

**The University of Texas at Tyler
University Staff Advisory Council (USAC) MINUTES**

September 19, 2018/ Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Present
District 1/Alternate	Wilson “Kole” DeWoody	Present
District 2/Representative	Misty Holmes	Present
District 2/ Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Present
District 3/Representative	Sydni Blundell	Absent
District 3/Representative	Christian Chesnut	Present
District 3/Alternate	Debra Ellis	Present
District 4/Alternate	Janice Helfers	Present
District 4/Representative	VACANT	---
District 5/ Representative	Marie Dullard	Absent
District 5/Alternate	Christina Chatman	Present
District 6/Representative	Brittani Keith	Present
District 6/Representative	Chelsea Crain	Absent
District 7/Representative	Kristie Allen	Present
District 7/Alternate	Tamara Brown	Present
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Absent
District 8/Alternate	Chris Frydenlund	Present
District 9/Representative	Shelia Darcey	Present
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Absent
District 10/Alternate	VACANT	---
District 11/ Representative	Ashlynn Jones	Absent
District 11/ Representative	Greg Rawlinson	Present
District 11/Alternate	Vacant	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Present
District 13/Representative	Chris Cox	Present
District 13/Alternate	Peggye Mahfood	Present
District 14/Representative	Michael Cichowicz	Absent
District 14/Alternate	Sally Bouis	Present

OLD BUSINESS

- Approve August Minutes
 - Motion-Amanda Lynn
 - 2nd Brista Kent
 - Approved

NEW BUSINESS

- Welcome New Representatives and Alternates
- USAC Orientation
 - Will be held during October Meeting
- Meet Your Rep
 - Friday, September 28th 9:00-10:00
- Updates from President Tidwell
 - Patriot Plaza
 - Multi use area
 - Removing and adding trees
 - Water features
 - Egg shaped opened area
 - Walkways
 - Patio Seating
 - Can hold:
 - Formal setting-2,000
 - Concert-4,000
 - Work to begin in January and should take 1 yr to complete
 - Depending on Potential donor
 - With Donor start on Phase 1 and 2
 - Without Phase 1 only
 - Up again this year
 - Largest Freshman Class
 - 10,000+ students
 - Senior level students-down some
 - Graduate student down 4-5% this is happening across UT System
 - Enrollment Management is currently working on new Strategies/material etc.
 - New UT Tyler FULL Scholarship
 - Requires:
 - Live on-campus
 - Mentoring Program (University Council serves as Mentors)
 - Retention Rate:
 - Fall 2016-17-72%
 - Fall 2017-18-75%
 - Goal in 2018-19 is 80%
 - 5 yr goal is 90% retention and 50% 4 yr graduation
 - What keeps students here: Family? Money? ETC
 - CAS Update-1st floor classrooms not in use
 - Able to use rooms in various buildings
 - SCOB Update
 - Street to be added for one-way in/one-way out traffic
 - Water feature also to be added in front of building.
- USAC will be collecting can food items at big events to be donated to the UT Tyler Food Pantry
- Faculty Senate Update: Next meeting 9/20

- University Council Update
 - Mentorship Program
 - All members of University Council will have a Mentee
 - Reminder-Patriot Nights at Harvey Deck-7pm
- Elections
 - Chair-Elect-Amanda Lynn
 - Secretary- Sydni Blundell
 - Historian-Janice Helpers
- Open Forum

Next meeting will be October 17th at 1:30pm in Stewart Hall 301

**The University of Texas at Tyler
University Staff Advisory Council (USAC) Minutes**

October 16, 2018 / Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Present
District 1/Alternate	Wilson “Kole” DeWoody	Present
District 2/Representative	Misty Holmes	Present
District 2/ Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Present
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Absent
District 3/Alternate	Debra Ellis	Absent
District 4/ Representative	Janice Helfers	Present
District 4/ Alternate	RaeJean Griffin	Present
District 5/ Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Absent
District 6/Representative	Brittani Keith	Present
District 6/Representative	Chelsea Crain	Present
District 7/Representative	Kristie Allen	Present
District 7/Alternate	Tamara Brown	Absent
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Present
District 8/Alternate	Chris Frydenlund	Present
District 9/Representative	Shelia Darcey	Present
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Present
District 10/Representative	Richard Moore	Absent
District 10/Alternate	VACANT	---
District 11/ Representative	Ashlynn Jones	Absent
District 11/ Representative	Greg Rawlinson	Absent
District 11/Alternate	Vacant	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Present
District 13/Representative	Chris Cox	Present
District 13/Alternate	Peggye Mahfood	Present
District 14/Representative	Michael Cichowicz	Absent
District 14/Alternate	Sally Bouis	Present

OLD BUSINESS

- Approve September Minutes
 - Motion – Sally Bouis
 - Second – Sheila Darcey

NEW BUSINESS

- Sightlines Focus Group
 - Hired for space and facility research and UT Tyler will receive the data
 - Create focus groups: student, faculty, staff
 - November 5th week – will be on campus
 - Monday afternoon
 - Wednesday morning
 - Will send request for best availability
- Campus Garage Sale: Sandy Nagarajan
 - Host on-campus garage sale for scholarships and emergency funds
 - Faculty & staff can donate their items and all money collected will go towards scholarships and emergency funds for students and leftover items will be donated to a local charity
 - Currently working on creating a survey to collect feedback
 - Are you UT Tyler student or staff?
 - Do you have interest in a campus garage sale?
 - What types of items are you interested in?
 - Do you have times that you're interested in selling at the garage sale?
 - Would you be interested in a student selling your items in the event that you're unable to attend?
 - Would you invite family?
 - Faculty / Staff – Where would you like the scholarship money to go? (student suggestion box)
 - Students – Would you be able to volunteer for the event?
 - Time availability options
 - What would improve the outcome of the event?
 - Idea – add on name option to the survey
 - Idea – make the “point” short and sweet & attention grabbing
 - Set up would be in a parking lot and each “garage” would set up in a parking lot
 - Who would be the one setting this up?
 - Is this on a weekend? April 17th weekend
 - Who manages the money / scholarships?
 - Who would choose the recipients?
 - One lump sum?
 - Where would items be stored / located?
 - Where would the sale happen?
 - Partner with organizations who have a shared interest
 - If during homecoming, have a large joint meeting with those that put-on homecoming for logistics
 - Think about a rain location, since would be in April
 - Name to the scholarship? Possibly asking the community for donations and naming after largest donation (open to feedback)
 - Make sure to contact Financial Aid for possible implications
 - BSM does a garage sale and you could get feedback from them
 - Could open to international students first on Friday, or something

- Parking garage might be a good location
- Partner with Leadership and Service office (Chase Ragland) and have an idea for where the leftover items could go
- Think about what items cannot be sold on campus
- Volunteers for load out after the sale concludes and where it should go
- Meet Your Rep Feedback
 - Most feedback was that this worked really well, but need more tables next year and was a little too late (really liked 8 am for start time)
 - Increase everything for the numbers, including food
 - There weren't options for vegan / special dietary needs
 - Special thank you to facilities team for helping set up the morning of
- Staff Development
 - December 18-19
 - Changing the way that it's set up this year, going to focus on development more, rather than offering services that aren't utilized much (like yoga, etc.)
 - Going to have Dr. Teegarden speak – topic of communication and working with others
 - Will have more sessions offered, but be in the sessions for a little less time (such as Skillsoft)
 - Canned food items can be donated in order to be entered into a raffle
 - Idea – could have small sessions offered, such as utilizing programs to their fullest potential
 - Other ideas proposed: work-life balance, promotion within the University, how we communicate on campus (all fac/staff emails, etc.) to one another
- USAC Committees
 - The survey worked out really well
 - Communications – Sydni Blundell (chair), Lindsey James, Chelsea Crain, Christina Chatman
 - Nominations and Elections – Misty Holmes (chair), Brittani Keith, Chelsea Crain, Kayla Christiansen
 - University Appreciation Week – Sally Bouis (chair), Janice Helpers, Morgan Leever, Bonnie Davis
 - Staff Development – Bonnie Davis (chair), Brista Kent, Chris Frydenlund, Sally Bouis
 - Benefits – MaryEllen Holland, Kristie Allen, Chris Cox
 - Employee Advisory Council (EAC) – Sally Bouis, Peggye Mahfood, MaryEllen Holland (alternate)
 - Star Award – Amanda Lynn (chair), Janice Helpers, Sheila Darcey, Ashley Kurtz
- USAC Policies and Procedures
 - Historian
 - EAC Policy
 - HOP
 - Need to create language for the Policies & Procedures on these topics – will need to create committee and will send out request
 - For 2 rep districts, would both have voting rights? Yes, both will be voting members.
 - Might be a good idea for 2 rep districts to communicate about who does what
- ROEA Update
 - Both the ROEA and the ROTA (faculty award) have been put on hold for the time being
 - Will make sure to update as more information is disseminated
- Service Awards – Appreciation Luncheon
 - Gracy suggested having at the Appreciation Luncheon, Dr. Tidwell mentioned that it may create a different feel to the luncheon – thoughts? Maybe not at this time.

- Took quite a while for the raffle, so need to think about that next year.
- Really need to discuss what we want the luncheon to look like.
- Faculty Senate Update
 - Website
 - New homepage, “Atlas,” has been released
 - In 2020, “Titan” will be released – will be a complete website rebuild and starting from scratch
 - Will departments still be able to access OU Campus (current web development program)? Will it be more user friendly?
 - Climate / Culture Survey
 - Proposed to send out every 2 years to gauge the climate
 - Student Services offered
 - TAO services are available and will be emailed out about the details
- University Council Update
 - Faculty/Staff will now complete a FAFSA in order to receive funding for taking courses
 - Recruitment initiatives were discussed
 - Mascot process will happen soon and student input will be requested
 - Patriot Nights offered every Friday evening and is a free, live concert
- Star Award
 - September: Steven Figueroa
 - Currently taking nominations for October
- Open Forum
 - Moving November USAC meeting a week earlier
 - Will there be a formal Christmas party? Yes.
 - Sidewalk next to RBN and RBS towards the BEP floods – possibility to fix that? Yes, will look into it.
 - Shuttles – available during certain times? Only during events? Peak times?

ADJOURN

Motion – Peggye Mahfood

Second – MaryEllen Holland

Next meeting will be November 14 at 2pm in STE 301

The University of Texas at Tyler
University Staff Advisory Council Agenda

November 14, 2018 / Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Present
District 1/Alternate	Wilson "Kole" DeWoody	Absent
District 2/Representative	Misty Holmes	Present
District 2/ Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Present
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Absent
District 3/Alternate	Debra Ellis	Present
District 4/ Representative	Janice Helpers	Present
District 4/ Alternate	RaeJean Griffin	Absent
District 5/ Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Absent
District 6/Representative	Brittani Keith	Absent
District 6/Representative	Chelsea Crain	Present
District 7/Representative	Kristie Allen	Present
District 7/Alternate	Tamara Brown	Absent
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Present
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Shelia Darcey	Absent
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Present
District 10/Alternate	VACANT	---
District 11/ Representative	Ashlynn Jones	Absent
District 11/ Representative	Greg Rawlinson	Present
District 11/Alternate	Vacant	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Present
District 13/Representative	Chris Cox	Absent
District 13/Alternate	Peggye Mahfood	Present
District 14/Representative	Michael Cichowicz	Absent
District 14/Alternate	Sally Bouis	Present

OLD BUSINESS

- Approve October Minutes
 - Motion – Janice Helpers
 - 2nd – Misty Holmes

- Approved

NEW BUSINESS

- Dr. Wycliffe Simiyu: Faculty Senate Update
 - “It’s not about the campus or the facilities, it’s about the people on the inside and the connections.”
 - Poll in 2016 indicated that 66% of the faculty and staff were disengaged with the University – we need to connect more and make constituents aware of the changing landscape and be active participants
 - Faculty Senate has requested for the College senators to meet with the College leadership, specifically the Dean, each month – need to put a structure in place so that communication is facilitated
 - Faculty Senate has a committee, Faculty Affairs Committee, that handles the Faculty and Staff Awards Banquet. At this time, the committee only contains faculty and would like to add staff so that the committee is accurately represented.
 - “If you want to go fast, go alone; if you want to go far, you have to go as a group.”
- Organizational Culture Survey
- Sightlines Focus Groups Update
 - Thank you to those that participated and please complete the survey, if you haven’t done so already.
- Staff Development – Schedule, Donations, Setup and Volunteers
 - December 18-19, set up being December 17
 - December meeting will be on December 17 in OAC, in order to help set up
 - Check-in, Dr. Teegarden, Skillsoft session, (hopefully) Marketing session, lunch, Dr. Njororai, Work-Life Balance session, Career Success Coaches session, Canned Food Raffle
 - If interested in helping with check-in and canned food, please email Bonnie
 - New raffle stipulations, need to confirm current process is okay
 - Going to confirm that we can still receive donations for the raffle
 - Food – McAlister’s for breakfast and lunch (priced well)
 - Fisch College of Pharmacy uses Fresh a lot and priced even better than McAlister’s – could be an option; will look into
- USAC Policies and Procedures Committee
 - Amanda Lynn, Peggye Mahfood, RaeJean Griffin, Chris Frydenlund
 - Would like to meet before the end of the month
- Faculty Senate Update
- University Council Update
 - President Tidwell reminded of the Executive Leadership Fellows application – deadline is November 30th
 - Starting a new housing project, but in the beginning stages
 - Please RSVP for the Holiday Party – attire shouldn’t be a concern, but would love for everyone to feel welcome to attend
 - Faculty and Staff Awards Banquet is gearing up for planning – will have more time this time since it’s the second year for staff to be included
- Star Award
 - October: Melissa Hill

- Currently taking nominations for November
- Open Forum
 - Sidewalks to be repaired – Jimmy went back and got the ball rolling on multiple spots to be repaired and are now in the process for repair
 - Shuttles – there isn't a set schedule right now, but on the radar that it will be needed so schedules may be created for construction in January
 - University / Patriot Plaza – construction will begin as soon as we get back from break, so lots 3, 4, 5 will be closed (Bell tower, Faculty/Staff, UC)
 - The ROEA (Regents Outstanding Employee Award) will not be funded this year – going to request for it to be put back on the table for next year; the ROTA (Regents Outstanding Teacher Award) will continue be funded, as well as the other awards
 - At other institutions, it's not done at a Regent's level, but at a campus level – has that been looked at for UT Tyler?
 - IT – handles a large piece for New Hires (programs UT Tyler offers) and also handles the directory, not HR any longer
 - HR Benefit Update – healthcare plan proposal is going out for bid and then a provider will be selected; incentives are being reviewed to offer employees in order to reduce the overall costs that UT System pays into healthcare
 - Merit templates should go out today or tomorrow to the BAs
 - Merit is processed by Budget and Evaluations are processed by HR – both pieces must be submitted in order to be approved for increase
 - Merit increases will be effective 1/1/19 and will be seen on 2/1/19 check
 - Employee transfer information is listed on Part 4 of the evaluation document

ADJOURN

- Motion – Deb Ellis
- 2nd – Greg Rawlinson

Next meeting will be Monday, December 17 at 2pm in the OAC ballroom

The University of Texas at Tyler
University Staff Advisory Council Minutes
December 17, 2018 / OAC Ballroom · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Absent
District 1/Alternate	Wilson "Kole" DeWoody	Absent
District 2/Representative	Misty Holmes	Absent
District 2/ Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Absent
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Absent
District 3/Alternate	Debra Ellis	Absent
District 4/ Representative	Janice Helfers	Present
District 4/ Alternate	RaeJean Griffin	Present
District 5/ Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Present
District 6/Representative	Brittani Keith	Absent
District 6/Representative	Chelsea Crain	Present
District 7/Representative	Kristie Allen	Absent
District 7/Alternate	Tamara Brown	Absent
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Present
District 8/Alternate	Chris Frydenlund	Present
District 9/Representative	Shelia Darcey	Present
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Present
District 10/Representative	Richard Moore	Absent
District 10/Alternate	VACANT	---
District 11/ Representative	Ashlynn Jones	Absent
District 11/ Representative	Greg Rawlinson	Present
District 11/Alternate	Vacant	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Present
District 13/Representative	Chris Cox	Absent
District 13/Alternate	Peggye Mahfood	Absent
District 14/Representative	Michael Cichowicz	Absent
District 14/Alternate	Sally Bouis	Absent

NEW BUSINESS

Employee Scholarship – Sarah Bowdin and Gracy Buentello

- Whomever uses the benefit has to complete a FAFSA – to make sure all scholarship processes are aligned
- Financial Aid can help walk through the FAFSA
 - The new form with the tax retrieval tool is very helpful – address must be the EXACT same (down to the period or not for the street) for it to work
 - Will be based on 2016 completed taxes for AY 2018-2019
 - Usually takes around 15 minutes or so
- This does not reduce the benefit, but may be eligible for additional funds
- Moving forward, will have much earlier deadlines for Fall 2019 and beyond. Will have hard deadline – so keep a look out
- FAFSA can be submitted as early as October 1 the previous year for the next year
- Approximately how long will it take? That way, people don't keep contacting and asking.
 - Depending on the reviews, HR has to process first and then Enrollment processes
 - Having the deadlines in effect should help know where the documents are in the queue
- Are there allowances for those whom decide to take classes after the deadline?
 - No, the deadlines will be hard, so please consider coursework early if you'd like to take advantage of this benefit
- Documents can be completed DocuSign, but make sure that the HR group (not one person) for timely processing

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

January 16, 2019

Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Present
District 1/Alternate	Wilson "Kole" DeWoody	Absent
District 2/Representative	Misty Holmes	Present
District 2/ Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Present
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Absent
District 3/Alternate	Debra Ellis	Absent
District 4/ Representative	Janice Helfers	Present
District 4/ Alternate	RaeJean Griffin	Absent
District 5/ Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Present
District 6/Representative	Brittani Keith	Present
District 6/Representative	Chelsea Crain	Absent
District 7/Representative	Kristie Allen	Present
District 7/Alternate	Tamara Brown	Present
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Absent
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Shelia Darcey	Present
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Present
District 10/Alternate	VACANT	---
District 11/ Representative	VACANT	---
District 11/ Representative	Greg Rawlinson	Present
District 11/Alternate	VACANT	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Present
District 13/Representative	Chris Cox	Absent
District 13/Alternate	Peggye Mahfood	Absent
District 14/Representative	VACANT	---
District 14/Alternate	Sally Bouis	Present

OLD BUSINESS

- Approve November and December Minutes

- Motion – Janice Helfers
- 2nd – Amanda Lynn
- Approved

NEW BUSINESS

- Staff Development Feedback/Survey, Dates for 2019
 - Thank you to everyone who helped make it such a success
 - Went well and highly attended
 - Feedback was requested – 78 responses and will be utilized for next year
 - Going to send out a survey of the highest submitted date options
 - Canned food drive was very successful
- Organizational Culture Assessment
 - 430 (80%) responded – 53% staff and 33% faculty
 - Seemed like it could be a little more concise or user friendly, some people started and didn't finish, "creating an account" was a turn off, people felt like it wasn't completely anonymous and didn't feel comfortable submitting,
- Regents Outstanding Employee Award
 - Told President Tidwell that staff were really disappointed, especially with the ROTA (faculty) still in place – he was surprised, but wanted to let know that it was out of his hands
 - Wants to know if one big award or four smaller awards are more favorable?
 - These would be the "same" as the awards from last year, but with tweaks – not *in addition to* the 3 from last year
 - Next meeting is February and is definitely not happening this year and probably forever, but representatives will constantly bring up to UT System
 - Gracy – a previous institution utilized smaller awards, but the winner also received their own parking space for a year and it was highly prized
 - Chat Box Comment – Eric "smaller more staff"
- Patriot Plaza Construction
 - Construction should be complete by August so it's good to go for the start of the semester
 - Pedestrian safety is a number 1 concern
 - Parking spaces weren't lost, but are "relocated" – major concerns can be directed to Bonnie Davis and Jerry Stuff
 - Parking accommodations (physical concerns) should be directed to Human Resources, as there is paperwork that is needed to be completed
 - Unsure of where "visitor" parking is and how to direct them to get to where they need to be – would like a more defined visitor parking area is
 - Welcome Center that was on second floor of STE has now been moved to SCOB
 - Visitor parking in front of HPC (always been there, no change)
 - More faculty/staff parking spaces have been added to Parking Lot 6 (nursing lot) – very large reserved squares are in the spaces and works very well
 - Would like to have more added to Parking Lot 15 (OHall lot)
 - Students are parking in reserved spots
 - Need to have more clearly defined spots, some places are hard to see that they're reserved

- 1st level of the parking garage is faculty/staff – however, mixed signals on exactly what spots are reserved or not
 - Seems to be a lack of communication to students prior to the year begins – building changes, parking changes, office relocations, etc.
 - A lot of changes and happening very quickly – need to communicate to students because they’re very confused
 - Huge concern for the campus
 - Large signs placed outside of the buildings would be very helpful
 - Eric – Students don’t read emails. What about an app option for students to be able to access when they need it? Could show a map and where to go, office, etc. and it could be intelligent and updatable
 - There are QR codes around campus that you can scan and it will show you where you are and other locations in your immediate area – still working on before announcing, but in the works
- USAC Spring Events:
 - Faculty and Staff Awards Dinner
 - Additional details should be available for the next meeting
 - Attire was mentioned to President Tidwell – he suggested “boots and jeans” attire
 - Possibly a “come as you are” attire
 - University Appreciation Week
 - May 13-17
 - Committee – would like to start planning very soon for simpler implementation
 - Hammer and Stain was mentioned as an event option
 - Luncheon will be that Monday with set up the Friday before
- Arbor Day 2019
 - February 16th
 - Planning less trees, but bigger ones – will be by the lake
- Faculty Senate Update
 - November meeting
 - Kim Laird – Budgeting differences between “budgeted” and actuals
 - Would like to invite to USAC to give an update
 - Provost mentioned that the open positions around campus are hoping to be filled very soon (SCOB, Library, OIP)
 - There is no “rainy day” fund – if additional funds are needed for various reasons, Colleges should contact the Provost
 - Academic Success wants to implement a 24-hour tutoring center for students
 - Going to provide additional testing (SAT, ACT, TSI) support for students
- University Council Update
 - Jerry Stuff gave a Division of Operations update
 - Would like to invite to USAC to give an update
- Star Award
 - November: Melissa Hill
 - December: Lisa Dempsey
 - Currently taking nominations for January
- Open Forum

- USAC Guest Speakers – if you want an update on a specific area or have a guest idea, please let Bonnie know
- Open Positions
 - District 10 Alternate
 - District 11 Representative and Alternate
 - District 14 Alternate
- Handbook
 - Has been reviewed and will be presented to the group for feedback
- District Updates
 - Please make sure to email your district your Zoom information, agenda, and approved minutes
- On-Campus Daycare
 - Is that still an option?
 - Last heard – SGA student was trying to get more traction, but biggest issue is with liability and insurance
 - Gracy – there was one at previous institution housed through the College of Education and it was shut down due to so many issues and factors with state statues and compliance
 - UT San Antonio offers additional programming for children and elderly (not a daycare)
 - Event Management is trying to get more camps and such for options for kids to attend
 - Could the University have a partnership with a daycare close by? Waitlist, reduced rate, etc. – Someone would have to spearhead
 - Community Engagement might have a list of possible discounts

ADJOURN

Motion – Morgan Leever
2nd – Brittani Riley

Next meeting will be Wednesday, February 20 at 2pm in STE 301

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

February 20, 2019

Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Present
District 1/Alternate	Wilson "Kole" DeWoody	Present
District 2/Representative	Misty Holmes	Present
District 2/Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Present
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Present
District 3/Alternate	Debra Ellis	Present
District 4/Representative	Janice Helfers	Present
District 4/Alternate	RaeJean Griffin	Absent
District 5/Representative	Marie Dullard	Absent
District 5/Alternate	Christina Chatman	Absent
District 6/Representative	Brittani Riley	Present
District 6/Representative	Chelsea Crain	Absent
District 7/Representative	Kristie Allen	Absent
District 7/Alternate	Tamara Brown	Present
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Present
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Shelia Darcey	Present
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Present
District 10/Alternate	VACANT	---
District 11/Representative	VACANT	---
District 11/Representative	Greg Rawlinson	Present
District 11/Alternate	VACANT	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Present
District 13/Representative	Chris Cox	Absent
District 13/Alternate	VACANT	---
District 14/Representative	Francine Durr	Present
District 14/Alternate	Sally Bouis	Present

OLD BUSINESS

- Approve January Minutes

- Motion – Morgan Leever
- Second – Brittani Riley
- Approved

NEW BUSINESS

- Jennifer Daniel, Educational Technology – Virtual Campus Map
 - You'll see QR codes around campus and can scan and will "put you on the map in that area"
 - It will show you all of campus, more information, buildings, websites for specific areas
 - Currently a work-in-progress, but constantly updating and will work with different areas
 - Map is currently outside only, but going to work on indoors as well
 - Questions
 - Do you need an app? Apple phones can just open the camera without an app, but Android and other phones will need an app
 - Is there information we can share with districts? Will send to Bonnie to send out
- Dr. Laura Jackson, Community Engagement Update
 - Sponsorships & Co-Sponsorships
 - Visibility in the region and want to be present with various organizations
 - Please let them know if we're co-sponsoring (with external organizations) events so that they can be aware and possibly keep contact up later
 - If an external organization is interested in using UT Tyler campus, Office of Community Engagement may be able to co-sponsor and provide additional resources to that organization
 - 100 Communities Initiative
 - Want to build relationships throughout ETX and visit 100 communities by August 31
 - Meet with Chamber CEP (or sub) and his/her invitees
 - Meet with School Superintendent and his/her invitees
 - Discount Program
 - Partner with local businesses to offer discounts to UT Tyler students, faculty, and staff
 - Early adopters listed now – encourage businesses you shop/eat at to apply – www.uttyler.edu/community/discount-program
 - At least one business for each campus (Tyler, Longview, Palestine, Houston)
 - All you need to do is mention the discount program and show your UT Tyler ID
 - Whoever joins will have a window cling and pennant – should be visible
 - Let people know! Feel free to share to anyone, but office will be sharing as well
 - East Texas High School Idea Challenge
 - Largest idea competition for East Texas high school students (based on Shark Tank)
 - ANY high school student (public, private, charter, homeschool – really, any)
 - Two-phase competition
 - YouTube elevator pitch due March 15
 - "Shark Tank" competition on campus May 17
 - Schools earn \$\$\$; students earn scholarships
 - www.uttyler.edu/idea
 - Economic Driver Initiatives
 - Entrepreneurship Center
 - Grant from Economic Development Administration

- Support regional entrepreneurs and small businesses
 - Used to be hosted by Kilgore College, but now UT Tyler will host (for Gregg County)
 - Small Business Development Center at Longview University Center
 - Both initiatives housed within Soules College of Business
- The List of East Texas
 - Recognizes outstanding individuals in East Texas
 - Top Teachers
 - Healthcare Heroes
 - 30 in their 30s
 - Regional leaders serve on committee to promote & evaluate
 - Don't have to have any connection to UT Tyler, but making a difference in East Texas
- Discovery Science Place
 - Kidz Science Safari
 - Research & service opportunities
- More Information
 - www.uttyler.edu/community
 - More initiatives coming soon
- Braelynn Seely, SGA Update
 - Vice President of SGA
 - Houston Senator – presented a proposal to offer a few things (couch, refrigerator, and Keurig) for Houston UT Tyler students in their “University Center”
 - Graduate Application Fee Waiver – now students and alumni are able to apply for free
 - Clarification – for ANYONE who has taken a class at UT Tyler, not just alumni
 - Dog Waste Bag Stands – nine were purchased and placed around campus
 - SGA Midnight Breakfast – April 10th 10pm-12am; all faculty and staff are invited to serve students with the SGA members (email sga@uttyler.edu for more information)
 - Elections – Officer Elections are February 21-22
 - March Madness Kickoff – March 1st 12-2pm
 - Pizza with the President – Thursday, April 25th at 12pm at Harvey Deck
 - More in the works – keep an eye out!
 - Proposal for more Blue Phones around campus
 - Signage for emergency phones hard-wired to the buildings
 - Working to have free or no textbooks for courses
 - Meetings are every other Thursday at 5 pm – email sga@uttyler.edu if you'd like to present
- Approval of Revisions to USAC Policies and Procedures
 - Approved – will be sent to President Tidwell for review and approval
- Communication on Campus – University Procedures
 - Misty Butler – had an idea to create a Communication Task Force / Committee for campus, not just USAC items
 - Would like to find a format that works to communicate – website, email, newsletter, whatever that may be
 - Will send out a survey to see who may be interested
 - Microsoft Teams may be an avenue for communication – part of Office 365 and can access through web or have the application downloaded

- Culture Survey Presentation, March 21
 - Follow up to the Organizational Culture Assessment that went out in the Fall
 - Susan Franzen will speak to campus on March 21st at 1 pm and will meet with USAC at 10:30 am
- Faculty and Staff Awards Timeline
 - Timeline
 - Today is the deadline for the committee to review and make changes
 - Send out Call for Nominations – beginning of March
 - Deadline – March 18
 - Deadline to select awards – April 1
 - Ceremony – April 29
 - Currently planned as a lunch, but President really wants to encourage it to be something that is “special” and to revisit a dinner idea
- Celebration of Scholarship and Creativity Awards
 - April 23 from 12-1:30pm
 - 5th year and includes a Crystal Quill Award (recognizes outstanding creativity and now available to staff)
 - If interested in assisting on the committee, please let Bonnie know
- University Appreciation Week
 - May 13-17
- Campus Housing
 - Discussions taking place for additional housing on-campus
- Faculty Senate Update
 - Bonnie spoke and gave an update on USAC
 - Library spoke and shared the wealth of online resources – check out their website
 - New Carnegie classification for UT Tyler
- University Council Update
 - Academic Affairs update – will send out PowerPoint
- Star Award
 - January: Christina Chatman
 - Currently taking nominations for February
- Open Forum
 - Representation
 - Need a District 10 Alternate
 - Need a District 11 Representative and Alternate
 - Need a District 13 Alternate
 - EAC meeting is next week
 - Spring Break
 - No day off – was discussed Summer 2018 and was never off
 - Years vary – some years get 13 days and some years get 15 days – just depends on how it all falls
 - Was something done in the past where it wasn’t done right? We’ve always had Spring Break at least one day off. -Unsure of history, wasn’t told of incorrect implementation.

ADJOURN

- Motion – Sally Bouis

- Second – Kole DeWoody

Next meeting will be Wednesday, March 20 at 2pm in STE 301

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

March 20, 2019

Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Present
District 1/Alternate	Wilson "Kole" DeWoody	Absent
District 2/Representative	Misty Holmes	Absent
District 2/Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Absent
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Present
District 3/Alternate	Debra Ellis	Present
District 4/Representative	Janice Helfers	Present
District 4/Alternate	RaeJean Griffin	Absent
District 5/Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Present
District 6/Representative	Brittani Riley	Present
District 6/Representative	Chelsea Crain	Absent
District 7/Representative	Kristie Allen	Absent
District 7/Alternate	Tamara Brown	Absent
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Present
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Shelia Darcey	Present
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Absent
District 10/Alternate	VACANT	---
District 11/Representative	VACANT	---
District 11/Representative	Greg Rawlinson	Present
District 11/Alternate	VACANT	---
District 12/Representative	Amanda Lynn	Absent
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Present
District 13/Representative	Chris Cox	Absent
District 13/Alternate	VACANT	---
District 14/Representative	Francine Durr	Present
District 14/Alternate	Sally Bouis	Present

OLD BUSINESS

- Approve February Minutes

- Motion – Morgan Leever
- Second – Debra Ellis
- Approved

NEW BUSINESS

- Communication Task Force
 - Mentioned to President Tidwell and he liked it – think about what that looks like and present to him for additional feedback and approval
 - This would be a group that would help share campus-wide changes
- Culture Survey Presentation, March 21
 - Please try to attend the presentation tomorrow at 12:30 pm in the UC Ballroom (tied into Faculty Senate)
- Faculty and Staff Awards
 - Nominations
 - Due March 25th – review the applications via email and posted on the [USAC webpage](#)
 - Could someone use their previous UT Star nominations? Yes – email utstar@uttyler.edu
 - Awards are taxable to the award recipients and should be paid out through Payroll – is it taxable under the 25% or based on the W-4? Will find out.
 - Make sure Payroll knows prior to the awards so that they are aware.
 - Luncheon
 - April 29th in the UC Ballroom – invites will go out April 1st and deadline to register is April 15th
 - Want it to be special, so will have a more “formal” type feel – wear your normal clothes, but the look of the room won’t be “just in the ballroom”
 - Will review last year’s results to this year’s results and will use to decide for next year
- University Appreciation Week
 - Keeping the UT Tyler theme, but really incorporating Swoop
 - Contacting local businesses for the events
 - Save the date will go out April 15 and registration April 22
 - Volunteers
 - Will have a sign-up go out via email for committees and staffing days
 - Donations
 - Will use a Google Sheets for donations again
- EAC Update
 - ROEA denied funding this year and they said they would review every year
 - Deciding whether or not to present as-is or revise and make a new recommendation
 - Gathering data to make an educated decision
- Updates from Monthly Meeting with Dr. Tidwell
 - UT Tyler is in the top 10% for value – students pay a lower price with a bigger payoff when they graduate (debt vs 5-year salary)
 - Salary Surveys – This will happen again this summer, but might be outsourced due to time and data available. If done in-house, will probably be done in chunks.
 - Did you attend the Space Utilization or listen via Zoom?
 - They’ve been evaluating the space and how it’s used. Next step is to review the information presented and make decisions based on their recommendations.
- Summer Flex Schedule

- Still no official policy; has been presented to HOP, but not approved yet
- Will mention to the President in case it doesn't get approved in a timely manner
- Campus Maps
 - Have a lot of visitors and they're lost – don't have adequate maps across campus (such as at all entrances)
 - Maybe have signs if having a camp? Mention to Event Management to have a spot on the Astra request for signs. Timely communication if there are location changes.
- BEP Entrance
 - Handicap accessible entrances (RBS entrance, as well)
 - Cannot enter from the RBN parking lot – add keyless / card reader entry?
 - If not at University anymore, who deactivates the cards? Need to make sure that step is put into place. HR will need to communicate to Utilities (Andy Krouse)
- Faculty Senate Update
 - Dr. Whatley gave update on IT area
 - one.uttyler.edu is how to access the virtual desktop
 - Hardware and software must be approved by IT prior to purchase
 - QEP (Quality Enhancement Plan) – currently looking at new topics
 - UT Tyler baseball team was recognized on the Senate floor on February 25th
 - Dean Searches for CEP open and SCOB was just announced (will start July 1st)
- University Council Update
 - In a legislative session
 - Special request is the Nursing building and Houston campus development; should have an answer when the legislation ends (after June 1)
 - There is a bill where TRS will increase employee and employer contribution in increments to get up to 9.5% (employee) and 8.5% (employer) (percentages may be a little different; the bill is public, if interested in reviewing)
 - Budget templates – will go out to departments in mid-April
 - HR processes
 - Revising processes to be more efficient and effective – keep an eye out for those dates and times
 - Account reconciliation training – March-April
 - eForm training – April-May
 - A lot more to come!
 - Palestine Groundbreaking was in February and will be open in the Fall
 - New housing possibilities – discussion now, nothing decided
 - East Texas Big Event – March 30th and large service event
 - Grad School 180 – April 4th in UC Ballroom at 5-8 pm
 - Graduate School Research Competition
 - 3 minutes to give research in layman's terms
 - 3 winners and one people's choice
- Star Award
 - February: Maggie Koehn
 - Currently taking nominations for March
- Open Forum
 - Updated the website – let Sydni know if you see revisions that need to be made

- Departmental Updates – please share!
 - Next week, career fairs will be for Colleges – contact Francine Durr for additional information
 - JC Penny Suit Up event
 - Sunday 3/24, 5-8 pm, JC Penny at Broadway Square Mall
 - Available for students, alumni, faculty, and staff to receive 40% discount on professional career dress
 - Will have shuttle for students on-campus; picks up from HPC
- Survey going out for Procurement Team and they want to improve their services – PLEASE take the time to fill out
- District staff list – will send out the updated list soon

ADJOURN

- Motion – Janice Helfers
- Second – Sally Bouis

Next meeting will be Wednesday, April 17 at 2pm in STE 301

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

April 17, 2019

Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Absent
District 1/Alternate	Wilson "Kole" DeWoody	Absent
District 2/Representative	Misty Holmes	Absent
District 2/Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Absent
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Present
District 3/Alternate	Debra Ellis	Present
District 4/Representative	Janice Helfers	Present
District 4/Alternate	RaeJean Griffin	Absent
District 5/Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Present
District 6/Representative	Brittani Riley	Present
District 6/Representative	VACANT	---
District 7/Representative	Kristie Allen	Absent
District 7/Alternate	Tamara Brown	Present
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Absent
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Shelia Darcey	Present
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Present
District 10/Alternate	VACANT	---
District 11/Representative	VACANT	---
District 11/Representative	Greg Rawlinson	Absent
District 11/Alternate	VACANT	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Absent
District 13/Representative	Chris Cox	Absent
District 13/Alternate	VACANT	---
District 14/Representative	Francine Durr	Present
District 14/Alternate	Sally Bouis	Absent

OLD BUSINESS

- Approve March Minutes

- Motion – Brittani Riley
- Second – Brista Kent
- Approved

NEW BUSINESS

- Dr. Kim Laird: Budget Update
 - Legislative Session
 - Over 8,000 bills submitted for review and UT System continually monitoring – UT Tyler monitoring over 200 of those
 - 2 bills submitted specific to UT Tyler – not controversial
 - Language revisions to both
 - House and Senate bills submitted and there are pros and cons, but House bill is most favorable to UT Tyler – continuing to refine
 - Submitted 2 TRB requests – 1 for a new School of Nursing building and the other to expand the Houston campus
 - Budget
 - Underutilizing revenue, but also underutilizing expenses (not as high enrollment and so revenue and expenses are “flat” – which is good)
 - Working on Budget Cycle
 - Submitted increase in Housing
 - Submitted increase in Student Fees
 - Submitted 2 regarding Office of International Programs
 - All approved
 - Colleges / Departments are working on proposals and presenting
 - Once all complete – will be prioritized, reviewed, and decided what will be approved / funded
 - Budget templates should go out in mid-May and final decisions in mid-July
 - High priority items already identified
 - NCAA Division II scholarships
 - Student Experience
 - Significant focus on research and community engagement
 - Certain fees can only be used on specific things and funds need to be utilized appropriately
 - Continue to review processes and make sure that documentation is being reflected and coded
 - If expenses aren’t classified correctly, can impact future funding due to how the expenses appear to be spent
 - Would like to have continued trainings – keep an eye out
 - Questions?
 - President Tidwell previously showed a chart and there was a deficit, how are we doing now?
 - Over 2015-2017, there was a significant deficit and when FY2018 closed, we were almost break-even, which is a huge improvement. We’re projecting a complete break-even for FY2019 and hope to get even better for FY2020.
- Dr. Lou Ann Berman: QEP Update
 - Office of Assessment and Institutional Effectiveness
 - QEP – Quality Enhancement Plan

- Every 10 years, go through a reaffirmation plan with SACSCOC (Southern Associations of Colleges and Schools – Commission on Colleges)
 - Will have a site-visit to make sure quality performance
 - UT Tyler identifies a project or initiative to enhance the quality of the student experience
 - The previous one was GATE
 - Current initiative is Real World Problem Solving
 - Aligns well with the UT Tyler Strategic Plan
 - THECB also has a Strategic Plan and the third goal of Marketable Skills directly applies to each program (not UT Tyler, not the College, not the department, but each program)
 - National Association of Colleges and Employees (NACE) sent a survey and problem solving was extremely important and UT Tyler has previously ranked lower than desired – this will help
 - National Survey of Student Engagement (NSSE) that UT Tyler students (freshman and seniors) take and they continually rank lower on problem solving – want to increase that ranking
 - Survey sent to faculty, staff, students, alumni, and advisory board members – overwhelmingly popular topics:
 - Work-Related Knowledge Skills
 - Internships
 - Career Planning/Being Career-Minded
 - Solving Complex Real-Word Problems
 - How to Implement
 - QEP Implementation Committee (steering committee) for each College that will be made up of:
 - College Assessment Coordinator
 - Career Success Coach
 - Lead QEP Faculty
 - Academic Advisor
 - Students
 - Next year is the year to really implement and “hit the ground running”
- USAC Officers, 2019-2020
 - Secretary, Historian, Chair-Elect – begin thinking of those now
- Culture Survey Results: Next Steps
 - USAC and Faculty Senate will have a joint task force to work on the culture survey initiatives
 - Voting mechanism where ideas can be submitted and once items have so many votes, they will be sent on to Faculty Senate and USAC
- Faculty and Staff Awards Luncheon
 - Please make sure to register!
 - April 29th at 11:30 in the UC Ballroom – capacity is 300 and we’re almost there
- University Appreciation Week
 - Volunteers for luncheon – set up the Friday before (5/10) at about 2 pm
 - Set up for luncheon on Friday afternoon
 - On 5/10 at approximately 2 pm – please come help, if you can!
 - Donations
 - This is a big part of the luncheon – thinking more quality over quantity

- Activities
- May USAC meeting change
 - o Week before Appreciation Week and it's on a Thursday (not Wednesday)
- Summer Flex Schedule
 - o It's on his radar – still up to the VP at this time
- Campus Maps
 - o Have 2 already (Cowan/Nursing and Alumni) – will be ordering more
- BEP and RBN Entrance Update
 - o Partial pricing and will be complete this Summer, if not sooner
- Communication Task Force
 - o Going to send out an email to gauge who's interested – will probably try to implement over the Summer
- Enterprise Car Rental
 - o Not showing up, not as responsive, etc.
 - o Put together issues to present – email Amanda Lynn and Bonnie Davis
- Faculty Senate Update
 - o Dedicated to Susan Franzen visit
- University Council Update
 - o Adrienne Hampton – new Public Services Officer
 - o Dr. Whatley – IT Update
- Star Award
 - o March: Michelle Taff
 - o Currently taking nominations for April
- Open Forum
- **ADJOURN**
 - o Motion – Debra Ellis
 - o Second – Janice Helfers
 - o Approved

Next meeting will be Thursday, May 9 at 2pm in STE 301

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

May 9, 2019

Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Absent
District 1/Alternate	Wilson "Kole" DeWoody	Absent
District 2/Representative	Misty Holmes	Absent
District 2/Representative	Ashley Kurtz	Absent
District 2/Alternate	MaryEllen Holland	Present
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Present
District 3/Alternate	Debra Ellis	Present
District 4/Representative	Janice Helfers	Present
District 4/Alternate	RaeJean Griffin	Absent
District 5/Representative	Marie Dullard	Absent
District 5/Alternate	Christina Chatman	Present
District 6/Representative	Brittani Riley	Present
District 6/Representative	VACANT	---
District 7/Representative	Kristie Allen	Absent
District 7/Alternate	Tamara Brown	Present
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Absent
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Shelia Darcey	Absent
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Absent
District 10/Alternate	VACANT	---
District 11/Representative	VACANT	---
District 11/Representative	Greg Rawlinson	Absent
District 11/Alternate	VACANT	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Absent
District 13/Representative	Chris Cox	Absent
District 13/Alternate	VACANT	---
District 14/Representative	Francine Durr	Present
District 14/Alternate	Sally Bouis	Absent

OLD BUSINESS

- Approve April Minutes

- Motion – Brittani Riley
- Second – Janice Helpers
- Approved

NEW BUSINESS

- Faculty and Staff Awards Luncheon: Feedback
 - Thank you for attending – great turnout!
 - Feedback
 - Need to send out another reminder for better attendance
 - Didn't love the food – could be the quantity needed
 - Maybe go back off campus
 - Some people who interface with students felt like they couldn't attend
 - Possibility to put the two events together (Faculty / Staff Awards and University Appreciation Week)
- University Appreciation Week
 - Set up for luncheon on Friday at 3 p.m. – HPC Gym
 - Volunteers for day of luncheon – 10 a.m. – HPC Gym
 - Still need a few more volunteers – please let Bonnie know if you're able to help out!
 - Donations – Thank you!
 - Bring the donations to the set up on Friday or on Monday before the lunch begins
 - Activities
 - Everyone should receive an email tomorrow regarding your activities
 - MUST have IDs present when signing in
 - There are a few spots left for the Hammer & Stain 2nd day
 - Going to provide one, but if you want to do an additional sign, you can do it and it's cash-only (will send an email to those signed up)
 - TAKE PICTURES!
 - Bring cakes and giveaways to Student Success Office by Monday
- Summer Flex Schedule
 - Should be receiving communications from your departments regarding schedule soon
- Star Award
 - April: TBD
 - Currently taking nominations for May
- Open Forum
 - Sidewalk flooding – working so well now and not flooding; THANK YOU!
 - Accessibility doors (RBS & BEP) should be done this Summer, for sure by Fall
 - Officer elections coming up – keep in mind if you are interested!

ADJOURN

- Motion – Deb Ellis
- Second – MaryEllen Holland

Next meeting will be Wednesday, June 19 at 2pm in STE 301

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

June 19, 2019

Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Absent
District 1/Alternate	Wilson "Kole" DeWoody	Absent
District 2/Representative	Misty Holmes	Present
District 2/Representative	Ashley Kurtz	Present
District 2/Alternate	MaryEllen Holland	Present
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Absent
District 3/Alternate	Debra Ellis	Present
District 4/Representative	Janice Helfers	Present
District 4/Alternate	RaeJean Griffin	Absent
District 5/Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Present
District 6/Representative	Brittani Riley	Absent
District 6/Representative	VACANT	---
District 7/Representative	Kristie Allen	Absent
District 7/Alternate	Tamara Brown	Present
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Absent
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Shelia Darcey	Absent
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Absent
District 10/Alternate	VACANT	---
District 11/Representative	VACANT	---
District 11/Representative	Greg Rawlinson	Present
District 11/Alternate	VACANT	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Absent
District 13/Representative	Chris Cox	Absent
District 13/Alternate	VACANT	---
District 14/Representative	Francine Durr	Absent
District 14/Alternate	Sally Bouis	Present

OLD BUSINESS

- Approve May Minutes

- Motion – Morgan Leever
- 2nd – Janice Helfers
- Approved

NEW BUSINESS

- University Appreciation Week: Feedback
 - Thank you to everyone! It was a lot of work and everyone worked really hard and you're all rock stars.
 - Feedback:
 - Not to have DSP on same day as the Zoo
 - Overwhelming positive feedback from Bruno's
 - Have one "family friendly" option each day – iJump, DSP, Zoo, etc.
 - Maybe ask for 1.5 hours for bowling, some ran out of time in the game
 - Retirees loved being included in the event
 - Palestine, Longview, Houston – having options and being reimbursed; maybe reaching out to businesses in area
 - Luncheon guests – Yes? No?
 - Need to discuss further
 - Revisit how the lines flow, especially for those whom need the elevator due to handicap needs
 - Maybe let them come in and get a seat
 - Release a table at a time (by number)
 - Drink and dessert tables on both sides, not just one side
- Proposed Holiday Schedule 19/20
 - Option 1 – 10 workdays off during winter break (12/21-1/5), not off during Spring Break
 - Option 2 – 8 workdays off during winter break (12/21-1/1), 2 days during Spring Break
 - Floating Holiday – specifically related to religious holidays, not just any holiday
 - HR working on making definitions available and updated for everyone
 - UT Dallas, UT Austin, UT System all doing the longer winter break and no Spring Break
- TRS Contribution – Gracy Buentello
 - Senate Bill 12
 - State contribution increase (what the employer puts in) from 6.8% up to 7.5%
 - State contribution will continue to increase over time – by 2024 will go up to 8.25% (UT Tyler is currently at 7.7%)
 - We will remain at 7.7% for the next two years, but as of 9/1/21 will increase to 8% and then as of 9/1/2022 will increase to 8.25%
 - This will impact anyone in TRS
- Compensation Study
 - The President wants another compensation study to reflect salaries
 - Looking at bringing in a third party to do an overhaul of jobs and compensation review – it generally takes a single person 10 years in order to truly clean up and correct these issues, which is why a third party is requested and is being reviewed
 - A compensation plan would be presented and a timeline would be part of it
- Staff Scholarship

- When are you eligible? What are changes?
- Working on updating the form
- Must be employed a year before you can use it – will be effective for those hired 9/1/19 and later
- HR collects the forms, keeps the forms until the deadline passes, and then immediately passes off
 - Deadline is being reviewed to possibly push back – current deadline for Fall is August 1
- Benefits and Premium Rates
 - UT System is self-insured
 - Medical Plan – going up 5% as of 9/1/19
 - Claims are higher than anticipated and a lot on specialty medication
 - Hospital visits are driving the trend
 - Employee only – \$0
 - Employee & Spouse – \$270.41 (+\$12)
 - Employee & Children – \$282.81 (+\$13)
 - Employee & Family – \$532.51 (+\$25)
 - Haven't had any changes in premiums in over 3 years
 - Going to revise the plans to reflect additional offerings
 - We pay less comparatively and Gracy makes sure to do the research to make sure employees are getting the best opportunities available
- Time
 - Overtime Comp Time
 - When you work 40 hours a week + physically working more – physically working for more than 40 hours in the week
 - Can be paid out
 - Doesn't expire
 - Straight Comp Time
 - When you take some leave during the 40 hours a week + physically work more in one day, but not physically working over 40 hours in the week
 - Cannot be paid out
 - Expires after a year – employee needs to keep up with because the system does not offer an “expiration date,” but it will go away
 - Timesheets
 - Are there plans to have people be able to input their own times?
 - Quite a few discussions and working on, but timekeeping is a priority to determine
- Culture Survey Task Force
 - Creating an online Qualtrics survey for Fac/Staff to fill out and submit feedback, like a “suggestion box”
 - Leadership Teams will review monthly
- Elections Committee
 - Discuss Timeline
 - Misty Holmes (Chair), Brittani Riley and Amanda Lynn
 - Timeline
 - Nominations – 1st Wednesday in July, close 3rd Wednesday in July
 - Ballots – 1st Wednesday in August

- Officers – 1st meeting in September
- District Review
 - Sydni Blundell (chair), Amanda Lynn, Brittani Riley, Misty Holmes
- Career Success Conference Volunteers
 - September 5 – please volunteer
- Kickball Tournament – end of August
- Star Award
 - May: Howard Rockwell
 - Currently taking nominations for June
- EAC Update
 - Working on the Regents Outstanding Employee Award – hopefully it could come back
- Open Forum
 - Empathy: The Human Connection to Patient Care

ADJOURN

Next meeting will be Wednesday, July 17 at 2pm in STE 301

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

July 17, 2019

Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Present
District 1/Alternate	Wilson "Kole" DeWoody	Present
District 2/Representative	Misty Holmes	Absent
District 2/Representative	Ashley Kurtz	Absent
District 2/Alternate	MaryEllen Holland	Absent
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Present
District 3/Alternate	Debra Ellis	Present
District 4/Representative	Janice Helfers	Absent
District 4/Alternate	RaeJean Griffin	Absent
District 5/Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Absent
District 6/Representative	Brittani Riley	Present
District 6/Representative	VACANT	---
District 7/Representative	Kristie Allen	Present
District 7/Alternate	Tamara Brown	Absent
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Present
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	Shelia Darcey	Absent
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Absent
District 10/Alternate	VACANT	---
District 11/Representative	VACANT	---
District 11/Representative	Greg Rawlinson	Present
District 11/Alternate	VACANT	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	Morgan Leever	Absent
District 13/Representative	Chris Cox	Absent
District 13/Alternate	VACANT	---
District 14/Representative	Francine Durr	Present
District 14/Alternate	Sally Bouis	Absent

OLD BUSINESS

- Approve June Minutes

- Will approve at next meeting

NEW BUSINESS

- Redistricting
 - Don't want to rush and made minor adjustment (adding a distance district, District 15) and will revisit over Fall semester
 - Will create a sub-committee to review and redistrict
 - Lindsay James will be the representative for District 15, rather than At Large for District 1
 - Next step is to present to President Tidwell
 - 2 Reps + 1 Alt vs 1 Rep + 1 Alt – going back to the 1 Rep + 1 Alt model and those districts with 3 reps have been contacted and will either step down or serve as an At Large for another district
- Call for Nominations
 - As soon as President Tidwell approves, Call for Nominations will be immediately following
 - Voting for Officer positions at the meeting in September, which is when new Reps will be present
- Committees
 - Will be reviewed in September at the first meeting
- August Summer Event
 - Have some funds left over and thought about having a little pick-me-up available for staff
- Meet Your Rep, Save the Date
 - October 18, UC Ballroom (tentatively)
 - Sit down and sit with district reps vs “visit the table” – combination of both and have some things provided by USAC and the districts can bring more if desired
 - Some districts had quite a few people
 - Will have 2 tables for each district to accommodate
 - The Diner was popular
- University Appreciation Week
 - Date – thoughts on May 18-22? March 8-13?
 - Will send a survey asking about date options
- Career Success Conference Volunteers
 - September 5th
 - Deadline to register to volunteer is Friday – please make sure to volunteer
 - If you know of any speakers, let Francine Durr or anyone else in Career Success know
- Terms
 - Looked over who's expiring and will need to fill those with this round of elections
- Open Enrollment – Gracy
 - Open now!
 - Don't wait until the last minute
 - Email humanresources@uttyler.edu for any questions – will be monitored regularly to be answered in a timely manner
- Staff Scholarships
 - Due August 1 and will be sent after that to Enrollment Services Center for application
 - Anyone hired after Sept. 1 will have to work for at least a year before eligible to utilize the scholarship
 - Form is available on the website

- Star Award
 - June: Jared Sexton
 - Currently taking nominations for July
- Open Forum
 - University Calendar Committee
 - School of Nursing proposed 15 weeks semesters (Fall, Spring, Summer) and Nursing is piloting starting Summer 2019
 - Academic departments, Colleges, and Student Services departments are all represented

ADJOURN

- Motion – Brittani Riley
- 2nd – Morgan Leever

Next meeting will be Wednesday, August 14 at 2pm in STE 301

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

August 14, 2019

Stewart Hall 301 · 2pm

ATTENDANCE

District/Position	Name	Present/Absent
District 1/Representative	Lindsay James	Absent
District 1/Alternate	Wilson "Kole" DeWoody	Absent
District 2/Representative	Misty Holmes	Present
District 2/Representative	Ashley Kurtz	Absent
District 2/Alternate	MaryEllen Holland	Absent
District 3/Representative	Sydni Blundell	Present
District 3/Representative	Christian Chesnut	Absent
District 3/Alternate	Debra Ellis	Present
District 4/Representative	Janice Helfers	Present
District 4/Alternate	RaeJean Griffin	Absent
District 5/Representative	Marie Dullard	Present
District 5/Alternate	Christina Chatman	Present
District 6/Representative	Brittani Riley	Present
District 6/Representative	VACANT	---
District 7/Representative	Kristie Allen	Absent
District 7/Alternate	Tamara Brown	Absent
District 8/Representative	Bonnie Davis	Present
District 8/ Representative	Jimmy Spanko	Present
District 8/Alternate	Chris Frydenlund	Absent
District 9/Representative	VACANT	---
District 9/Representative	Brista Kent	Present
District 9/Alternate	Kayla Christianson	Absent
District 10/Representative	Richard Moore	Absent
District 10/Alternate	VACANT	---
District 11/Representative	VACANT	---
District 11/Representative	Greg Rawlinson	Present
District 11/Alternate	VACANT	---
District 12/Representative	Amanda Lynn	Present
District 12/Alternate	Eric Figueroa	Absent
District 13/Representative	VACANT	---
District 13/Representative	Chris Cox	Absent
District 13/Alternate	VACANT	---
District 14/Representative	Francine Durr	Present
District 14/Alternate	Sally Bouis	Present

OLD BUSINESS

- Approve June & July Minutes

- Motion – Misty Holmes
- Second – Janice Helfers
- Approved

NEW BUSINESS

- Convocation, August 21 at 8:30 a.m.
 - In Cowan Center
- Welcome Back, August 21, 5:30 p.m. to 7 p.m.
 - At Patriot Plaza
- Pokey O's – Friday, August 16, 1 p.m. to 3 p.m. at Harvey Deck
 - Please stop by and enjoy ice cream – bring employee ID
- Career Success Conference
 - Thursday, September 5th
 - Will have “early bird” registration for the conference for students to check in early the 3rd and 4th of September
 - Thank you for signing up for volunteering! The more the merrier, if you're interested in assisting
 - Volunteer assignments haven't been sent out yet, but will go out soon
 - Will utilize an app for the conference – speaker information, schedule, etc.
 - Can volunteers download it too? Yes, an email is going out in a few weeks with details
 - Michael Cichowicz is no longer with the University, so please email Dr. Cooper
 - University-wide Career Fair will be the following day – Friday, September 6th
- Elections Update: Brittani Riley
 - All but 3 positions were filled
 - District 1 alt
 - District 10 rep & alt
 - District 15 alt
 - Would like to utilize those in other districts to serve as at-large members – USAC will vote electronically on those to serve
 - Going back to 1 rep 1 alt for districts
- Welcome New Members in September
- USAC Officer Elections
 - Call for Nominations – first week of September
- Policies and Procedures
 - Waiting on President Tidwell's confirmation for revision
 - What do you think about allowing members to “slide back into” a member after term expires?
 - Remind members that they can nominate themselves, but should still have formal election so that new names could be input
- Culture Survey – Suggestion Box
 - Post a Qualtrics survey for employees to submit anonymous feedback – there's a way to make it truly anonymous to remove IP Addresses, as well
 - Faculty Senate and USAC will review monthly and then determine how things are going
 - Would like to incorporate the Communications Committee, as well
- HOP Update
 - USAC has a piece in the HOP and would like to link to the policies and procedures document

- Faculty Senate Update
 - New President is Dr. Colin Snider
 - New Chair-Elect is Dr. Rick Helfers
 - Merit Raise – up to 2% for this year
 - Salary Review – going to be done by a 3rd party
 - Academic Report Cards – posted online and can review how departments are doing
- University Council – Next Meeting in September
- Star Award
 - July: Sydney Blundell
 - Currently taking nominations for August
- Open Forum
 - What We've Done This Year
 - Meet Your Rep
 - 2 days of Staff Development
 - 3 Awards for Faculty/Staff Awards
 - University Appreciation Week
 - University Appreciation Week Luncheon
 - Increase Faculty Senate and USAC collaboration and communication
 - Thank you to Bonnie for a fantastic year as Chair and for all you've done
 - Parking Question – last year there was conversation of \$10/month for parking passes, is there any additional conversation?
 - Unsure of that possibility – will ask Chief Medders
 - Haven't heard about parking passes in general
 - Wayfinding Signage – what is that and what will it look like?
 - External ones
 - Faculty / Staff Scholarships
 - This is for all scholarships, including dependent scholarships

ADJOURN

- Motion – Brittani Riley
- 2nd – Sally Bouis

Next meeting will be September 18, at 2pm in STE 301