

**The University Staff Advisory Council  
Minutes  
September 21, 2011**

Representatives and Alternates Attending:

Katy Cline – District 10 – Chair  
Scott Dillingham – District 14 - Chair-elect  
Glenda Bennett – District 7 – Secretary  
Renee Lampkin – District 4 - Representative  
Kathy Finley – District 15 – Representative  
Christy Lewis – District 15 – Alternate  
Mary Ellen Holland – District 1 – Alternate  
Joy Shogry- District 6 – Representative  
Lisa Wyatt – District 3 – Representative  
Samantha Dwight – District 9 – Alternate  
Amelia Harrell – District 10 – Representative  
Paula Hibbert – District 1 – Representative  
Stephanie Long – District 3 – Alternate  
Rich Legler – District 5 – Alternate  
Angie Beekman – District 11 – Representative  
Beth Bruce – District 13 – Representative  
Elliott Davis – District 12 – Representative  
Tara Chaney-District 2 - Alternate  
Georgia Glazebrook-District 2 - Representative  
John Kirkpatrick – District 14 – Alternate

Representatives and Alternates Not Attending:

Johnna Thedford – District 6 – Alternate  
Kamell Hawkins – District 7 – Alternate  
Kristen Dickerson – District 12 - Alternate  
Eric Figueroa – District 8 – Representative  
Kerrie Anne Ambort – District 4 – Alternate  
Tonya Gaddis – District 13 – Alternate  
Robyn Hundley – District 11 – Alternate  
Jennifer Skinner – District 10 – Alternate  
Page Chapman – District 5 – Representative  
Aris Obar – District 9 - Representative

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

A motion was made by Paula Hibbert to approved the minutes for the August meeting and was seconded by Mary Ellen Holland.

### **Old Business:**

#### **STAR for August**

The STAR for August is Linda Speed with the Department of Psychology and Counseling

#### **2011-2012 USAC Calendar**

The USAC event dates for the University Community have been approved by the President.

Meet Your Rep-October 4, 2011

Staff Development Workshop-November 17-18, 2011

University Appreciation Week-April 23-27, 2012

#### **Meet Your Rep Update**

Breakfast snacks and drinks with some sugar-free options will be catered by Aramark in the UC Ballroom beginning at 7:45-9:00 a.m. Tabletop signs and name badges will be provided but each district will have to bring their own tablecloths and decorations.

### **New Business:**

#### **University Council Update**

- The President and Provost thanked everyone for all that has been done in helping with enrollment this year. It is a campus wide effort in making students feel welcome and successfully starting the school year by getting everyone in their classes.
- Dr Dickerson and Colonel Acosta are leading up the retention plan. Increase in retention is a financial benefit to the University. As a way to engage students physical plant conducted a “car wash” and “paint across campus” to new students.
- The President and Vice President of Business Affairs are working on the tuition policy due to the recent UT Systems plan to simplify tuition and encourage students to graduate in four years.
- The alumni has scheduled an event for homecoming to identify a number of unknown individuals in University Archive pictures. It will be held in the Library room 401 on October 6, 2011 at 6:00 p.m.
- The planned launch of the new website has been postponed due to unavoidable production delays. It is expected to be rescheduled after February in order to not interfere with Spring 2012

#### **Chair-elect/Secretary Election**

A call for nominations from the floor was made by Katy Cline for chair-elect and secretary. Candidates for each office were introduced and ballots filled out. Lisa Wyatt announced the results for the position of Chair-elect as Renee Lampkin and Secretary will be Samantha Dwight. Scott Dillingham assumes the position of Chair for 2011-2012.

#### **Committee Assignments for 2011-2012**

The assignments for USAC 2011-2012 committees are as follows:

**Star Award Committee**

Renee Lampkin  
Rich Legler  
Georgia Glazebrook

**Staff Development Workshop Committee**

Scott Dillingham  
Renee Lampkin Samantha Dwight  
Stephanie Long  
Amelia Harrell

**Nominations Committee**

Joy Shogry  
Georgia Glazebrook  
Tara Cheney

**Communications Committee**

Samantha Dwight  
Kathy Finley  
Stephanie Long

**Benefits Committee**

MaryEllen Holland  
Paula Hibbert  
Glenda Bennett  
Angie Beekman

**Star for September**

Nominations are being accepted for the September UT Tyler Star. Send your nominations to [utstar@uttyler.edu](mailto:utstar@uttyler.edu).

A comment from the floor addressed the disapproval, by some, of the campus wide bulletin board that list all the nominations for the UT Star Award. The Star Award Committee will address this concern and come up with a solution.

It has been suggested that more trash cans be made available outside.

The question was asked “when will parking tickets be issued for the faculty/staff parking area” Katy announced that the Campus Police begins issuing tickets after Labor Day.

It was proposed from the floor that university committee’s have an administrative assistant member. Scott Dillingham will check with the faculty senate concerning the policy and procedure on appointing members.

MaryEllen Holland suggested that the Liberty Station remain open during the summer months. Katy recommended that everyone complete the dining survey sent out by Aramark and include this request in the survey.

**Adjourn**

A motion was made to adjourn the meeting by Lisa Wyatt and seconded by Angie Beekman . The next meeting is scheduled for October 19, 2011, at 2:00 p.m.

Respectfully Submitted, Glenda Bennett, Secretary

**The University Staff Advisory Council  
Minutes  
October 19, 2011**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Samantha Dwight – District 9 – Secretary  
John Kirkpatrick – District 14 – Alternate  
Glenda Bennett – District 7 - Representative  
MaryEllen Holland – District 1 – Alternate  
Elliott Davis – District 12 – Representative  
Georgia Glazebrook – District 2 – Representative  
Beth Bruce – District 13 – Representative  
Kathy Finley – District 15 – Representative  
Tonya Gaddis – District 13 – Alternate  
Amelia Harrell – District 10 – Representative  
Robyn Hundley – District 11 – Alternate  
Page Chapman – District 5 – Representative  
Stephanie Long – District 3 – Alternate  
Aris Obar – District 9 – Representative  
Jennifer Skinner – District 10 – Alternate

Representatives and Alternates Not Attending:

Renee Lampkin – District 4 – Chair-Elect  
Eric Figueroa – District 8 – Representative  
Joy Shogry – District 6 – Representative  
Kamell Hawkins – District 7 – Alternate  
Kerrie Anne Ambort – District 4 – Alternate  
Christy Lewis – District 15 – Alternate  
Johnna Thedford – District 6 – Alternate  
Kristen Dickerson – District 12 – Alternate  
Lisa Wyatt – District 3 – Representative  
Tara Cheney – District 2 – Alternate  
Angie Beekman – District 11- Representative  
Rich Leger – District 5 – Alternate

Scott Dillingham called the meeting to order at 2:03 p.m.

A motion was made by Amelia Harrell to approve the minutes of the October meeting and was seconded by Samantha Dwight.

**Old Business:**

**Star Award Committee**

The [utstar@uttyler.edu](mailto:utstar@uttyler.edu) mail distribution list has now been transitioned to the 2011-12 Star Committee headed by Renee Lampkin.

Amy Russo is the UT Tyler Star for the month of September.

### **New Business:**

#### **Dana Welch – Behavioral Intervention Team presentation.**

The newly renamed Behavioral Intervention Team reflects a restructuring of the Student Concerns Committee. The BIT is engaged in a campaign to heighten awareness of what its purpose is and how members of campus can relay information to the BIT for review.

Any member of the campus community may use the electronic notification form found here: [https://www.uttyler.edu/utsforms/incident\\_report.html](https://www.uttyler.edu/utsforms/incident_report.html) . Often many members of a campus community will have concerns about a student, but unless there is a centralized reporting system, those tasked with intervention do not have the full scope of information they need to accurately gauge the possible risks & appropriate response.

Brochures outlining behaviors that may benefit from intervention by the BIT were distributed to members in attendance and anyone that would like brochures for their area are encouraged to contact Dana Welch to request those. Identity of those submitting reports is confidential, but not anonymous. The team needs to know identities in order to do follow-up. The team's webpage is: <http://www.uttyler.edu/housing/behavioralconcerns.php>

#### **Meet Your Representative follow up**

There were a few comments submitted to the feedback box. One was a “good job” for the event itself, and the others were issues with custodial services and vending machines. Gloria Glazebrook volunteered to address the vending machine issue. Page Chapman will look into the custodial issue.

#### **University Council Highlights**

Staff members are reminded that they qualify for a 10% discount for Cowan Center events.

The Administration Building will be renamed founding president Dr. James H. Stewart as part of the university's 40th anniversary celebration events. The unveiling will take place on November 3.

The university is looking to tap into an underserved market for engineering students in Houston.

There will be new building improvements occurring on campus with funds that may only be used for construction/renovation.

The university has applied to start a charter school, opening as soon as August 2012. A detailed article can be found here: <http://www.tylerpaper.com/article/20111004/NEWS08/111009946>

### **University Employee Development Workshop**

Employees may choose to attend on either November 17 or 18. The workshop will take place in the UC Ballroom.

Input was requested on involving more members of staff as speakers, or any other ideas of what we can offer that would be of interest to attendees.

It was decided that committee members would attempt to secure one or more speakers from the community that were either prominent alumni or were instrumental in the creation/leadership of our programs in order to tie into the 40<sup>th</sup> anniversary year celebration.

The committee will also seek out members of staff that can provide other content of interest and benefit to attendees.

The planning committee will meet for the first time to work on details of the workshop immediately following the council meeting.

### **Proposal to Review Policies & Procedures**

The council was asked for input on the circumstances reviews & restructuring of districts should be considered. Specifically, should USAC attempt to accommodate concerns from individual supervisors about how the structuring of districts impacts areas they administer.

It was decided that there would be no review or restructuring at this time.

### **Questions from members**

A member asked about the status of the Honor Code. The last action taken by USAC was to send our feedback to Dr. Hart. USAC has not received any response or new versions for members to review. Scott will look into the status.

A motion was made to adjourn the meeting by MaryEllen Holland and seconded by Amelia Harrell.

The next meeting is scheduled for November 16, 2011 at 2:00 p.m.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council  
Minutes  
November 16, 2011**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
John Kirkpatrick – District 14 – Alternate  
Glenda Bennett – District 7 - Representative  
MaryEllen Holland – District 1 – Alternate  
Beth Bruce – District 13 – Representative  
Amelia Harrell – District 10 – Representative  
Stephanie Long – District 3 – Alternate  
Aris Obar – District 9 – Representative  
Angie Beekman – District 11- Representative  
Lisa Wyatt – District 3 – Representative  
Paula Hibbert – District 1 - Representative

Representatives and Alternates Not Attending:

Georgia Glazebrook – District 2 – Representative  
Kathy Finley – District 15 – Representative  
Eric Figueroa – District 8 – Representative  
Tonya Gaddis – District 13 – Alternate  
Page Chapman – District 5 – Representative  
Joy Shogry – District 6 – Representative  
Elliott Davis – District 12 – Representative  
Kamell Hawkins – District 7 – Alternate  
Robyn Hundley – District 11 – Alternate  
Jennifer Skinner – District 10 – Alternate  
Kerrie Anne Ambort – District 4 – Alternate  
Christy Lewis – District 15 – Alternate  
Johnna Thedford – District 6 – Alternate  
Kristen Dickerson – District 12 – Alternate  
Tara Cheney – District 2 – Alternate  
Rich Leger – District 5 – Alternate

Scott Dillingham called the meeting to order at 2:01 p.m.

A motion was made by Glenda Bennett to approve the minutes of the November meeting and was seconded by Paula Hibbert.

**Old Business:**

**Star Award Committee**

Dianna Caldwell, of Patriot Printing Services, is the October UT Tyler Star.

### **Staff Development Workshop Update**

Employees may choose to attend on either November 17 or 18. The workshop will take place in the UC Ballroom.

Members of the Workshop Committee will meet immediately following the council meeting to start on set up.

### **New Business:**

#### **Glenda Bennett and Aris Obar – Report from the Employee Advisory Council meeting in Austin**

The mission of the EAC is to provide a forum for communicating ideas and information between employees, the Board of Regents, and the Executive Officers of UT System. They meet three times per year. Glenda Bennett and Aris Obar reported on the October 25-26 meeting.

There are five ad hoc committees that assist the EAC on the following topics: Wellness, Policy & Procedure, WorkLife, Recruitment & Retention, and Cost Containment. Aris served on the Cost Containment Committee and compiled responses from across the UT System on cost-saving opportunities and efficiency models into a report accepted by the Board of Regents.

### **University Council Update**

Efficiency in serving our students & potential students was discussed and an emphasis on hybridizing classes. <http://www.futureofstateuniversities.com/>

### **HOP Committee**

Rene Lampkin attended the November 9 HOP Committee meeting. Discussed were revisions to the following: 4.15.4 Hiring of Foreign Nationals (process now delegated to International Student and Scholar Services); 3.6.0 Faculty Senate (changes to constitution); 3.3.1 Evaluation of Academic Administrators (awaits approval from OGC).

### **USAC Photo**

It was decided that the annual USAC photograph will be taken at the January 2012 meeting. Scott will contact Clarence to set that up.

### **Holiday Office Door Decoration Contest**



Lisa Wyatt reported that Dr. Powell would be willing to provide a prize for the best decorated door as determined by a 3 judge panel: Lisa Wyatt (chair), Amelia Harrell, and Angie Beekman.

## **Parking**

Chief Medders and Dr. Powell discussed the current parking and enforcement situation, and potential solutions, including increasing parking fees. Increasing fees would take the burden off state funding for lot maintenance, expansion of lots, re-striping, and greater enforcement.

Chief Medders requests that we make it clear to visitors that the only way to ensure they won't be ticketed is to have a temporary permit issued by the PD. The PD should be notified of the presence of visitors, who they are & what their purpose is here.

Dr. Powell would like any suggestions we may have for managing parking to be directed to Chief Medders to compile for review. Also the Civil Engineering students will study the issue. We could explore significantly higher fees for those wishing to use "reserved" spaces, or even premium lots.

It was noted that fines for improper use of those spaces would need to be higher than current fines as many students do not find the existing fines to be enough of a deterrent against taking the risk.

Eric Figueroa noted that if departments wanted to make unique identifying permits that their visitors could print off for themselves before coming to campus, they could use a QR code that officers would be able to scan through the windshield and verify a visitor's status.

Current regulations can be found at: <http://www.utt Tyler.edu/police/traffic.php>

## **Dr. Mabry**

Dr. Mabry encourages everyone to go out and take a look at the TxAIRE houses (<http://www.utt Tyler.edu/txaire/technology/houses/>) when they have a chance.

Dr. Mabry would like for us to explore employee interest in another Q&A session similar to those held last spring.

Dr. Mabry also announced that there will be one-time growth stipends of \$500 issued to eligible employees in December.

A motion was made to adjourn the meeting by MaryEllen Holland and seconded by Amelia Harrell.

The next meeting is scheduled for December 21, 2011 at 2:00 p.m.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council  
Minutes  
December 21, 2011**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
Paula Hibbert – District 1 - Representative  
MaryEllen Holland – District 1 – Alternate  
Georgia Glazebrook – District 2 – Representative  
Tara Cheney – District 2 – Alternate  
Lisa Wyatt – District 3 – Representative  
Kerrie Anne Clark – District 4 – Alternate  
Rich Leger – District 5 – Alternate  
Glenda Bennett – District 7 - Representative  
Aris Obar – District 9 – Representative  
Amelia Harrell – District 10 – Representative  
Kristen Dickerson – District 12 – Alternate  
Beth Bruce – District 13 – Representative  
Tonya Gaddis – District 13 – Alternate

Representatives and Alternates Not Attending:

Kathy Finley – District 15 – Representative  
Eric Figueroa – District 8 – Representative  
Page Chapman – District 5 – Representative  
Joy Shogry – District 6 – Representative  
Elliott Davis – District 12 – Representative  
Kamell Hawkins – District 7 – Alternate  
Robyn Hundley – District 11 – Alternate  
Jennifer Skinner – District 10 – Alternate  
Christy Lewis – District 15 – Alternate  
Johnna Thedford – District 6 – Alternate  
John Kirkpatrick – District 14 – Alternate  
Stephanie Long – District 3 – Alternate  
Angie Beekman – District 11- Representative

Scott Dillingham called the meeting to order at 2:01 p.m.

A motion was made by MaryEllen Holland to approve the minutes of the November meeting and was seconded by Glenda Bennett.

**Old Business:**

**Star Award**

Paula Hibbert, of the Department of Biology, is the November UT Tyler Star.

### **Student Government Association Meet & Greet**

We have not yet heard anything more from the Student Government Association regarding when this event may be held. Scott will pass on the details as soon as he hears back from them.

### **USAC Photo**

The annual USAC photograph will be taken at the January meeting. All representatives and alternates are invited to be present and are requested to wear departmental issued or university shirt, sweater or other apparel if they have it.

### **New Business:**

#### **University Council Update**

Website - The new university website will launch on Friday, January 13. Please take a look at it and send any broken links or other issues you may find to the Marketing and Communications web team: [web@uttyler.edu](mailto:web@uttyler.edu).

Passport Day – The Center for Global Education and the United States Post Office will bring Passport Day to campus on Saturday, January 28 from 9am to 1pm in the University Center. This event is open to the public and anyone needing to apply for a passport in person can take advantage of this opportunity. More details and a printable flyer available here: <http://www2.uttyler.edu/cge/passport.php>

Fire Marshall – Paula Tate asks us to remain vigilant in addressing fire safety issues to prevent violations and promote a safe atmosphere for everyone on campus.

Information Security –Laptop encryptions should be finished by end of January. Those requested to turn over laptops for encryption are encouraged to do so in a timely manner. Individuals concerned about the length of time they may be without their laptop may wish to temporarily remove files to an external drive to speed up the encryption process.

#### **Employee Development Workshop**

Surveys were emailed to all attendees and 34 responses were received. Most were satisfied or very satisfied with the workshop overall.

**Q&A w/ president Mabry** – Faculty & staff will have the opportunity to participate in a question & answer session with president Mabry in February. It will again be held in the UC Theatre. Scott will email representatives with the date and time.

**Holiday Office Door Decoration Contest**

Judges will meet Thursday, December 22 at 2pm to tour the doors that were entered in the contest. It was suggested that next year the announcement is made closer to the beginning of December to give more departments the opportunity to participate.

**University Appreciation Week**

UAW will be held April 23 through the 27. If there is sufficient interest, a bus trip to a Rangers game that week could be one of the two afternoon options. The cost would depend on how many people reserve tickets. TJC Planetarium was also suggested as a new option. Scott welcomes any ideas or other suggestions for the week, please forward those to his email [sdillingham@uttyler.edu](mailto:sdillingham@uttyler.edu).

A motion was made to adjourn the meeting by Amelia Harrell and seconded by Georgia Glazebrook.

The next meeting is scheduled for January 18, 2012 at 2:00 p.m.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council  
Minutes  
January, 18, 2012**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
Georgia Glazebrook – District 2 – Representative  
Tara Cheney – District 2 – Alternate  
Kerrie Anne Clark – District 4 – Alternate  
Page Chapman – District 5 – Representative  
Joy Shogry – District 6 – Representative  
Glenda Bennett – District 7 - Representative  
Eric Figueroa – District 8 – Representative  
Aris Obar – District 9 – Representative  
Jennifer Skinner – District 10 – Alternate  
Angie Beekman – District 11- Representative  
Beth Bruce – District 13 – Representative  
Tonya Gaddis – District 13 – Alternate  
John Kirkpatrick – District 14 – Alternate  
Kathy Finley – District 15 – Representative  
Christy Lewis – District 15 – Alternate

Representatives and Alternates Not Attending:

Paula Hibbert – District 1 - Representative  
MaryEllen Holland – District 1 – Alternate  
Lisa Wyatt – District 3 – Representative  
Rich Leger – District 5 – Alternate  
Amelia Harrell – District 10 – Representative  
Kristen Dickerson – District 12 – Alternate  
Kamell Hawkins – District 7 – Alternate  
Robyn Hundley – District 11 – Alternate  
Elliott Davis – District 12 – Representative  
Johnna Thedford – District 6 – Alternate  
Stephanie Long – District 3 – Alternate

Scott Dillingham called the meeting to order at 2:14 p.m.

A motion was made by Glenda Bennett to approve the minutes of the December meeting and was seconded by (inaudible).

**Old Business:**

**Star Award**

Wes Reed, of Ornelas Residence Hall, is the December UT Tyler Star.

The Committee encourages everyone to remember to send in nominations any time they see a fellow employee going above and beyond their duties. They would like to see an increase in nominations.

### **Student Government Association Meet & Greet**

Scott continues to wait for follow up from the Student Government Association regarding when this event may be held. Scott will pass on the details as soon as he hears back from them.

### **Holiday Door Decorating Contest**

Lisa Wyatt was not in attendance, but Scott will report the outcome once he is informed by Lisa Wyatt, chair of the judging panel.

### **USAC Photo**

The annual USAC photograph was taken with the representatives and alternates present before calling the January meeting to order.

### **New Business:**

#### **University Council Update**

Academic Partnerships representatives were present on campus today. They “assist public universities in extending the reach of their brands and academic excellence.” (<http://academicpartnerships.com>) They will be working specifically with three graduate level programs, two in Engineering and one in Business.

Proposed tuition increase of 2.8% was rejected by System. A revised proposal not exceeding 2.6% will be sent back to System for approval.

Dining services is exploring the possibility of keeping The Met open during the students’ break if there is sufficient demand to support it.

Impending new construction will enable more space to accommodate needs of current students in Nursing and Biology.

The end of the five year Inspiring Excellence development campaign is near and we are close to meeting the goal.

With the departure of DEFINE, training will be available in late spring for those who need to transition to the new system.

Enrollment is up and retention is at 64%, our target should be 75%.

Higher Education Survey of Employee Engagement (HESEE) – Please make sure to complete the survey when you receive it in your email and encourage those in your area to do so as well. This is one of the ways employees can voice their opinions on issues impacting their experience as an employee.

### **Alumni Gala**

Beth Bruce made an announcement on behalf of the office of Alumni Relations that they are planning the Alumni Gala and Distinguished Alumni Ceremony which will include the first inductees to the Patriot Athletics Hall of Fame. The event will be held on March 30 6:30-9pm at the Ornelas Activity Center – tickets will be \$50. Contact Derrith Bondurant for more information at x- 7444 or [dbondurant@uttyler.edu](mailto:dbondurant@uttyler.edu).

### **Athletics' Faculty/Staff Night**

UT Tyler faculty, staff and family members get in free for the basketball game against ETBU on Thursday, January 19 with UT employee's UT ID card. Popcorn and a drink will be only \$1.

### **Q&A w/ president Mabry**

Faculty & staff will have the opportunity to participate in a question & answer session with president Mabry in February 13 4pm in UC Theater. Streaming will be available so employees can watch from their desks if they cannot make it to the Theater. Questions can be submitted via email to area reps or alternates who will then remove identifying information and pass those on to Scott. Notecards will also be available at the Q&A to submit questions at the event. If all questions cannot be answered within the hour, Dr. Mabry will send those answers to Scott who will then send them back out to the representatives for distribution.

### **University Appreciation Week**

UAW will be held April 23 through the 27. A theme idea of "Back to the Future" is under consideration. Committees will be: Theme and Marketing, Monday – Thursday, and Friday.

If any members not present at the meeting would still like to join one of the committees, they should contact Scott.

Beth Bruce and Glenda Bennett will co-chair the Theme & Marketing Committee

Activities – Samantha Dwight will chair the Monday – Thursday Committee with assistance from Eric Figueroa, Lisa Wyatt, and Tanya Cheney

Jennifer Skinner will chair the Friday Committee, assisted by Renee Lampkin, Aris Obar, and Scott Dillingham.

A motion was made to adjourn the meeting by (inaudible) and seconded by Renee Lampkin.

The next meeting is scheduled for February 15, 2012 at 2:00 p.m.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council  
Minutes  
February 15, 2012**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
Paula Hibbert – District 1 - Representative  
MaryEllen Holland – District 1 – Alternate  
Georgia Glazebrook – District 2 – Representative  
Page Chapman – District 5 – Representative  
Joy Shogry – District 6 – Representative  
Glenda Bennett – District 7 - Representative  
Eric Figueroa – District 8 – Representative  
Aris Obar – District 9 – Representative  
Jennifer Skinner – District 10 – Alternate  
Robyn Hundley – District 11 – Alternate  
Elliott Davis – District 12 – Representative  
Beth Bruce – District 13 – Representative  
Tonya Gaddis – District 13 – Alternate  
John Kirkpatrick – District 14 – Alternate  
Kathy Finley – District 15 – Representative  
Christy Lewis – District 15 – Alternate  
Joe Voras –Ex Officio

Representatives and Alternates Not Attending:

Tara Cheney – District 2 – Alternate  
Lisa Wyatt – District 3 – Representative  
Kerrie Anne Clark – District 4 – Alternate  
Rich Leger – District 5 – Alternate  
Amelia Harrell – District 10 – Representative  
Kristen Dickerson – District 12 – Alternate  
Kamell Hawkins – District 7 – Alternate  
Angie Beekman – District 11- Representative  
Johnna Thedford – District 6 – Alternate  
Stephanie Long – District 3 – Alternate

Scott Dillingham called the meeting to order at 2:02 p.m.

A motion was made by Glenda Bennett to approve the minutes of the January meeting and was seconded by Jennifer Skinner.

**Special Guest: Chief Medders**



Chief Medders discussed the rate changes for parking rates and fines. General rate will be increasing over the next four years. For fall 2012 the increase is from \$30 to \$60. Fall 2013: \$72. Fall 2014: \$84. Fall 2015: \$96.

The final decision about whether to switch back to 2 sticker decals rather than one transferable decal has not yet been made. The problem with allowing more than one decal is that they are commonly passed on to other students or staff who then do not pay for their own permit.

Employees will soon have the option of purchasing reserved spots for \$192. Over 100 employees have expressed interest in purchasing these. Dr. Powell has authorized payroll deduction to spread the fee to \$16 each month for 12 months. Regular permits will be only \$5 per month. The PD will work with each purchaser on which lot the purchaser prefers their numbered spot to be placed during the re-stripping of the lots.

Enforcement has sharply increased, and the increase in rates next fall will enable enforcement to remain vigorous. The increase in fines is expected to reduce the phenomenon of students "buying a spot" for \$15 if/when they get caught.

Unauthorized parking in a reserved space, such as that of the president, will rise from \$15 to \$50. No permit: from \$25 to \$50. Fictitious/altered permit use will go up to \$100. Handicap space w/o a permit: from \$100 to \$200 (for perspective, Tyler PD tickets this at \$350). Loading zone: from \$25 to \$45 Fire lane: from \$50 - \$65.

Anyone other than the person that paid for the numbered reserved space, that is parked in that space, will be booted & towed. These spots belong to the purchaser 24/7. Enforcement, however, will be by complaint only – owners must report if they are unable to get into their spaces. There will be an aggressive information campaign to make clear the consequences of parking in one of these spaces. At this time, these spaces will be offered to employees only, but that could change so students could purchase them as well.

Identifying visitors: In order to decrease the number of "no permit" tickets visitors can receive in general parking, authorized users in departments will be able to send expected visitors a link to a permit that can be filled out and printed for that one visit. The web team is working on making sure these are not alterable/sharable for purposes or persons not originally authorized. This system will also enable the PD to access a list of all authorized visitors on campus for the day, which also improves safety.

## **Old Business:**

### **Star Award**

Amelia Harrell of Enrollment Services is the January Star.

**Student Government Association Meet & Greet** - Until Scott is contacted again by the Student Government Association, this item will cease to appear on future meeting agendas.

**Holiday Door Decorating Contest** - The School of Education was the winner of the Holiday Door Decorating Contest. It was suggested that if USAC wishes to facilitate a similar contest for Holiday 2012, that an announcement with clear guidelines be disseminated the first week in December. Alternatively, move the contest to Homecoming week and emphasize school spirit as the theme.

**Faculty/Staff Q&A** - There were approximately 60 attendees. It was not possible to track how many staff watched it via live streaming. Due to a technical difficulty, the Palestine Campus was unable to view the transmission. Since not all submitted questions were answered, Scott offered to resubmit an edited list to the president's office so the remaining questions can be addressed.

For future sessions, it was suggested USAC more tightly controls the questions and format on the day, making sure audience questions are repeated before answering for the benefit of those watching online, send out reminders earlier to staff.

### **New Business:**

#### **University Council Update**

University Council did not meet this month.

#### **University Appreciation Week**

Due to the schedule for the repair of the gym floor, our reservation has been cancelled. Jennifer Skinner is actively seeking an alternative location. The first choice would be Ornelas Activity Center, even though the space is too small and it would require negotiating with an event already booked. Another would be utilizing all open spaces in the University Center. Other alternatives would be spending to rent a space off campus, or in an outdoor space on campus (without the benefit of a rain location unless we pay for tent rental).

Jennifer also announced details of a new option to the usual weekly activities. Employees may trade one of their two Monday – Thursday afternoon activities for a bus trip and seat at the Texas Rangers game at 7:30pm on Friday, April 27. The bus would depart at 3:30 for the game. The price will be \$20 per person. Contact Jennifer to make reservations and for details.

The Theme Committee displayed the “Back to the Future” logo they designed.

#### **Patriot Days April 9-11**

If any USAC members have ideas for getting involved in Patriot Days to show appreciation to our students, please contact Jennifer Skinner. A list of events can be found here:

<http://www.uttyler.edu/sll/campusactivities/patriotdays.php>

A motion was made to adjourn the meeting by Renee Lampkin and seconded by MaryEllen Holland.

The next meeting is scheduled for March 21, 2012 at 2:00 p.m.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council  
Minutes  
March 21, 2012**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
MaryEllen Holland – District 1 – Alternate  
Georgia Glazebrook – District 2 – Representative  
Lisa Wyatt – District 3 – Representative  
Joy Shogry – District 6 – Representative  
Eric Figueroa – District 8 – Representative  
Matt Izard – District 8 – Alternate  
Aris Obar – District 9 – Representative  
Amelia Harrell – District 10 – Representative  
Jennifer Skinner – District 10 – Alternate  
Kristen Dickerson – District 12 – Alternate  
Beth Bruce – District 13 – Representative  
Tonya Gaddis – District 13 – Alternate  
Kathy Finley – District 15 – Representative  
Christy Lewis – District 15 – Alternate

Representatives and Alternates Not Attending:

Paula Hibbert – District 1 - Representative  
Tara Cheney – District 2 – Alternate  
Stephanie Long – District 3 – Alternate  
Kerrie Anne Clark – District 4 – Alternate  
Page Chapman – District 5 – Representative  
Rich Leger – District 5 – Alternate  
Johnna Thedford – District 6 – Alternate  
Glenda Bennett – District 7 - Representative  
Kamell Hawkins – District 7 – Alternate  
Angie Beekman – District 11- Representative  
Robyn Hundley – District 11 – Alternate  
Elliott Davis – District 12 – Representative  
John Kirkpatrick – District 14 – Alternate  
Joe Voras –Ex Officio

Scott Dillingham called the meeting to order at 2:01 p.m.

A motion was made by Tonya Gaddis to approve the minutes of the January meeting and was seconded by Joy Shogry.

Special Guest: Suzanne Truitt, Wellness Program – Get Fit

Please be aware that the free lunchtime fitness activities run 4 days per week in the auxiliary gym from 12:15-12:45 p.m.

On Mondays and Wednesdays is the Get Fit Calorie Burn with Stefani Webb. Tuesday and Thursday participants have the option of walking around the perimeter or participating in aerobics in the center of the room. The type of aerobics & instructor varies each month. Visit <http://www.uttyler.edu/recsports/wellnesseducation/> for more details.

Coach Truitt was asked about both access to the showers in the women's locker room in the PHE, and the possibility of small groups of employees walking at some time other than 12:15 – 12:45 as some staff members have lunch at either before or after the noon hour. Others would find it more suitable to walk at the end of their day. Coach Truitt will find out if it is possible to gain access to the gym at those times and the risk of having the gym used without any Rec Sports staff to monitor it.

### **Old Business:**

#### **Star Award**

Bonnie Pearson of the School of Education is the February Star.

Also, please remember to take the time to submit your colleagues for nomination; participation is still lower than it should be.

**UT System visit** - was scheduled for April 12, now cancelled.

### **New Business:**

#### **University Council Update**

University Council did not meet this month.

#### **University Appreciation Week**

As of today, 28 tickets had been sold for the Rangers game on Friday afternoon. The buses will depart campus at 3:30pm that afternoon.

Final details on the Monday – Thursday activities are pending. The registration will be through Qualtrics, with so few changes to the schedule it should be possible to access & modify last year's survey again.

The best option for the re-location of Friday's lunch is the UC Ballroom, with additional seating throughout the rest of the third floor. The lunch selections for this year will be Julian's and Stanley's – space constraints would make adding a third choice difficult. Jennifer will contact Aramark about an ice-cream sundae bar.

A motion was made to adjourn the meeting by Renee Lampkin and seconded by Lisa Wyatt.

The next meeting is scheduled for April 18, 2012 at 2:00 p.m.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council**  
**Minutes**  
**April 18, 2012**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
Georgia Glazebrook – District 2 – Representative  
Page Chapman – District 5 – Representative  
Eric Figueroa – District 8 – Representative  
Aris Obar – District 9 – Representative  
Jennifer Skinner – District 10 – Alternate  
Beth Bruce – District 13 – Representative  
Tonya Gaddis – District 13 – Alternate  
Kathy Finley – District 15 – Representative  
Christy Lewis – District 15 – Alternate  
Joe Vorsas – Ex Officio

Representatives and Alternates Not Attending:

Paula Hibbert – District 1 - Representative  
MaryEllen Holland – District 1 – Alternate  
Tara Cheney – District 2 – Alternate  
Lisa Wyatt – District 3 – Representative  
Stephanie Long – District 3 – Alternate  
Kerrie Anne Clark – District 4 – Alternate  
Rich Leger – District 5 – Alternate  
Joy Shogry – District 6 – Representative  
Johnna Thedford – District 6 – Alternate  
Glenda Bennett – District 7 - Representative  
Kamell Hawkins – District 7 – Alternate  
Matt Izard – District 8 – Alternate  
Amelia Harrell – District 10 – Representative  
Angie Beekman – District 11- Representative  
Robyn Hundley – District 11 – Alternate  
Elliott Davis – District 12 – Representative  
Kristen Dickerson – District 12 – Alternate  
John Kirkpatrick – District 14 – Alternate

Scott Dillingham called the meeting to order at 2:03 p.m.

A motion was made by Aris Obar to approve the minutes of the March meeting and was seconded by Eric Figueroa.

**Old Business:**

**Star Award**

Eric Figueroa of IT Support is the March Star.

**New Business:**

**University Council Update**

Growth dividends will come out this summer.

We have a new opportunity with local radio station 99.3 FM that would like to partner on a weekly spot about noteworthy events and programs at UT Tyler. Please contact Beverley Golden with suggestions or questions.

There will be a Chancellor’s visit on May 30<sup>th</sup>. Additional information will be forthcoming.

**University Appreciation Week**

Friday’s lunch is the UC Ballroom, with additional seating throughout the rest of the third floor. Make sure those in your area know of this year’s location. Signage will be placed at the gym to redirect any employees or retirees go there first. The front desk staff in the gym will be notified, and Page has volunteered to stand out by the gym to re-direct traffic as well.

Set up for lunch will start Thursday at 8pm following the Student Leadership & Service Awards Dinner in order to reset the Ballroom with the assistance of Service Solutions.

Katy Cline administered the Qualtrics registration survey and reports the following figures for Monday – Thursday activity sign-ups:

Zoo – 75; Bowling – 13; Tuesday Movies – 101; Wednesday Movies – 119; Golf – 18; Putt-Putt – 31; and Kiepersol – 46.

Jennifer Skinner has 95 confirmed ticket purchasers, 85 of which will be utilizing the two rented buses.

Attendance for lunch is projected at 400. Additional rectangular tables will need to be rented.

**Proposed Staff Holiday Schedule 2012-2013**

Joe Vorsas distributed the proposed holiday schedule for 2012-2013.

Date	Day	Holiday	University Status
September 3, 2012	Monday	Labor Day	Closed
November 22, 2012	Thursday	Thanksgiving Day	Closed
November 23, 2012	Friday	Day after Thanksgiving	Closed
December 24, 2012	Monday	Day before Christmas	Closed

December 25, 2012	Tuesday	Christmas	Closed
December 26, 2012	Wednesday	Winter Holiday	Closed
December 27, 2012	Thursday	Winter Holiday	Skeleton crew*
December 28, 2012	Friday	Winter Holiday	Skeleton crew*
December 31, 2012	Monday	Winter Holiday	Skeleton crew*
January 1, 2013	Tuesday	New Year's Day	Closed
January 21, 2013	Monday	Martin Luther King, Jr. Day	Closed
May 27, 2013	Monday	Memorial Day	Closed
July 4, 2013	Thursday	Independence Day	Closed

Texas Legislators designated 13 holidays for fiscal year 2012-2013. The total number of holidays awarded to state employees fluctuates annually because when typical holidays fall on Saturday or Sunday, they are not observed. Institutions of higher education may rearrange state holidays and establish their own holidays in order to provide more effective work schedules that are consistent with the academic calendar.

\*Skeleton crew work days: In accordance with the provisions of the Texas Government Code § 662.004, a state agency must have enough employees on duty to conduct business during any holidays that UT Tyler selects that are not designated as “all (state) agencies closed.”

A motion was made to adjourn the meeting at 2:39pm by Eric Figueroa and seconded by Page Chapman.

The next meeting is scheduled for May 16, 2012 at 2:00 p.m.

Respectfully Submitted,  
Samantha Dwight, Secretary



**The University Staff Advisory Council  
Minutes  
May 16, 2012**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
MaryEllen Holland – District 1 – Representative  
Emily Holland – District 1 - Alternate  
Joy Shogry – District 6 – Representative  
Jennifer Skinner – District 10 – Alternate  
Amelia Harrell – District 10 – Representative  
Beth Bruce – District 13 – Representative  
Tonya Gaddis – District 13 – Alternate

Representatives and Alternates Not Attending:

Tara Cheney – District 2 – Alternate  
Georgia Glazebrook – District 2 – Representative  
Lisa Wyatt – District 3 – Representative  
Stephanie Long – District 3 – Alternate  
Kerrie Anne Clark – District 4 – Alternate  
Page Chapman – District 5 – Representative  
Rich Leger – District 5 – Alternate  
Johnna Thedford – District 6 – Alternate  
Glenda Bennett – District 7 - Representative  
Kamell Hawkins – District 7 – Alternate  
Eric Figueroa – District 8 – Representative  
Matt Izard – District 8 – Alternate  
Aris Obar – District 9 – Representative  
Angie Beekman – District 11- Representative  
Robyn Hundley – District 11 – Alternate  
Elliott Davis – District 12 – Representative  
Kristen Dickerson – District 12 – Alternate  
John Kirkpatrick – District 14 – Alternate  
Kathy Finley – District 15 – Representative  
Christy Lewis – District 15 – Alternate  
Joe Vorsas –Ex Officio

Scott Dillingham called the meeting to order at 2:00 p.m.

A motion was made by Rene Lampkin to approve the minutes of the April meeting and was seconded by Tonya Gaddis.

## **Old Business:**

### **Star Award**

The committee asked for input on responding to the nomination of a group of individuals working as a team, rather than each individual being nominated separately. Concerns were raised about how time off would be awarded in such a scenario, and that making an exception could encourage similar nominations in the future, changing the nature and intention of the award. The star award specifically recognizes the exceptional performance of an individual. A well-functioning team will perform in a way even an exceptional individual cannot and are, therefore, incomparable.

The committee will announce the April Star once a decision has been reached.

(Paul Weil of Physical Plant was announced as the April Star on 5/21/2012)

### **University Council Update**

University Council did not meet.

## **New Business:**

### **Guest: Associate Vice President for Student Affairs and Enrollment, Jesse Acosta**

Mr. Acosta described three components of the University's retention efforts.

1. The freshman mentorship program will function differently than envisioned last year. Employees that volunteer for being a campus mentor will be still be assigned 5 freshmen students, but they will be secondary to upperclassmen within the students' declared majors. Employees will function as a resource for the students to contact with questions or concerns when/if needed, while students will be required to be in contact with their peer mentors. The students being assigned mentors are those who are not part of an existing support system within Athletics, SI, GATE, the Honors Program, or Greek Life.
2. Career Services will work more closely with academic departments to tailor career fairs to best meet the needs of those majors. They will support academic departments as those departments prepare students to find jobs in their fields.
3. Analysis of the elements present in the classes that do best with retention will be shared with others so all faculty can integrate the elements that succeed in retaining students. Also, reaching out to students that have declared that major before they start taking major courses to establish a greater sense of belonging is critical.

### **District 1 Changes:**

Paula Hibbert has left to work for UT Permian Basin, leaving MaryEllen Holland to move from alternate to representative. No other members of District 1 chose to volunteer to become the new alternate; however, Emily Holland has agreed to step in as an alternate at large.

### **University Appreciation Week**

Scott announced that UAW came in under budget. The feedback on moving the lunch to the UC Ballroom was positive, as was the feedback on the addition of the Ranger's game as an activity.

There have been requests to consider moving the week UAW takes place, possibly, to after the spring semester ends. One of the issues that arise from that would be fewer student workers available to cover the offices in the afternoons when employees are out at activities. Also, areas, such as enrollment services, become busier after May. A survey can be created asking employees if changing the time of year would enable them to participate in more activities. The survey may also include satisfaction with current activities & willingness to defray part of the cost of some activities. Alternatively, instead of surveying about minor modifications to AUW, a committee could completely deconstruct UAW and brainstorm from a blank slate.

### **Summer event/Q&A session**

Funds are available to have a summer event. Snow cones were made available last summer. Ice cream is also a possibility. Alternatively, the option of a lunchtime Q&A session with the president & cabinet could combine the desire for an additional Q&A session and the summer event. Scott will check with the president's office on the feasibility of a "lunch with the cabinet" to take place in late July.

Meeting adjourned at 3:02pm by Tonya Gaddis and seconded by Jennifer Skinner.

Next meeting: Wednesday June 20, 2012 in ADM 301 at 2pm.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council**  
**Minutes**  
**June 20, 2012**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
Emily Holland – District 1 - Alternate  
Georgia Glazebrook – District 2 – Representative  
Kerrie Anne Clark – District 4 – Alternate  
Joy Shogry – District 6 – Representative  
Matt Izard – District 8 – Representative  
Aris Obar – District 9 – Representative  
Jennifer Skinner – District 10 – Alternate  
Amelia Harrell – District 10 – Representative  
Angie Beekman – District 11- Representative  
John Kirkpatrick – District 14 – Alternate  
Christy Lewis – District 15 – Alternate

Representatives and Alternates Not Attending:

MaryEllen Holland – District 1 – Representative  
Tara Cheney – District 2 – Alternate  
Lisa Wyatt – District 3 – Representative  
Stephanie Long – District 3 – Alternate  
Page Chapman – District 5 – Representative  
Rich Leger – District 5 – Alternate  
Johnna Thedford – District 6 – Alternate  
Glenda Bennett – District 7 - Representative  
Kamell Hawkins – District 7 – Alternate  
Robyn Hundley – District 11 – Alternate  
Elliott Davis – District 12 – Representative  
Kristen Dickerson – District 12 – Alternate  
Beth Bruce – District 13 – Representative  
Tonya Gaddis – District 13 – Alternate  
Kathy Finley – District 15 – Representative  
Joe Vorsas –Ex Officio

Scott Dillingham called the meeting to order at 2:03 p.m.

A motion was made by MaryEllen Holland to approve the minutes of the April meeting and was seconded by Kerrie Anne Clark.

**Old Business:**

### **Star Award**

The committee followed up via email with the administrator that had nominated a group of employees for the April Star Award, to clarify that the award is for individuals only. Two more departments have submitted teams for May, and they were also sent the clarification email.

The committee will announce the May Star after the meeting.

(Jessica Crain from Human Resource Development and Technology was announced as the May Star on 6/21/2012)

### **University Council Update**

University Council did not meet.

### **New Business:**

#### **Summer event: Lunch/Q&A session**

Julie Henry will work with us to find a date in July, when the president and cabinet members will be available to have lunch with us, hear our suggestions and respond to questions. Jennifer Skinner will investigate our food options and available locations for the dates under consideration. A Qualtrics survey will be sent out for employees to RSVP so we can have an accurate count for ordering lunch. The Summer Event Committee will be Amelia Harrell, Jennifer Skinner, Renee Lampkin, and Georgia Glazebrook.

**Parking Permits:** For 2012-13 the Police Department will issue stickers rather than decals. All relevant changes are outlined in the 2012-2013 Parking Rules & Regulations which are available online: <http://www.utt Tyler.edu/police/forms/parking%20rules%20regulations.pdf> Members should make themselves familiar with the changes before the fall semester starts.

**Electronic-Cigarettes:** Some students are attempting to use their e-cigarettes in classrooms. Jennifer will check to see if the Student Government Association included e-cigarettes in their resolution on becoming a tobacco-free campus.

**Vacancies & Elections:** Districts 8, 11 and 12 have vacancies and Districts 4, 5, 6, 8, 15 are scheduled for elections this August. The Nominations & Elections Committee will work on both on filling the vacancies and the elections.

Meeting adjourned at 2:47pm by Jennifer Skinner and seconded by Amelia Harrell.

Next meeting: Wednesday July 18, 2012 in ADM 301 at 2pm.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council**  
**Minutes**  
**July 18, 2012**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Samantha Dwight – District 9 – Secretary  
MaryEllen Holland – District 1 – Representative  
Georgia Glazebrook – District 2 – Representative  
Kerrie Anne Clark – District 4 – Alternate  
Joy Shogry – District 6 – Representative  
Aris Obar – District 9 – Representative  
Jennifer Skinner – District 10 – Alternate  
Amelia Harrell – District 10 – Representative  
Tonya Gaddis – District 13 – Alternate

Representatives and Alternates Not Attending:

Emily Holland – District 1 - Alternate  
Tara Cheney – District 2 – Alternate  
Lisa Wyatt – District 3 – Representative  
Stephanie Long – District 3 – Alternate  
Page Chapman – District 5 – Representative  
Rich Leger – District 5 – Alternate  
Johnna Thedford – District 6 – Alternate  
Glenda Bennett – District 7 - Representative  
Kamell Hawkins – District 7 – Alternate  
Robyn Hundley – District 11 – Alternate  
Elliott Davis – District 12 – Representative  
Kristen Dickerson – District 12 – Alternate  
Beth Bruce – District 13 – Representative  
Kathy Finley – District 15 – Representative  
Christy Lewis – District 15 – Alternate  
Joe Vorsas –Ex Officio

Scott Dillingham called the meeting to order at 2:03 p.m.

A motion was made by MaryEllen Holland to approve the minutes of the June meeting and was seconded by Aris Obar.

**Old Business:**

**Handicap Parking Question:** Scott will follow up on Georgia's question on what the official recommendation is for those requiring a handicap accessible spot when handicap parking is full.

## **Star Award**

The Star for June was Jan Harp from Robert R. Muntz Library.

## **University Council Update**

Renee attended University Council and reported that the meeting was brief and everyone present introduced themselves for the benefit of Dr. Alisa White, who returned to UT Tyler as the Provost and Senior Vice President for Academic Affairs, effective June 1.

## **New Business:**

**Summer event- Lunch/Q&A session:** All plans are in place for the event to take place on July 30 in the UC Ballroom. Aramark will be catering the event. Door prizes will be purchased from the bookstore.

**Reserved Parking Requests:** Please remind those in your areas to turn in their requests. There have also been many questions from districts that remain unanswered. Scott will collect questions and Samantha will meet with Chief Medders to get those answered.

**Nomination Update:** Georgia has received nominations so far from districts 4, 5, and 15.

**At-Large Reassignments:** Amelia Harrell will be reassigned from being at-large in 10 to fill one of the two openings in her own district, 11. The subsequent opening her reassignment leaves in 10 will be filled by Kristen Dickerson who has been the at-large representative for district 12.

**Smoking Cessation Support:** East Texas Council on Alcoholism and Drug Abuse (ETCADA) offers cessation support in their "Quit Smoking Now" class. At least six individuals are required in order to request a certified tobacco treatment specialist to come out to campus to deliver the class one hour-long session per week over a six week period. A few of the topics covered are: Pharmacological Treatments, Relapse Prevention, and Stress Management. Unless the institution will cover the cost, each individual participant would need to pay a workbook fee of \$15 and \$30 for each hour-long session.

**Forward Looking Statements:** Ask those in your districts what if any suggestions they have for USAC for the 2012-2013 year.

**UT System Employee Advisory Council:** Aris and Amelia will attend the next meeting on July 26 & 27.

Meeting adjourned at 2:49pm by Aris Obar and seconded by Kerry Anne Clark.

Next meeting: Wednesday August 15, 2012 in ADM 301 at 2pm.

Respectfully Submitted,  
Samantha Dwight, Secretary

**The University Staff Advisory Council**  
**Minutes**  
**August 15, 2012**

Representatives and Alternates Attending:

Scott Dillingham – District 14 - Chair  
Renee Lampkin – District 4 – Chair-Elect  
Georgia Glazebrook – District 2 – Representative  
Page Chapman – District 5 – Representative  
Rich Leger – District 5 – Alternate  
Jennifer Skinner – District 10 – Alternate

Representatives and Alternates Not Attending:

MaryEllen Holland – District 1 – Representative  
Emily Holland – District 1 - Alternate  
Tara Cheney – District 2 – Alternate  
Lisa Wyatt – District 3 – Representative  
Stephanie Long – District 3 – Alternate  
Kerrie Anne Clark – District 4 – Alternate  
Joy Shogry – District 6 – Representative  
Johnna Thedford – District 6 – Alternate  
Glenda Bennett – District 7 - Representative  
Kamell Hawkins – District 7 – Alternate  
Aris Obar – District 9 – Representative  
Samantha Dwight – District 9 – Secretary  
Amelia Harrell – District 10 – Representative  
Robyn Hundley – District 11 – Alternate  
Elliott Davis – District 12 – Representative  
Kristen Dickerson – District 12 – Alternate  
Beth Bruce – District 13 – Representative  
Tonya Gaddis – District 13 – Alternate  
Kathy Finley – District 15 – Representative  
Christy Lewis – District 15 – Alternate  
Joe Vorsas –Ex Officio

Scott Dillingham called the meeting to order at 2:05 p.m.

**Old Business:**

**Star Award**

Discussion about presentations for the UT Star award (when and where). Renee suggested that we present awards from the summer at the “Meet your Rep” event.



**New Business:**

**Summer event- Lunch/Q&A session:** Turnout was good, and feedback was positive. 155 attendees picked up a door prize ticket, but there were a good number of people (estimated at 20-30) that never picked up a door prize ticket.

**Fall Staff Development Event:** Discussion about Staff Development. General discussion was about future format and cost. No decisions were made.

**Representative Nominations & Elections Update:** Georgia confirmed nominations to date. Library still needs representatives Challenges regarding the nominations discussed.

**Future Activities:** Discussion about possible modifications to future events. No decisions made. Scott wondered if there was enough attendance at this meeting for a quorum. Jennifer arrived. Page and Rich requested that we look at how we fund Golf during appreciation week. Agreement that the Ranger's game was something that we want to keep for the future, if we can afford it.

Rich motioned to adjourn meeting. Page seconded the motion. Meeting Adjourned at 2:57.

Next meeting: Wednesday September 19, 2012 in ADM 301 at 2pm.

Respectfully Submitted,  
Samantha Dwight, Secretary