were starting in different positions all around the different campuses and departments.
  - Last known one to be sent out was 2016 and HR is definitely willing to explore bringing this back! However, with the merger and the unknowns of exactly what systems and how we will structure, let's "put a pin" in it for the time being. If we don't bring it back up, please remind Sydni towards the end of the Spring semester!
- If the available 30-minute activity time we are allotted is tacked onto a lunch that is being used for physical activity, why could this not be acceptable?
  - This is called Wellness Leave and Gracy and Sydni have discussed previously about how UT Tyler doesn't have it implemented at this time. Other institutions, such as UTSA, do have it implemented so this would be a great item for the Benefits Committee to explore and help spearhead for staff to utilize!
- If you have any questions or need to update us about our website please let us know

**ADJOURN** *Next meeting will be Wednesday, December 16 at 3:00 pm via ZOOM*

- Motion – Julie Anderson
- 2<sup>nd</sup> – Linda Freedman



December 16, 2020 | 3:00 p.m. | ZOOM  
Minutes

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1	Lynette	Sutter	Alternate	x
2	Ada	Bravo	Representative	x
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3	Lauren	Thomas	Alternate	
4	Bailey	Boughton	Representative	x
4	Jill	Crist	Alternate	
5	Tina	Taylor	Representative	x
5	Jennifer	Leviston	Alternate	x
6	Julie	Anderson	Representative	x
6	Kim	Sheets	Alternate	x
7	Tamara	Brown	Representative	x
7	Amelia	Duran	Alternate	x
8	Chris	Frydenlund	Representative, Historian	
8	Linda	Friedemann	Alternate	
9	Rebecca	Jackson	Representative	
9	Brista	Hurst-Kent	Alternate, Chair-Elect	x
10	Francine	Durr	Representative	x
10	Sally	Bouis	Alternate	x
11	Steve	Myers	Representative	x
11	Eric	Figuroa	Alternate	
12	Shanese	Williams	Representative, Secretary	x
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	
13	Linda	Long	Alternate	x
Ex-O	Gracy	Buentello	HR Director	
Ex-O	Amanda	Lynn	Past Chair	x
Ex-O	Sydni	Blundell	Chair	x

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Motion – Julie Anderson
  - 2<sup>nd</sup> – Amelia Duran
  - Approved

**NEW BUSINESS**

- Committee Updates
  - Benefits Committee – Christian Chesnut, chair
    - No update at this time
    - Will meet in January with faculty senate for family leave policy

The University of Texas at  
**TYLER** USAC

- Communication Committee – Shanese Williams, chair
  - N/A
- Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
  - Committee work and gathering data
  - Next meeting will take place January 8<sup>th</sup>
- Nominations & Elections Committee – Chris Frydenlund, chair
  - No update at this time
- Policies & Procedures Committee – Tina Taylor, chair
  - No update at this time
- Staff Development Committee – Steve Myers, chair
  - N/A
  - If you have any suggestions please let Steve know
- University Appreciation Committee – Bailey Boughton, chair
  - No update at this time
- UT Star Award Committee – Brista Hurst Kent, chair
  - November winner – Jack Rothrock
  - Taking nominations for December
- Executive Committee – Sydni Blundell
  - President Tidwell Meeting
    - Admissions Task Force – no official proposal or comments have been sent to President Tidwell yet, but Provost Mirmiran and VP Lucas Roebuck are reviewing the Task Force’s comments and recommendations
    - Merger – at this point, even though the merger has been approved, it will be several years before we “see” much change as those details need to be worked out in UT System and with Leadership
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - No update at this time, plan to meet soon
  - Parking Committee – Julie Anderson, chair
    - Provide updated numbers of parking permits sold vs. spaces available
    - Discuss steps on how we want to proceed with meeting with VP Jerry Stuff
    - 4,087 parking spots on main campus, 240 Longview, 146 Palestine, N/A on Houston
    - 6,459 parking spots sold in total
- University Meeting Updates – Sydni Blundell
  - Diversity & Inclusion Task Force
    - The subcommittee has been meeting and we hope to have a recommendation for the full Task Force when we get back from winter break in January
  - Faculty Senate
    - Next meeting is Thursday, January 21 at 12:30
  - University Council
    - Did not have a December meeting
- General Updates – Sydni Blundell
  - Winter Break
    - Official University Holiday Schedule is posted on the [Human Resources website](#) – UT Tyler is: closed 12/23-12/25; skeleton workforce 12/28-12/31; closed 1/1
    - Employee can telecommute December 21<sup>st</sup> & 22<sup>nd</sup>
  - UT Tyler Merger



- Has been approved and “The UT System Board of Regents will meet later this month to take action on implementation of the merger, which begins January 1, 2021.”
- Meeting this week with UTHSCT’s Employee Advisory Council Chair
- Unsolicited Thank You Email
  - “Thank you...for the productive work of all of the officers, representatives and alternates. The USAC continually helps to make UT Tyler a great place to work.”
- Ethics in a pandemic email
  - Join via zoom 12/18 from noon-1pm for more information

#### OPEN FORUM

- Campus Recycling – Dr. Andy Krouse and Bonnie Davis
  - End of January or beginning of February will be the roll out
  - 23 Gallon recycle bins in all common areas and smaller bins for offices you can get upon request through an online request form
  - SSC will pick up recycling and trash everyday and the city of Tyler will pick that up twice a week
  - Net zero costs
  - EH&S picks up battery recycling
  - If you have questions, need clarification, or have suggestions contact Bonnie Davis [bdavis@uttyler.edu](mailto:bdavis@uttyler.edu)
- Director members of staff not getting included in anything due to not being considered upper level management -Julie Anderson
  - There is classified staff that is a part of USAC but there is an administrative & professional staff council they should be a part of -Sydni Blundell

**ADJOURN at 3:38pm** *Next meeting will be Wednesday, January 20 at 3:00 pm via ZOOM*

- Motion – Kimberly Sheets
- 2<sup>nd</sup> – Steve Myers





**January 20, 2021 | 3:00 p.m. | ZOOM  
Minutes**

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	x
1	Lynette	Sutter	Alternate	x
2	Ada	Bravo	Representative	x
2	MaryEllen	Holland	Alternate	x
3	Christian	Chesnut	Representative	
3	Lauren	Thomas	Alternate	x
4	Bailey	Boughton	Representative	x
4	Jill	Crist	Alternate	
5	Tina	Taylor	Representative	x
5	Jennifer	Leviston	Alternate	x
6	Julie	Anderson	Representative	x
6	Kim	Sheets	Alternate	x
7	Tamara	Brown	Representative	x
7	Amelia	Duran	Alternate	x
8	Chris	Frydenlund	Representative, Historian	x
8	Linda	Friedemann	Alternate	x
9	Rebecca	Jackson	Representative	
9	Brista	Hurst-Kent	Alternate, Chair-Elect	x
10	Francine	Durr	Representative	x
10	Sally	Bouis	Alternate	x
11	Steve	Myers	Representative	x
11	Eric	Figueroa	Alternate	
12	Shanese	Williams	Representative, Secretary	
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	x
13	Linda	Long	Alternate	
Ex-O	Gracy	Buentello	HR Director	x
Ex-O	Amanda	Lynn	Past Chair	x
Ex-O	Sydni	Blundell	Chair	x

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Approval- Amanda Lynn
  - 2<sup>nd</sup>- Brista Hurst-Kent

**NEW BUSINESS**

- Committee Updates
  - Benefits Committee – Christian Chesnut, chair
    - No Updates
  - Communication Committee – Shanese Williams, chair
    - No Updates

The University of Texas at  
**TYLER** USAC

- Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
  - Internship opportunity available for graduate and undergraduates
  - The newsletter will be available to look at on the website soon
- Nominations & Elections Committee – Chris Frydenlund, chair
  - No Updates
- Policies & Procedures Committee – Tina Taylor, chair
  - Working on rewording to two representatives
- Staff Development Committee – Steve Myers, chair
  - No Updates
  - Looking to get speakers booked for trainings
- University Appreciation Committee – Bailey Boughton, chair
  - Holiday event went really well, people were happy with events, stayed safe
  - 45 people attended first day, over 120 cans of food donated
  - 50 people second day
  - 93 people attended third day
- UT Star Award Committee – Brista Hurst Kent, chair
  - Awarded December Award to Chris Cox
  - Received 7 nomination responses through link that was sent out
  - Will update and publish star awards onto the website
- Executive Committee – Sydni Blundell
  - President Calhoun Meeting (first meeting will take place in February and is very excited, please reach out to leadership if you have questions or anything asked)
  - UTHSCT's Employee Advisory Council Officer Meeting (Wants to have meeting regarding their goals, leadership, and likes/dislikes)
  - Treasurer Position (Would keep up with budget, submit receipts, have pro card, and be fiscally responsible) Believe it will be beneficial. Will look into our sister institutions and see how they word it. Possibly get them started earlier to get their role flushed out and defined.
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - No updates but hoping to get started on things soon
  - Parking Committee – Julie Anderson, chair
    - No updates
- University Meeting Updates – Sydni Blundell
  - Diversity & Inclusion Task Force
    - No updates
  - Faculty Senate
    - First meeting January
  - University Council
    - VP Dr. Joseph Woelkers spoke about upcoming medical school. Received confirmation from MSA that we are considered a developing school. Must go through board of regents in order to get confirmation.
    - Clarification on organization or structure should be coming soon. There is a plan for Faculty and staff to have access to vaccine when more are available. Nursing students and staff have had access to vaccine. Executive leadership team for the university will be housed on the main Tyler campus. Dr. Calhoun is more of an external president because he will be campaigning for UT Tyler financially & politically.
  - When contacting USAC for a quicker response CC Sydni and Brista as well.



#### **OPEN FORUM**

- New hire list for the districts will be asked closer to March due to the merger
- Not being able to use own sick leave pool for maternity/paternity leave. State statute talks about catastrophic circumstances. Gracy will investigate that more.
- Feedback from staff that some people aren't being allowed to telecommute, but other departments are getting to do so.
  - There is a telecommuting policy
  - Discuss with supervisor for "why not", based on policies if you wish to grieve about it you have the opportunity.

**ADJOURN** *Next meeting will be Wednesday, February 17 at 3:00 pm via ZOOM*

- Approval- Julie Anderson
- 2<sup>nd</sup>- Stephen Myers



**February 24, 2021 | 3:00 p.m. | ZOOM  
Minutes**

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	Present
1	Lynette	Sutter	Alternate	Present
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	Present
3	Lauren	Thomas	Alternate	
4	Bailey	Boughton	Representative	Present
4	Jill	Crist	Alternate	
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Vacant	Vacant	Alternate	---
8	Chris	Frydenlund	Representative, Historian	Present
8	Linda	Friedemann	Alternate	Present
9	Rebecca	Jackson	Representative	Present
9	Brista	Hurst-Kent	Alternate, Chair-Elect	Present
10	Francine	Durr	Representative	Present
10	Sally	Bouis	Alternate	
11	Steve	Myers	Representative	Present
11	Eric	Figuroa	Alternate	
12	Shanese	Williams	Representative, Secretary	Present
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	Present
13	Linda	Long	Alternate	
Ex-O	Gracy	Buentello	HR Director	Present
Ex-O	Amanda	Lynn	Past Chair	Present
Ex-O	Sydni	Blundell	Chair	Present

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Motion – Linda Friedemann
  - Second – Tamara Brown
  - Approved

**NEW BUSINESS**

- Committee Updates
  - Benefits Committee – Christian Chesnut, chair
    - No Update
  - Communication Committee – Shanese Williams, chair



- No Update
- Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
  - No Update
- Nominations & Elections Committee – Chris Frydenlund, chair
  - Previously approved the change from 1 Representative and 1 Alternate to 2 Representatives – proposed language has been submitted to the Policies & Procedures
- Policies & Procedures Committee – Tina Taylor, chair
  - Review the revisions regarding changing from 1 Representative and 1 Alternate to 2 Representatives – issuing voting link and will present to President Calhoun, if passed
- Staff Development Committee – Steve Myers, chair
  - No Update
- University Appreciation Committee – Bailey Boughton, chair
  - Requesting feedback regarding University Appreciation Week ideas
  - Feedback was that they missed taking family to events, having all off campus events due to COVID wasn't as safe
  - Possibly think about sending out another survey now that there has been a vaccine.
- UT Star Award Committee – Brista Hurst Kent, chair
  - January Winner – Page Chapman, Mail Services
  - Taking nominations for February
  - We have former winners online and thanks to Katy Cline, historical information (1999-2007) was able to be added. Please take a look at it and let us know if you have any information to add! We love our employees and want to make sure that we capture the winners and their information for each month! [https://www.uttyler.edu/usac/awards\\_recipients.php](https://www.uttyler.edu/usac/awards_recipients.php)
- Executive Committee – Sydney Blundell
  - President Calhoun Meeting
    - Restructuring (Redistricting)
      - We should know what restructuring changes are sometime this or next week – we will use the information to make sure our districts are accurately representative of our new structure, so we may need to move some districts around
  - UTHSCT's Employee Advisory Council Officer Meeting
    - Brista and Sydney met with Corrie and Carol, the EAC Chair and Vice Chair respectively, this morning and we are excited to work together and collaborate as to how our two councils will be structured in the future
  - General Updates
    - Essential Work / Employees
      - As many saw, the email about continuing essential work for essential employees went out – there were questions as to “who is essential.” Since COVID-19 happened, executive leadership determined that “essential” was at the discretion of the supervisor and this determination still applies and will continue to apply until if / when there is any kind of official change.
    - Sick Leave Pool
      - Gracy and Sydney are still working on – want to make sure to have the most accurate and complete information available
    - Evergreen Compensation Study
      - Still paused – the restructuring determination is vital before we can move forward. We don't want to use current information because there will be some changes and we don't want to have inaccuracies since we know things won't

remain the same. Example, you don't want to have your house appraised before it's remodeled because it might have a higher value after the remodel – same concept or line of thinking applies.

- COVID Testing & Reporting
  - It is important to contact the COVID hotline so that appropriate procedures can be followed. You should call the hotline if: you have been exposed to COVID-19 (on or off campus), you experience COVID-19 symptoms, or you test positive for COVID-19 at any testing site.
  - If you have been exposed to or experience symptoms of COVID-19, contact the COVID hotline at 903.565.5999 in order to be tested.
    - Tyler campus: 8 a.m. – 5 p.m. Monday through Friday in Cowan Center Lobby (closed noon – 1 p.m. for lunch)
    - Longview campus: 9 a.m. – 1:30 p.m. Monday, Wednesday and Friday
    - Palestine campus: 9 – 11 a.m. Monday, Wednesday and Friday
  - As Chair, Sydney sits on the IRT (Incident Response Team) and they meet every week. On and off campus numbers are shared at every meeting and it's important that the numbers are accurate. Additionally, if you ever have any COVID related questions / concerns / input, please let Sydney know so that she can bring it to the IRT.
  - If you need any COVID hygiene supplies (plexiglass barriers, disinfectant, face masks, etc.) please submit a request to facilities via their online request form: <https://www.uttyler.edu/facilities/supplies-request/>
- Cafe 1948
  - Cafe 1948 is a mobile cafe based out of a 1948 Boles Aero trailer serving premium espresso beverages. Considering having them come to campus as a general pick-me-up.
- QPR Training
  - QPR – Question. Persuade. Refer. Is an online, self-paced training available to students, faculty, and staff on how to respond to someone in crisis.
  - To sign up, please complete the Qualtrics form, and you will be contacted with more information about the training.  
[https://uttyler.az1.qualtrics.com/jfe/form/SV\\_bPYiAY6Z4P6dK98](https://uttyler.az1.qualtrics.com/jfe/form/SV_bPYiAY6Z4P6dK98)
  - Questions, comments, or concerns can be directed to Kim Livingston-Cobb via phone (903.566.7197) or email ([klivingston@uttyler.edu](mailto:klivingston@uttyler.edu))
- 6<sup>th</sup> Annual Lyceum Student Research Showcase
  - Friday, April 16, Morning, Virtually
  - Requesting faculty & staff judges for the student presentations – times are available for selection as to what works with your schedule. Available times appear on the volunteer sign up link:  
[https://uttyler.az1.qualtrics.com/jfe/form/SV\\_ct3xDMrd1afK4sK](https://uttyler.az1.qualtrics.com/jfe/form/SV_ct3xDMrd1afK4sK)
  - Questions, comments, or concerns can be directed to: Dr. Paul Streufert ([pstreufert@uttyler.edu](mailto:pstreufert@uttyler.edu)), Dr. Kassie Archer ([karcher@uttyler.edu](mailto:karcher@uttyler.edu)), or Dr. Chris Thomas ([cthomas@uttyler.edu](mailto:cthomas@uttyler.edu))
- She. Her. We. Phenomenal Women's Conference
  - Tuesday, March 2, 6-7:30 pm, Virtually
  - Available to anyone – feel free to invite others
    - Make sure to RSVP via the appropriate link:



- She.Her.We. Phenomenal Women’s Conference Registration Link: [https://uttyler.az1.qualtrics.com/jfe/form/SV\\_1AezvFloyRsBWKx](https://uttyler.az1.qualtrics.com/jfe/form/SV_1AezvFloyRsBWKx)
    - She.Her.We. Phenomenal Women’s Conference UT Tyler Student Registration Link: <https://uttyler.campuslabs.com/engage/event/5312494>
  - Questions, comments, or concerns can be directed to Dwala Thomson via email ([dthomson@uttyler.edu](mailto:dthomson@uttyler.edu))
- Who IS USAC?
  - According to our Policies & Procedures, we serve *all* staff (classified and A&P), but our representatives are comprised of classified staff only. This means that we need to adjust whom we are contacting regularly and are sharing our meeting links, agendas, minutes, and general contact emails with. If changes are made, they must be amendments to our Policies & Procedures and voted on before we can implement.
  - Waiting for an updated list from HR with new districts
- Name Change
  - Looping back, previously discussed having a name change from USAC to something more streamlined. Options are: Staff Senate, Staff Council, or stay as USAC – general idea vote in Zoom with possible Policies & Procedures change presented next meeting.
  - 63% Staff Senate, 22% Staff Council, 16% keep the same
  - Not set in stone but something to give to leadership
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - The committee has reviewed and approved changing all of the awards to the same award amount, \$1,250. The Leadership Team will present this to the President in their next meeting for his approval.
    - We have agreed that this committee should be a permanent committee instead of Ad-Hoc and will be moving forward to make that change.
    - Please email Tina if you know of anyone, yourself or someone in your District, that would like to help with the review of the nominations and with the award selection process.
    - We will be adding the submission process of the awards to Qualtrics this year.
  - Parking Committee – Julie Anderson, chair
    - Waiting on meeting time confirmation from Chief Medders
- University Meeting Updates – Sydni Blundell
  - Diversity & Inclusion Task Force – special guests: Ona Tolliver, VP of Student Success; Dr. Rick Helfers, President of Faculty Senate; and Joshua Menhennett, President of Student Government Association respectively
    - Evaluate what resources are available to see what next best steps are
    - Different groups are doing different things on campus
    - 1. Recommendation is to conduct a climate survey
    - 2. Conduct a diversity statement but the committee feels that it shouldn’t go out till after the survey is completed.
    - Looking at different survey options & methods for our institutions.
    - The challenge is getting students more interested in the survey and showing them the pay offs. Having student committees for diversity and inclusion. Students would like to see training either offered or mandated.
    - UTSAC is getting ahead in their meetings

- A tool will be a faculty and staff survey and then a student survey
- There will be a diversity and inclusion dashboard tool
- Looking to work with marketing to come up with a website that will include everything to do with diversity and inclusion.
- Faculty Senate
  - January Meeting
    - President's Updates – VP Joe Woelkers
      - President Calhoun was not able to attend due to business in Austin
      - Faculty Senate recommended the name change of the Student Financial Appeals Committee to the Student Appeals Committee – the motion carried
    - Provost Updates – Provost Amir Mirmiran
      - Updated on reasons for delay of face-to-face classes
        - If students cannot attend face-to-face, should reach out to Student Accessibility Office
      - Introduced Dr. Julie Philley and was asked about vaccine availability; reminder that there is a phased implementation and we must follow state and federal guidelines
      - Dr. Woelkers stepped in and invited Faculty Senate President to join the President's Executive Cabinet
      - Updated about SACSCOC process and there should be a site visit in April
    - Athletics – Dr. Howard Patterson
      - Updated on transition to division 2, LoneStar Conference and the student achievements (academically and individual teams)
      - Asked if a track and field complex will be built – yes, eventually, but no set timeframe at this point
    - Facilities Management Recycling – Bonnie Davis and Dr. Andy Krouse
    - Student Engagement Update – Josh Neaves
      - Tabled until February due to lack of time
    - Faculty Senate Updates – Dr. Rick Helfers
      - Working to merge the Faculty Senate groups from north campus and main campus
      - Adjuncts – reach out to your area's adjuncts to make sure they are being represented as well
      - Thank you to everyone for continued support
  - Meets tomorrow, February 25 at 12:30 pm – please attend via Zoom!
- HOP Committee
  - 2 policies were presented as second reading and approved:
    - 2.5.2 – Conflicts of Interest, Conflicts of Commitment, and Outside Activities – wording clarification was needed as well as adding in UT System required information that was missing (such as conflicts of interest with foreign agencies). The reporting period is in session so it's important to update our policies.
    - 3.3.5 – Promotion – Creation of 2 different tracks to implement promotion opportunities for faculty at the Terminal Degree level and the Non-Terminal Degree level (professor track and lecturer track).
  - Discussion on how to combine both HOP documents in a streamlined and orderly fashion – plan to review the overlapping policies first and then continue with the unique items afterwards.
- University Council
  - VP Jerry Stuff – Division of Operations and Strategic Initiatives



- Introduced team
- Achievements throughout the year:
  - Professional & Personal Development Class of 2019 – Jake Chavez, Mona Claiborne, Bonnie Davis, Austin Ferrell, Chris Frydenlund, Chris Green, Tyson Hughes, Deena King, Andy Krouse, Becky McAfee, Mike Medders, Scott Murphy, Jimmy Spanko, Paula Tate, John Thorn, Lisa Wyatt
  - First ever Annual Compliance Conference presented in 2020 – second one coming in March (rescheduled due to weather last week)
  - Arbor Day 2020 – successful in planting trees across campus
  - Response to COVID-19
    - Essential Personnel and distributed Personal Protective Equipment (PPE)
    - Lead the Incident Response Team (IRT): Mike Medders (Commander), Brandi Ballard, David Barron, Sydney Blundell, Gracy Buentello, Andrew Cage, Grace Coleman, Randal Duke, Eric Figueroa, Paul Fitts, Beverly Golden, Susan Harris, Rick Helfers, Kathleen (KT) Helgeson, Sherry Howard, Tammy Jernigan, Andy Krouse, Kim Livingston-Cobb, Cynthia Martinez, Andrew Pettee, Paula Tate, Jennifer Waters
    - Utilized one system for COVID-19 testing and reporting and realized it didn't meet needs, so found and implemented a new system through Power BI to meet the needs
    - Volunteers from across campus assisted with contact tracing: Bruce Bettinger, Tamara Brown, Sally Bouis, Shelby Carter, Mona Claiborne, Adam Cohen, Grace Coleman, Bonnie Davis, Ashleigh Dinkins, Leslie Duecker, Samantha Dwight, Halima Farooq, Chris Frydenlund, Ann Glatt, Jan Harp, Holly Landers, Ken Leonhard, Richard Llave, Peggye Mahfood, Amanda Midgett, Olympia Morales, Shelby Ramirez, Daniel Rifkin, Janet Robertson, Jack Rothrock, Tyler Schmidt, Tanya Showen, Jared Sexton, Josh Smith
    - Special thank you to the Division of Operations and Strategic Initiatives team for their continued hard work and dedication to UT Tyler!
- New Recycling Program
- Phase 3 Renovation of CAS by Capital Planning – to begin at end of Spring and be completed by start of Fall
- New UT Tyler Trails – thanks to Environmental Health & Safety and includes: ADA Trail (.25 miles), White Trail (.5 miles), Blue Trail (1 mile), and Orange Trail (1.5 miles) with mile markers
- Information Security (InfoSec)
  - Avoided significant data breaches in 2020, leveraged new tools to help protect university data as many worked remotely, deployed new tools in Proofpoint to reduce the number of phishing attacks in email, and mitigated the #1 security risk with Campus Solutions by deploying two-factor authentication
- University Police
  - Lifesaving Incident in 2020 – University Police monitor the City of Tyler Police radio traffic and heard of an incident where a child drowning in a local pool. Officer Joe Giebler, who was on duty, was notified by TCOs Mary Beth Perez and Shyann Fairchild and responded to the call – he arrived to the home and found an adult administering CPR on the child and jumped in to relieve the adult and

continued administering CPR and back blows and the child began movement (although still unconscious). Emergency medical personnel arrived shortly and the child was turned over to them – which ended up saving the child’s life.

- Had it not been for the quick response to the scene by Officer Geibler, TCOs Mary Beth Perez and Shyann Fairchild there is little doubt that the child would have perished or suffered lifelong complications due to the lack of oxygen.
- Remembering and moment of silence for Walter McDermott III
- VP Ona Tolliver – Division of Student Success
  - Introduced team
  - Student Engage Platform – really transitioned to meet the needs of the students and pivoted to host virtual events in addition to face-to-face
    - Spring 2020: 450 events hosted, 120 online, 4,881 check-ins, 1,707 individuals, 91 student organizations, 1,511 individuals in at least 1 student organization
    - Fall 2020: 586 events hosted, 199 online, 7,012 check-ins, 2,404 individuals, 97 student organizations, 1,616 individuals in at least 1 student organization
  - Student Counseling – Telehealth vs In Person
    - Spring 2020: 80 telehealth students & 151 appointments VS 193 in person students & 523 appointments
    - Summer 2020: 99 telehealth students & 397 appointments VS 5 in person students & 8 appointments
    - Fall 2020: 245 telehealth students & 934 appointments VS 1 in person students & 2 appointments
    - Students are really in need of that connection and utilizing the counseling services to navigate this difficult time
  - Residence Life
    - 1700+ on campus students (Liberty Landing, Ornelas Hall, Patriot Village, Victory Village, and University Pines)
    - 1,079 students remained in on campus housing after 3/23/20
    - Fall on campus occupancy: target of 100% and achieved with a wait list – final occupancy is 95%
    - COVID-19 – had 408 quarantined, 176 isolated, 8,640 meals delivered
      - Special thank you to Residence Life, Sodexo, and Campus Volunteers: Briana Aguilar, Yenasie Arambula, Tyler Artley, Bruce Bettinger, Vicky Bond, Rick Brewer, Shela Burgess, Lena Chandakham, Tosha Cleaver, Ashley Davis, Mercedes Delgado, Lauri Dillman, Matthew Donahue, Marie Dullard, Karina Rosa Duran, Linda Ennis, Nicolette Esparza, Krystian Fairchild, John Fulmer, Jessica Gonzales, Sofia Guerrero, Hannah Hancock, Jan Harp, Scott Hendershot, Sam Hendrick, Tammy Hill, Whitney Ho, Jeannie Hurst, Demetrius Jett, Sandra Jimenez, Gina Jones, Bailey Jones, Kenny Jones, MK Kahrhoff, Elizabeth Kebede, Autumn Kennedy, Kaitlyn Kennedy, Maggie Khnun, Adam Khomen, David Kizer, Susan Kleam, Ryan Lanchester, Jenna Lao, Melissa Loudermilk, Cynthia Martinez, George Martinez, LaTrese Mass, Rick McGill, Michel McMunn, Courtney Meier, Joshua Menhennett, Cinthis Montgomery, April Moore, Tim Morgan, Lindsey Nash, Josh Neaves, Angela Nunez, Duncan Odeny, Oghoverere Ogbemudia, Selena Olivares, Olivia Peak, Andy Pettee, Brent Porshe, Wess Reed, Danish Rehman, Jackie Richardson, Cheryl Riley, Gabriel Roberts, Nick Ruth, Will

Sherman, Tanya Showen, Robert Smith, Teri Taylor, Camry Tharp, Dwala Thompson, Ona Toliver, Ariel Van Zandt, Samantha Vargas, Blair Warren, Zakk Washington, Jenny Waters, Stefani Webb, Leneve Williams, Katie Williams, Shanese Williams, Kathy Wilson, Whitney Wylie, Katie Younger, Ricky Zhu, Esra, Ronie

- Items of Interest
  - Military & Veterans Success Center assisted 524 students access benefits in Fall 2020 and so far, 240 for Spring 2021
    - As of 2/24 – UT Tyler designated military-friendly school and the Military and Veterans Success Center at UT Tyler supports approximately 600 military-affiliated students and provides a full spectrum of individualized, relationship-centered support and advocacy.
  - 196 individuals received flu shot vaccinations during a clinic facilitated by the School of Nursing, Dean of Students Office, and Student Health Clinic
  - 131 students enrolled in UT Student Health Insurance Plan (SHIP) provided by UT System
  - Student Engagement facilitated 12 New Student Orientation Sessions – 6 in person and 6 virtual via Zoom plus a Canvas option; 1,050 freshman from the 2020 cohort completed New Student Orientation
  - Support for COVID-19 through: resiliency and outreach, case management, emergency funds, counseling and conducted welfare outreach, and School of Nursing and Student Success collaboration to continue wellness outreach
- Current Priorities
  - Student wellness focus, increase student engagement, streamline efficiencies for military-affiliated students, further extend student support services and engagement to North campus, and plan and facilitate New Student Orientation in Summer 2021

#### **OPEN FORUM**

- Updated district list
- Commencement has not gotten updated info regarding graduation but when it is announced Julie will send out an email to all faculty and staff for assistance.

#### **ADJOURN** *Next meeting will be Wednesday, March 17 at 3:00 pm via ZOOM*

- Motion – Julie Anderson
- Second – Brista Hurst-Kent
- Approved



March 17, 2021 | 3:00 p.m. | ZOOM  
Minutes

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	Present
1	Lynette	Sutter	Alternate	Present
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
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3	Lauren	Thomas	Alternate	Present
4	Bailey	Boughton	Representative	Present
4	Jill	Crist	Alternate	
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Present
6	Julie	Anderson	Representative	Absent
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Vacant	Vacant	Alternate	---
8	Chris	Frydenlund	Representative, Historian	Present
8	Linda	Friedemann	Alternate	Present
9	Rebecca	Jackson	Representative	Present
9	Brista	Hurst-Kent	Alternate, Chair-Elect	Present
10	Francine	Durr	Representative	
10	Sally	Bouis	Alternate	Present
11	Steve	Myers	Representative	
11	Eric	Figuroa	Alternate	
12	Shanese	Williams	Representative, Secretary	Present
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	
13	Linda	Long	Alternate	Present
North	Carol	Henson	North Campus Vice Chair	Present
North	Corrie	Warren	North Campus Chair	Present
Ex-O	Gracy	Buentello	HR Director	Present
Ex-O	Amanda	Lynn	Past Chair	Absent
Ex-O	Sydni	Blundell	Chair	Present

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Motion – Kim Sheets
  - 2<sup>nd</sup> – Linda Friedemann
  - Approved

**NEW BUSINESS**

- Special Guest – Executive VP Joe Woelkers



- Legislation- 12 week, Dr. Calhoun has testified in front of house and senate for higher ed and health. Wants to maintain current level of funding by reinstating the 5% reduction. Had 100 million for combined institutions. By law we are two separate institutions.
- Medical School- Positive feedback. Board of regents approved medical school, but we have to get formula funding (this is how we get funding per student). Tuition revenue bonds for a new science building, medical school funding for a medical school downtown.
- Structure- Unified university campus. High level 2 Carnegie institution.
  - Dr. Amir Mirmiran is Executive VP, Provost, chief academic officer and responsible for academic enterprise and will be assisted by Dr. Kimberly Laird chief officer of academic enterprise. They will make most decisions for the south Tyler campus
  - Dr. Steven Idell for Senior VP for research for entire university & Dean of graduate school
  - Dr. Julie Philley Executive VP for health enterprise and clinic enterprise and biomedical research on north campus
  - Corporate function will cross horizontally across institution over administration
  - Cindy Scott is the Senior VP. Her priorities are looking at women in the workforce for combined campuses, salary compression, advancement of minority and underserved populations in senior management positions.
  - Sherri Whatley is SVP of information systems
  - Separate compliance officers, police chiefs, & IT security for each individual campus
  - Stephanie Fenter is responsible for strategic planning
  - Actively looking for a VP for fundraising for the entire university
- Stay open minded and keep good communication, no questions are off limits, wants to have a lot of transparency.
- Committee Updates
  - Benefits Committee – Christian Chesnut, chair
    - Met with Faculty senate on family care policies and will meet again next week.
  - Communication Committee – Shanese Williams, chair
    - N/A
  - Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
    - Update from Phillip B. Dendy (UT System Chief Compliance and Risk Officer) and Patrick Durbin (Associate Director of Risk Control) discussed Emergency Preparedness Plans & how nothing they had prepared them for the level of the snow storm
    - Update from UT System Director of Police Michael J. Heidingsfield
  - Nominations & Elections Committee – Chris Frydenlund, chair
    - June is just around the corner to discuss upcoming nominations
  - Policies & Procedures Committee – Tina Taylor, chair
    - 2 reps for each district has been edited and approved, needs to be sent to the president for final approval, changing faculty & staff awards verbiage, USAC chair and their representation on new upcoming executive committee voting. Lookout for that Qualtrics for voting coming soon!
    - Would like to add a treasurer position.
    - Need to add 2 representatives from UT Health so we can make them apart permanently
  - Staff Development Committee – Steve Myers, chair
    - End of this month there will be another installment of zoom presentations and will be sent out soon.
  - University Appreciation Committee – Bailey Boughton, chair
    - N/A
  - UT Star Award Committee – Brista Hurst Kent, chair
    - Clint Gordan is this February Award



- Looking for nominations for the month of March
- Executive Committee – Sydni Blundell
  - President Calhoun Meeting
    - Faculty & Staff Awards
      - Still working on the details, but definitely want to showcase the faculty and staff – thoughts to have it outside in the Patriot Plaza late April or early May
  - Executive VP Joe Woelkers Meeting
    - Staff Representation Across University
      - Incredibly interested in continuing the conversation to include the staff voice across campus
      - Putting together information to present to several key players (Kim Laird, Cindy Scott, Amir Mirmiran, Ona Tolliver to name a few)
  - UTHSCT’s Employee Advisory Council Officer Meeting
  - General Updates
    - Evergreen Compensation Study
      - Ongoing – high priority for Administration
    - COVID Testing & Reporting
      - Reminder to report to the hotline if you have been in contact with someone who tested positive or if you tested off campus – UT Tyler wants to have accurate testing information
    - COVID Vaccine
      - Gracy sent out an email requesting survey responses regarding the COVID vaccine – trying to establish how many will need on campus:  
[https://uttyler.az1.qualtrics.com/jfe/form/SV\\_8BSY6kY7q9DeCeG](https://uttyler.az1.qualtrics.com/jfe/form/SV_8BSY6kY7q9DeCeG)
        - If you have had the vaccine, you still need to fill out the survey because that’s taken into account
      - Gracy informed employees that appointments are available at North Campus for UT Tyler employees who meet the current Phase 1B criteria
    - Feedback Requested
      - Will send out a Qualtrics survey to solicit feedback regarding how is USAC doing, USAC name change, and feedback for Staff Voice information – keep an eye out
    - Sick Leave Pool
      - Short answer is that we did extensive research on the state statute and UT Board of Trustees and the policy will not change – healthy, uncomplicated pregnancy / labor / delivery are not considered catastrophic illness or injury and are not eligible for Sick Leave Pool, which is in line with our sister institutions’ policies as well
      - Gracy is going to recommend a revision to the current HOP wording to remove “pregnancy ... are not considered severe conditions” as there may be circumstances where that’s not entirely accurate
      - Sydni is happy to provide the full language and information to anyone – let her know
    - Disclosure Period
      - Reminder that the deadline is March 30
    - Emergency Funds for Staff
      - Gracy reached out and sent Emergency Funds for Staff initiatives from other institutions and North Campus has a version established for their staff. Would like to move forward with establishing for Main Campus staff.

- If you have anyone that works at another institution and how they conduct that please let Gracy and Sydni know
    - Free Speech Group
      - Faculty Senate has a committee that's reviewing Free Speech and would like to get a representative from USAC
      - Lauren Thomas volunteered
      - Josh Neaves is chair over that committee and will have more information
  - Ad Hoc Committees
    - Faculty & Staff Awards Committee – Tina Taylor, chair
      - If you would like to help out with awards let them know!
    - Parking Committee – Julie Anderson, chair
      - No New Updates
  - University Meeting Updates – Sydni Blundell
    - Diversity & Inclusion Task Force
      - No New Updates – meeting next week
    - Faculty Senate
      - President Calhoun
        - New Medical School Request
          - Board of Regents approved to move forward with requesting a new medical school – several more approvals are needed before planning may begin (such as THECB, SACSCOC, and LCME)
        - Merger
          - Many have reached out and are excited about the merger of the UTHSCT and UT Tyler to be a cohesive unit – elevates the UT Tyler name, brings together additional resources, and services our community even better than before
        - Organization
          - Has a clear vision on what a President needs to be focused on – big picture and overview, building relationships in the community, submit requests for financial needs
          - Let's those in leadership positions lead and make the decisions they're hired for
        - Vaccine
          - Have delivered (and administered) over 30,000 at North Campus location
          - Would like to have vaccine on campus for employees as soon as possible (maybe by end of Spring semester)
      - Provost Mirmiran
        - Start of Spring Semester
          - Thank you for your patience and hard work and the precautions we have taken have alleviated concerns of a surge
          - Really appreciate the faculty and staff for consistency and hard work
        - SACSCOC Document
          - Thank you to Dr. Berman and her team for all hard work in submitting the accreditation documents prior to March 1 deadline
          - Site visit anticipated on April 14 with next submission deadline in September
        - Fall 2021
          - Fall 2021 should look a lot more like Fall 2019 rather than Fall 2020 (looking like more face-to-face rather than more online or hybrid) and optimism that we will not have to work with COVID much more – come June / July we will assess and will move things online IF needed

- Dr. Geiger Move
  - Thank you to Dr. Geiger for his service as Vice Provost, Liaison with SACSCOC and THECB, and Dean of Graduate School – moving back to faculty of School of Education
- Student Engagement – Joshua Neaves
  - Introduced team
  - Distributed student organization information
  - Showcased Patriots Engage – very, very cool program
- Diversity & Inclusion Task Force – Senior VP Ona Tolliver, SGA President Joshua Menhennett, USAC Chair Sydni Blundell
  - Provided same information as at the USAC meeting
- Dean of Students – Andrew Pettee
  - Reminder that we can refer students whom might need a check in by using the CARE Report: <https://www.uttyler.edu/sci/care-team/>
- Next meeting tomorrow, March 18, at 12:30 pm via Zoom
- University Council
  - Executive VP Joe Woelkers
    - Vaccine
      - At Phase 1B – hopefully we’ll have many more available soon and then they will be distributed to everyone 18 and above
    - University Council Format
      - Moving away from having a single presentation from a division, but rather an update from all areas with ability to ask questions
    - Organizational Chart showcased
  - Questions / Updates
    - Chief Human Resources Officer, Cindy Scott, specifically looking at equality for women in the workforce – reach out if you have any feedback
    - Housing is always being looked at to consider expansion
    - Overnight camps are still being discussed
    - Considering rebranding, but nothing is decided
    - Yes, the Graduate Dean reports to the Provost on some aspects, but reports to the President as the Senior VP of Research
    - For Fall 2021, no program will be online more than 50%
    - Orientation will remain one-day and not overnight

#### **OPEN FORUM**

- N/A

#### **ADJOURN** *Next meeting will be Wednesday, April 21 at 3:00 pm via ZOOM*

- Motion – Shanese Williams
- Second – Linda Long
- Approved





April 21, 2021 | 3:00 p.m. | ZOOM  
Minutes

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	Present
1	Lynette	Sutter	Alternate	Present
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	Present
3	Lauren	Thomas	Alternate	
4	Bailey	Boughton	Representative	
4	Jill	Crist	Alternate	Present
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	Present
6	Julie	Anderson	Representative	
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	
7	Vacant	Vacant	Alternate	---
8	Chris	Frydenlund	Representative, Historian	Present
8	Linda	Friedemann	Alternate	Present
9	Rebecca	Jackson	Representative	
9	Brista	Hurst-Kent	Alternate, Chair-Elect	
10	Francine	Durr	Representative	
10	Sally	Bouis	Alternate	Present
11	Steve	Myers	Representative	
11	Eric	Figuroa	Alternate	
12	Shanese	Williams	Representative, Secretary	Present
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	
13	Linda	Long	Alternate	
North	Carol	Henson	North Campus Vice Chair	
North	Corrie	Warren	North Campus Chair	Present
Ex-O	Gracy	Buentello	HR Director	Present
Ex-O	Amanda	Lynn	Past Chair	Present
Ex-O	Sydni	Blundell	Chair	Present

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Motion – Chris Frydenlund
  - 2<sup>nd</sup> – Corrinne Warren
  - Approved
- 

**NEW BUSINESS**

- Committee Updates



- Benefits Committee – Christian Chesnut, chair
  - Meeting every week with family care group
  - Looking for lactation rooms, parental & guardian leave, tenure time, etc.
- Communication Committee – Shanese Williams, chair
  - N/A
- Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
  - Next Meeting May 7<sup>th</sup>
  - DEI- Looking to put together a toolkit and diversity day throughout the system
  - Parking/transportation is collecting data
- Nominations & Elections Committee – Chris Frydenlund, chair
  - Meeting in May to plan for next years elected
  - Wanting to gain more interest in voting and making it more interesting and user-friendly
- Policies & Procedures Committee – Tina Taylor, chair
  - N/A
- Staff Development Committee – Steve Myers, chair
  - Media and Production Staff Development took place in March
  - April we may not have a staff development
- University Appreciation Committee – Bailey Boughton, chair
  - N/A
- UT Star Award Committee – Brista Hurst Kent, chair
  - Taking nominations for the month of April, the link is in the previous email
  - March STAR winner was Cheryl Cushatt
- Executive Committee – Sydni Blundell
  - Meets Bi-Weekly with the north campus representatives
  - Looking to encompass both campuses and their policies and procedures to work together to form a unit
  - Using the staff climate survey in order to make USAC better, there is room for improvement, Testing to see if we should send correspondents to all staff.
  - Possibly having once a month Reps and Alts meeting before the general USAC meeting where reps and alts can voice any opinions before the general meeting.
  - Possible quarterly newsletter
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - 8 nominations for the passion award, 2 nominations for the scholarly achievement award, 2 nominations for the service award
    - Currently going through all nominations
    - Will know soon if there are updates on an award ceremony
  - Parking Committee – Julie Anderson, chair
    - Gracy received concerns about parking for graduation and is taking action to receive answers
    - Registrars possibly will have an email coming out tomorrow (4/22) about commencement parking
- University Meeting Updates – Sydni Blundell
  - Diversity & Inclusion Task Force
    - There is a campus wide survey that has been contracted with, Insight view finder is the survey, waiting to send it out in October for the best response rate
    - Everfi training will be due May 31<sup>st</sup>. This is for part time, full time, and student workers to complete.
    - Changed name to Diversity, Equity, and Inclusion Task Force



- Faculty Senate
  - Fall courses will be fully face to face
  - Masks will still be required in the fall
  - Masks are still currently required
- University Council
  - No meeting this month or until the fall
  - Will restructure how university council will be conducted

#### **OPEN FORUM**

- If you have an event in the fall go ahead and plan for 100 percent but have a contingency plan in case anything takes place over the summer
- Make sure to remember deadline for the employee/ dependent scholarship
- Faculty increase pay/merit compared to staff pay inconsistencies
  - Senior leadership has job compressions, upward movement, compensation inconsistencies, and diversity on their radar.
  - Looking to move forward quicker with the help of the merger
  - Thank you to everyone for their patience
- Please go to Gracy or Cindy if you have any questions
- Contact Chris Frydenlund if you see staff or personnel not wearing their masks for long periods of time

#### **ADJOURN** *Next meeting will be Wednesday, May 19 at 3:00 pm via ZOOM*

- Motion – Kimberly Sheets
- Second – Shanese Williams
- Approved



May 19, 2021 | 3:00 p.m. | ZOOM  
Minutes

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	Present
1	Lynette	Sutter	Alternate	Present
2	Ada	Bravo	Representative	Present
2	MaryEllen	Holland	Alternate	Present
3	Christian	Chesnut	Representative	
3	Lauren	Thomas	Alternate	Present
4	Bailey	Boughton	Representative	Present
4	Jill	Crist	Alternate	
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	Present
7	Vacant	Vacant	Alternate	---
8	Chris	Frydenlund	Representative, Historian	
8	Linda	Friedemann	Alternate	
9	Rebecca	Jackson	Representative	Present
9	Brista	Hurst-Kent	Alternate, Chair-Elect	Present
10	Francine	Durr	Representative	
10	Sally	Bouis	Alternate	Present
11	Steve	Myers	Representative	Present
11	Eric	Figuroa	Alternate	
12	Shanese	Williams	Representative, Secretary	
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	Present
13	Linda	Long	Alternate	Present
North	Carol	Henson	North Campus Vice Chair	Present
North	Corrie	Warren	North Campus Chair	Present
Ex-O	Gracy	Buentello	HR Director	Present
Ex-O	Amanda	Lynn	Past Chair	Present
Ex-O	Sydni	Blundell	Chair	Present

**OLD BUSINESS**

- Review Minutes – Sydni Blundell
  - Motion – Amanda Lynn
  - 2<sup>nd</sup> – Julie Anderson
  - Approved

**NEW BUSINESS**

- Committee Updates

- Benefits Committee – Christian Chesnut, chair
  - Working with a subcommittee from faculty senate called a family care committee
  - Working mother lactation rooms in each building around campus, has a list of buildings that have these rooms and they are College of Business, Library (317), College of Arts and Sciences. Other buildings are working to get rooms done
  - Automatic extension for to the probationary period for tenure track faculty who become new parents including childbirth and adoption
  - UT Tyler and UT Arlington are to only institutions that do not have childcare services. Conversation is to establish a program but there would be a fee
  - Look to see if there is anything that the institution can do in order to fulfill paid parental leave that isn't available beyond sick or vacation for paternity leave. Possibly suggest a PTO program.
  - More flexible emergency leave program
- Communication Committee – Shanese Williams, chair
  - N/A
- Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
  - N/A
- Nominations & Elections Committee – Chris Frydenlund, chair
  - Met in May and looking at the districts that have vacancies to see who is eligible for the positions through HR
  - Getting confirmation on the reorganization of jobs in order to redistrict as needed
- Policies & Procedures Committee – Tina Taylor, chair
  - With combining with UT Health, presidents of each employee council are meeting to make sure policies and procedures represent one campus as a whole and not two separate
  - If you have any changes that you would like to see please reach out to Tina by June 1<sup>st</sup> in order to give everyone enough time to look over and move forward
- Staff Development Committee – Steve Myers, chair
  - Looking to pick up department previews in the summer
  - If you have certain topics that you believe would be beneficial please reach out to Steve
  - Possible meet and greet from the new combined HR staff
- University Appreciation Committee – Bailey Boughton, chair
  - Narrowing down dates for staff appreciation
  - Will contact distant campuses to see what activities they would like to participate in
  - Once committee gets activities and dates solidified, they will send out a save the date and Qualtrics
  - First event will be an outdoor kickoff lunch with yard games, food, and people can meet
  - Final farewell event will be an outdoor movie night and it will be a family friendly night. Because we will have a farewell movie event, we might not have movie options. Feedback from last year was there wasn't a lot of movie options and people were crowded indoors.
- UT Star Award Committee – Brista Hurst Kent, chair
  - Linda Friedman won the STAR award for the month of April
  - Currently taking STAR nominations for the month of May
  - If the link is needed for the STAR award please email USAC and a link will be sent
- Executive Committee – Sydney Blundell
  - Currently working on policies and procedures
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - We have winners for awards, hoping to move forward with a ceremony but possibly in August



- Departments are wanting to be nominated for awards. If you have recommendations, please contact Tina for how to or how to not recognize departments
- Parking Committee – Julie Anderson, chair
  - Submitted proposals to Jordan Ratliff and Chief Mike Medders
- University Meeting Updates – Sydni Blundell
  - Diversity, Equity, & Inclusion Task Force
    - Working on the wording for the survey to go out for faculty, staff, and students in the fall semester around September/October
    - Want to have initiatives, events, and speakers to happen before the survey takes place. If you have any suggestions or know anyone, please let Sydni or Ona Tolliver know in order to look further into it.
    - Gracy is AVP for culture and diversity that is on faculty and staff side and Ona Tolliver will represent student side. Received approval to hire a manager for specifically diversity, equity, and inclusion.
    - Please complete EVERFI training
  - Faculty Senate
    - There is concern about faculty and staff that have auto immune
    - Merging the HOP policy to bring one representative body for the entire campus

#### **OPEN FORUM**

- Per Gov. Gregg Abbotts executive order masks will no longer be mandated around campus starting June 21<sup>st</sup>. Signage will come down soon throughout the summer. They can be mandated in places such as medical areas or certain labs where professors suggest. Dr. Calhoun would like for everyone to get vaccinated on both campuses, so we get back to normal sooner.
- Thank you to Julie Anderson and her team for putting on an amazing commencement ceremony. Please see next page for all of the amazing volunteers that took part in the commencement ceremony! We appreciate you!
- Thank you to Alecia Wolf and her amazing team and Graduate Admissions for putting on the hooding ceremonies and making it possible for graduate students to have an opportunity to participate in it.
- We don't have CO2 detectors and there was a small leak that spread inside of a building
- Our spring break doesn't align with Tyler ISD or other surrounding ISD's for next March, this might be difficult for faculty and staff with kids in the area. TISD Spring Break is March 14-18<sup>th</sup> and UT Tyler is March 7-11<sup>th</sup>.

**ADJOURN** *Next meeting will be Wednesday, June 16th at 3:00 pm via ZOOM*

- Motion – Steve Myers
- 2<sup>nd</sup> – Julie Anderson

**Our Amazing  
Commencement  
Volunteers!**

Gisele Abron  
Alyssa Amaral Back  
Julie Anderson  
Allison Aragon  
Kadie Arrowood  
Luke Balencia  
Brandi Ballard  
Andrew Barnson  
David Barron  
Emily Battle  
Tamie Bay  
Pamela Beall  
Andrew Bell  
Bruce Bettinger  
Ashley Bill  
Sydni Blundell  
Vicky Bond  
Sarah Bowdin  
Sharon Brown  
Rex Brown  
Jacob Bryce  
Juan Cabrera  
Sam Carrell  
Christon Carroll  
Elizabeth Caulkins  
Sarah Chadee  
Page Chapman  
Christina Chatman  
Ruben Chavez  
Brittany Childs  
Kayla Christiansen  
Daniel Clecker  
Katherine Cline  
Samantha Cockrell  
Jessica Collins  
Rosemary Cooper  
Angela Copeland  
Jeneane Cremers  
Molly Crespo  
Sydney Davis  
Julie Davis  
Ashley Davis  
Rodrigo De Almeada  
Rocha

Kemplin Dickison  
Ashleigh Dinkins  
Leslie Duecker  
Margo Duncan  
Lolillian Durr  
Samantha Dwight  
Phillip Ellerbee  
Rachel Evans  
Tonyae Evans  
Justine Featherston  
Alyssa Finley  
Nathan Finley  
Nathan Flory  
Russell Fortner  
Erin Francey  
Elizabeth Friday  
Chris Frydenlund  
Tonya Gaddis  
Sergio Garrido  
Alyssa Gill  
Beverley Golden  
Erica Goss  
Racheal Harrington  
Kamell Hawkins  
Carol Henson  
Melissa Hill  
David Hill  
Garret Hope  
Pam Hudgins  
Tyson Hughes  
Daniel Istrate  
Laura Jackson  
Karla Jaime  
Stephanie Jaralillo  
Kay Jenkins  
John Johnson  
Rebecca Johnson  
Terence Johnson  
Melanie Jones  
Gina Jones  
Charles Kennedy  
Beverly Kennedy  
Brista Kent  
Susan Kleam  
Lindsay Kolbenschlag  
Catherine Kovacs  
Andrew Krouse  
Janice Lane

Sarah Lang  
Richard Legler  
Kenneth Leonhard  
Nicholas Lindsay  
Christina Liston  
Kimberly Livingston-  
Cobb  
Richard Llave  
Adolfo Loera  
Travis Longino  
Melissa Loudermilk  
Ross Lowrance  
Amanda Lynn  
Michael Marcano  
Kristine Marquis  
Cynthia Martinez  
Emily Masek  
LaTrese Mass  
James Massey  
Becky McAfee  
Kacey McFarland  
Laura McMullen  
Michael McMunn  
Michael Medders  
Laura Medrano  
Luis Mena  
Lauralee Meyer  
Amanda Midgett  
Manny Mirano  
Molly Mitchell  
Caitlin Mitchell  
April Moore  
Theresa Moore  
Sonja Morale  
Olimpia Morales  
Kati Morris  
Carolyn Nanni  
Joshua Neaves  
John Nelson  
Kara Odom  
Selena Oliveras  
Olivia Paek  
Amanda Pierce  
Jeremy Priest  
Janey Rainey  
Kathryn Ramirez  
Terry Rhame  
Tyler Rhoden

Saundra Riley  
Pamela Rodriguez  
Susan Rossman  
Garey Schmidt  
Brandon Scott  
Brenna Scott-Rothrock  
Marissa Serafin  
Jared Sexton  
Shelby Sheree' Carter  
Traci Smith  
Casey Smith  
Robert Smith  
Sabah Snoubar  
Rachael Spanko  
James Spanko  
Robert Springer  
Mark Stark  
Kayla Stidham  
Cindy Strawn  
William Stuff  
Paula Tate  
Christion Taylor  
Camry Tharp  
Charlotte Thompson  
Dwala Thompson  
John Thorn  
Jerry Tomlin  
Madeline Turner  
Eleazar Vazquez  
Leah Velarde  
Veronica Viesca  
Javion Wade  
Zakkary Washington  
Meghan Watkins  
Mike Williams  
Shakendra Williams  
Jaide Williams  
Ashlea Wilson  
Kenon Woods  
Lisa Wyatt  
David Young  
Caroline Zito



June 23, 2021 | 3:00 p.m. | ZOOM  
 Agenda

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	Present
1	Lynette	Sutter	Alternate	Present
2	Ada	Bravo	Representative	
2	MaryEllen	Holland	Alternate	
3	Christian	Chesnut	Representative	
3	Lauren	Thomas	Alternate	
4	Bailey	Boughton	Representative	Present
4	Jill	Crist	Alternate	
5	Tina	Taylor	Representative	Present
5	Jennifer	Leviston	Alternate	
6	Julie	Anderson	Representative	Present
6	Kim	Sheets	Alternate	
7	Tamara	Brown	Representative	Present
7	Vacant	Vacant	Alternate	---
8	Chris	Frydenlund	Representative, Historian	
8	Linda	Friedemann	Alternate	Present
9	Rebecca	Jackson	Representative	
9	Brista	Hurst-Kent	Alternate, Chair-Elect	Present
10	Sally	Bouis	Representative	
10	Jack	Lanier	Alternate	
11	Steve	Myers	Representative	
11	Eric	Figuroa	Alternate	
12	Shanese	Williams	Representative, Secretary	Present
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	Present
13	Linda	Long	Alternate	Present
North	Carol	Henson	North Campus Vice Chair	
North	Corrie	Warren	North Campus Chair	Present
Ex-O	Gracy	Buentello	HR Director	Present
Ex-O	Amanda	Lynn	Past Chair	Present
Ex-O	Sydni	Blundell	Chair	

**OLD BUSINESS**

- Review Minutes – Shanese Williams
- Approved-Julie Anderson
- Second- Amanda Lynn

**NEW BUSINESS**

- Committee Updates
  - Benefits Committee – Christian Chesnut, chair
    - N/A





- Communication Committee – Shanese Williams, chair
  - N/A
- Employee Advisory Committee (EAC) – Corrie Warren and Shanese Williams
  - Our next meeting July 9<sup>th</sup>
  - That will be the last meeting for the semester, and we will meet with the chancellor and present committee “Asks” and let him know about the hard work the EAC has been doing throughout the year.
- Nominations & Elections Committee – Chris Frydenlund, chair
  - New nominations this year
  - The process has been outlined
- Policies & Procedures Committee – Tina Taylor, chair
  - No updates but still working on combining policies and procedures and what goes into the HOP
  - Approval for two reps for each district is still on hold due to policies and procedures. Once, solidified then the president can look to approve the combined policies and procedures.
- Staff Development Committee – Steve Myers, chair
  - N/A
- University Appreciation Committee – Bailey Boughton, chair
  - No feedback updates just yet
  - An email has been sent out to those that stated they wanted to be apart of the family movie night on Friday (June 25)
- UT Star Award Committee – Brista Hurst Kent, chair
  - Nominations are still open for the next two days for June nominations
  - Scott Dillingham was the award nominee for the month of May
- Executive Committee – Sydni Blundell
  - Unified Staff Senate Constitution – Proposal
  - There will be another meeting to review all updates to the constitution before we solidify it to present to the HOP committee (July) then second pass in August
  - Work must be completed regarding the chosen senators in the next year
  - Work will be done in order to update the handbook
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - No updates
    - Winners have been selected
    - Waiting to get the presidential seal to purchase trophies
  - Parking Committee – Julie Anderson, chair
    - Julie and Sydni had a meeting with Davis Behee, he is the new coordinator for parking.
    - 2 proposals were submitted
    - First proposal was a prorated process. The only way to complete that is if there were monthly payments but there isn’t an option to pay in full, can’t change much about it due to the parking system.
    - Discussing parking potentially with either new faculty/staff HR training or when they go to the Police Department
    - Second proposal is regarding not having enough spacing on campus. Instead of parking being general there would be designated parking and it would be placed on tags.
    - No action will be taken till the fall 2021 semester, but they will collect data and gain feedback from students, faculty, and staff
    - The only reduced rate students are offered is during the summer
- University Meeting Updates – Sydni Blundell



- Faculty Senate
  - During the meeting it was confirmed that we will be receiving a 2% raise and there will be an email coming soon with more information.

#### **OPEN FORUM**

- There is a concern about dress code mandates but there is no policy regarding new and old logos.
  - Answer: There is no written policy on dress code. Most recently the practice is the department leader sets the dress code for their department.
- There are workers that are still working from home and some staff believed everyone was to be back in their office by June 1<sup>st</sup>
  - Answer: There are some people that have medical paperwork. There are places, such as HR work from home, because there is construction taking place and there are other places on campus that are working from home due to construction.
- Can the University bring mobile mammograms on campus?

**ADJOURN** *Next meeting will be Wednesday, July 21 at 3:00 pm via ZOOM*

Motion – Julie Anderson

2nd – Linda Friedman



July 21, 2021 | 3:00 p.m. | ZOOM  
 Agenda

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	
1	Lynette	Sutter	Alternate	Present
2	Ada	Bravo	Representative	
2	MaryEllen	Holland	Alternate	
3	Vacant	Vacant	Representative	---
3	Lauren	Thomas	Alternate	Present
4	Bailey	Boughton	Representative	Present
4	Jill	Crist	Alternate	
5	Tina	Taylor	Representative	
5	Jennifer	Leviston	Alternate	
6	Julie	Anderson	Representative	
6	Kim	Sheets	Alternate	Present
7	Tamara	Brown	Representative	
7	Vacant	Vacant	Alternate	---
8	Chris	Frydenlund	Representative, Historian	Present
8	Linda	Friedemann	Alternate	Present
9	Rebecca	Jackson	Representative	Present
9	Brista	Hurst-Kent	Alternate, Chair-Elect	Present
10	Sally	Bouis	Representative	
10	Jack	Lanier	Alternate	
11	Steve	Myers	Representative	Present
11	Eric	Figuroa	Alternate	
12	Shanese	Williams	Representative, Secretary	Present
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	Present
13	Linda	Long	Alternate	
North	Carol	Henson	North Campus Vice Chair	
North	Corrie	Warren	North Campus Chair	Present
Ex-O	Gracy	Buentello	HR Representative	Present
Ex-O	Amanda	Lynn	Past Chair	Present
Ex-O	Sydni	Blundell	Chair	Present

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Motion – Kim Sheets
  - 2<sup>nd</sup> – Linda Friedemann
  - Approved

**NEW BUSINESS**

- Committee Updates
  - Benefits Committee – Sydni Blundell

- Communication Committee – Shanese Williams, chair
  - None
- Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
  - Last meeting was July 9<sup>th</sup>
  - Met with the Chancellor and updated him on what the EAC was accomplishing and what changes the committee would like to see throughout the system
- Nominations & Elections Committee – Chris Frydenlund, chair
  - Emails will be sent out to districts pertaining to representatives for this upcoming year
  - Redistricting will be taking place
  - Terms will be 2 years instead of 3 year
  - Confirmation surveys will be sent out to representatives soliciting feedback pertaining to their next term
- Policies & Procedures Committee – Sydney Blundell
  - Meeting with North Campus reps first week of August to look over unified staff senate documents
  - Staff senate will vote if there are any amendments
- Staff Development Committee – Steve Myers, chair
  - None
- University Appreciation Committee – Bailey Boughton, chair
  - None
- UT Star Award Committee – Brista Hurst Kent, chair
  - The June UT Star Award honoree was Valdime Walker!
  - July nominations are open
- Executive Committee – Sydney Blundell
  - Staff Senate Update
  - Recently had a HOP meeting where the staff senate constitution was presented, it has been approved for the first reading. It will go out to the greater campus for review soon.
  - The intent is for this to be placed into effect September 1<sup>st</sup>
  - Spoke with President Calhoun about convocation. The plan is for it to take place in person
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Sydney Blundell
    - These will be announced at convocation
  - Parking Committee – Julie Anderson, chair
    - Julie did meet with the parking committee. Police has confirmed they will not address parking concerns until after fall to gain a better understanding of the parking needs on campus.
- University Meeting Updates – Sydney Blundell
  - Faculty Senate
  - Asked for a follow up pertaining to the 2% pay increase. There are parameters for those that have been promoted in the past 6 months, AVP or above, and if a person is a new hire.
  - An announcement will not be sent out until after the Board of Regents approves the budget for the next fiscal year.
  - Staff was given the ability to vote on floating holiday. The reason why everyone was off on spring break Friday instead of July 5<sup>th</sup> was the reason it was floating was because it was the July 4 observed holidays, so it was voted on by the staff, to put it on spring break Friday.

#### OPEN FORUM

- “Will merit raises be reinstated, and will it be reinstated due to the freeze?”



- Moving forward merits should be completed on 9/1 (Calendar Year) instead of 1/1 (Fiscal Year) like previous years due to the new budgetary rounds.
- “Will we get released early for holidays, is that going to change?”
  - The intent is to be closely aligned with one another. We have been told that early releases will not continue but if there are any changes faculty/staff will be notified.
- Look out for a survey soliciting feedback pertaining to feelings toward staff senate initiatives in the past and future.
- Would like for the next USAC meeting to be in person August 18<sup>th</sup>

**ADJOURN** *Next meeting will be Wednesday, August 18 at 3:00 pm via ZOOM (possible in-person option)*

- Motion – Amanda Lynn
- 2<sup>nd</sup> – Steve Myers
- Approved



August 18, 2021 | 3:00 p.m. | ZOOM  
Minutes

**ATTENDANCE**

District	Name		Position	Attendance
1	Randall "Randy"	Holland	Representative	X
1	Lynette	Sutter	Alternate	
2	Ada	Bravo	Representative	X
2	MaryEllen	Holland	Alternate	
3	Vacant	Vacant	Representative	---
3	Lauren	Thomas	Alternate	
4	Bailey	Boughton	Representative	X
4	Jill	Crist	Alternate	
5	Tina	Taylor	Representative	X
5	Jennifer	Leviston	Alternate	
6	Julie	Anderson	Representative	
6	Kim	Sheets	Alternate	X
7	Tamara	Brown	Representative	
7	Vacant	Vacant	Alternate	---
8	Chris	Frydenlund	Representative, Historian	
8	Linda	Friedemann	Alternate	
9	Vacant	Vacant	Representative	---
9	Brista	Hurst-Kent	Alternate, Chair-Elect	X
10	Sally	Bouis	Representative	X
10	Jack	Lanier	Alternate	
11	Steve	Myers	Representative	X
11	Eric	Figueroa	Alternate	
12	Shanese	Williams	Representative, Secretary	X
12	Tanya	Showen	Alternate	
13	Lindsay	James	Representative	X
13	Linda	Long	Alternate	X
North	Carol	Henson	North Campus Vice Chair	
North	Corrie	Warren	North Campus Chair	
Ex-O	Gracy	Buentello	HR Representative	
Ex-O	Amanda	Lynn	Past Chair	X
Ex-O	Sydni	Blundell	Chair	X

**OLD BUSINESS**

- Review Minutes – Shanese Williams
  - Amanda Lynn- Motion
  - Kim Sheets- Second
  - Approved

**NEW BUSINESS**

- Committee Updates
  - Benefits Committee – Sydni Blundell



- N/A
- Communication Committee – Shanese Williams, chair
  - N/A
- Employee Advisory Committee (EAC) – Sally Bouis and Shanese Williams
  - No meeting scheduled
  - 30204 Rule with the UT System Board of Regents are looking at the Family Leave Pool.
  - For more information, please see attached document.
- Nominations & Elections Committee – Sydni Blundell
  - Update with staff senate
- Policies & Procedures Committee – Tina Taylor, chair
  - Met with north campus and made edits
- Staff Development Committee – Steve Myers, chair
  - N/A
- University Appreciation Committee – Bailey Boughton, chair
  - N/A
- UT Star Award Committee – Brista Hurst Kent, chair
  - July Star Award Winner Laura McMullen!
- Executive Committee – Sydni Blundell
  - Meeting with President Calhoun
    - Convocation will be hybrid (In person/virtual)
    - Mask expectation- an email was sent out from the “success” email regarding masks are expected but not a requirement in buildings. This is in the best interest of ourselves and those around us.
    - Vaccines available- They are available on campus, information regarding times and days are available on the COVID website through UT Tyler. Vaccines are financially covered through the University.
    - Testing available- Testing is available and covered for employees and students.
    - If you are sick the expectation is to stay home in order to keep others safe
  - Staff Senate Update
    - Definition of “districts” to be added and then sent to whole campus community:
      - Districts – In general, areas established by the designated Staff Senate subcommittee that follow the general UT Tyler organizational structure by reporting area. The districts are designed so there will be at least two senators for every 50 non-faculty employees. The districts are reviewed every two years by the designated Staff Senate subcommittee, with final vote of approval by majority of the Senators.
    - Deadline for staff senate policies and procedures, districts, etc. is January 1<sup>st</sup> of 2022, looking to have drafted finalized product by mid-October.
- Ad Hoc Committees
  - Faculty & Staff Awards Committee – Tina Taylor, chair
    - The receipts of the awards will get announced at convocation on Friday.
  - Parking Committee – Sydni Blundell
    - N/A
- University Meeting Updates – Sydni Blundell
  - Faculty Senate



- TRS Contribution – Sydni Blundell
  - TRS contribution rates to increase Wednesday, September 1 – During the 86th Texas Legislative session, the legislature passed the TRS Pension Reform bill that provides for gradual contribution increases from the state, public education employers and active employees. As a result of this legislation, employee contributions to the Teacher Retirement System of Texas (TRS) will increase from 7.7% of pay to 8.0% of TRS-eligible compensation paid on or after September 1, 2021. State contributions will increase from 7.5% to 7.75% of TRS-eligible compensation paid on or after September 1, 2021.
  - Effective 9/1 paycheck

**ADJOURN** *Next meeting will be Wednesday, September 22nd at 3:00 pm, location TBD*



**1. Title**

Family Leave Pool

**2. Rule and Regulation**

Sec. 1 Introduction. Pursuant to *Texas Government Code* Section 661.022, the Board of Regents is required to establish a program to allow a University of Texas System employee to voluntarily transfer previously earned sick or vacation leave to a family leave pool and is required to adopt rules and prescribe procedures relating to the operation of the pool. All institutions of the U. T. System shall establish and maintain a family leave pool except for those institutions which are exempt under *Texas Education Code* [Section 51.961](#), due to the adoption of a comprehensive leave policy.

The purpose of the state employee family leave program is to:

- (1) provide eligible employees more flexibility in:
  - (A) bonding with and caring for children during a child's first year following birth, adoption, or foster placement; and
  - (B) caring for a seriously ill family member or the employee, including pandemic-related illnesses or complications caused by a pandemic; and
- (2) allow employees to apply for leave time under the family leave pool.

Sec. 2 Family Leave Pool Administrator. The Chancellor, or his or her designee, shall administer the U.T. System Administration family leave pool.

The president, or his or her designee, shall administer the family leave pool at each U. T. institution.

Each designated administrator shall adopt forms and procedures appropriate for administration of this Rule.

Sec. 3 Family Leave Pool. Each family leave pool shall consist of the sick and vacation leave voluntarily contributed by employees.

- 3.1 Contributions. Contributions to each pool must be in units of eight (8) hours. Employees are permitted to contribute an unlimited number of hours to a family leave pool.

A retiring employee has the option to contribute accrued sick or vacation leave hours to a family leave pool as well as designate accrued sick or vacation leave to be used for retirement credit. A retiring employee has discretion to designate the amount of accrued leave to be used for each purpose.

- 3.2 Crediting of Family Leave. Each pool administrator shall credit the family leave pool with the amount of time contributed by an employee and shall direct the appropriate office to deduct a corresponding amount from that employee's earned sick or vacation leave as if the employee had used the time for personal purposes.
- 3.3 Non-designation of Use. Sick or vacation leave contributed to a pool may not be designated for the use of a particular person.

**Sec. 4 Withdrawal of Leave.**

- 4.1 Eligibility. An employee is eligible to use time contributed to a family leave pool if the employee has exhausted the employee's eligible compensatory, discretionary, sick, and vacation leave because of:
- (1) the birth of a child;
  - (2) the placement of a foster child or adoption of a child under 18 years of age;
  - (3) the placement of any person 18 years of age or older requiring guardianship;
  - (4) a serious illness to an immediate family member or the employee, including a pandemic-related illness;
  - (5) an extenuating circumstance created by an ongoing pandemic, including providing essential care to a family member; or
  - (6) a previous donation of time to the pool.

If a pool administrator determines an employee is eligible, the administrator shall approve the transfer of time from the pool to the employee and credit the time to the employee.

**4.2 Applications for Withdrawal of Leave.**

An employee may apply to a pool administrator for permission to withdraw time from the family leave pool. Applications must be submitted on the form prescribed by the pool administrator.

Each pool administrator will consider applications in the order in which they are received and will approve or deny an application as soon as practicable after receipt.

**4.3 Required Documentation.**

An employee who applies to use time to care for another person under 4.1(1)-(3) must submit and be listed on the other person's birth certificate, birth facts, or adoption or foster paperwork for a child under 18 years of age, including being listed as the mother, father, adoptive parent, foster parent, or partner of the child's mother, adoptive parent, or foster parent or must provide documentation that the employee is the guardian of a person who is 18 years of age or older and requiring guardianship.

If an employee is seeking permission to withdraw time because of a serious illness, including a pandemic-related illness, of an immediate family member or the employee and does not qualify for or has exhausted time available in the sick leave pool, the employee must provide the pool administrator with a written statement from the licensed practitioner who is treating the employee or the employee's immediate family member.

If an employee is seeking permission to withdraw time because of an extenuating circumstance created by an ongoing pandemic, including providing essential care to a family member, the employee must provide any applicable documentation, including an essential

caregiver designation, proof of closure of a school or daycare, or other appropriate documentation.

- 4.4 Amount Assigned. In determining the amount of family leave to be assigned to an eligible employee from a pool, the pool administrator shall take into consideration the information contained in the employee's application, the number of applications then pending, and the amount of family leave available in the pool.

The decision of the administrator regarding withdrawals from the family leave pool shall be final.

In no event shall the family leave allocated to an eligible employee from the pool exceed ninety (90) days or one-third (1/3) of the family leave pool balance, whichever is less.

Upon approval of an employee's application, the pool administrator shall notify the appropriate institution office of the amount of family leave to be assigned to the employee.

- 4.5 Equal Treatment. The employee may use family leave assigned from the pool in the same manner as sick leave earned by the employee and shall be treated for all purposes as if the employee were absent on earned sick leave.
- 4.6 Deceased Employees. The estate of a deceased employee shall not be entitled to payment for unused sick leave assigned from a pool.

### **3. Definitions**

Employee - an eligible employee of the U. T. System or any of the institutions. An eligible employee is defined as employed for at least 20 hours per week for a period of at least four and one-half months, and not employed in a position for which student status is required as a condition of the employment.

### **4. Relevant Federal and State Statutes**

*Texas Government Code*, Section 661.022 – State Employee Family Leave Pool

*Texas Education Code* [Section 51.961](#) – Leave Provisions for Employees

**5. Relevant System Policies, Procedures, and Forms**

Regents' *Rules and Regulations*, [Rule 30203](#) – Sick Leave Pool

**6. Who Should Know**

Employees

**7. System Administration Office(s) Responsible for Rule**

Office of Talent and Innovation

**8. Dates Approved or Amended**

August     , 2021

**9. Contact Information**

Questions or comments regarding this Rule should be directed to:

- [bor@utsystem.edu](mailto:bor@utsystem.edu)