



Staff Senate

September 22, 2021 | 3:00 p.m. | ZOOM
Minutes

ATTENDANCE

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

OLD BUSINESS

- Review Minutes – Brista Hurst Kent
 - Motion – Steve Myers
 - 2nd – Linda Friedemann
 - Approved



Staff Senate

NEW BUSINESS

- Staff Senate Updates
 - Continuing to have conversations with Dr. Calhoun and his Executive Leadership about our path forward
 - We are taking our time to make intentional choices to get it “right” – we do not want to force something that isn’t in the best interest of everyone and we thank you for your support as we navigate this process.
 - We hope to have more details after the meeting tomorrow, September 23, and able to have things look more “normal”
- University Updates
 - Vaccine Incentive
 - 2 different programs, one for faculty/staff and one for students
 - Drawings are happening now – have close to 600 registered thus far
 - Question: will we find out who won?
 - Yes, Beverley is working on an announcement – winners are contacted as they win
 - Mobile Ordering now available
 - Chick-fil-A, C-Store, and the MET
 - Other locations coming in the next few months
 - Mobile Credential replacing ID Cards
 - Coming soon, you will be able to use your smart phone in leu of your employee ID card
 - Women’s Empowerment Series
 - Dr. Ashtari will present on September 30 at 1:30 via Zoom – details will go out via email soon

OPEN FORUM

- If the supervisor approves, are you able to earn comp-time the same way remotely vs in-office?
 - There’s no technical distinction in location, but there may be some differences depending on exempt vs non-exempt
- University Flu Clinics
 - October 13-15 in BRB and times will vary per day, but keep an eye out
 - Are family members eligible to participate? Unsure at this time, but should be detailed in the email.
 - The flyer only says faculty / staff, but Gracy going to ask Jared, the AVP for Benefits, for confirmation / clarification
- Accident Prevention Month – September
 - Wednesday, September 29, event in the UC to bring awareness of safety
- Holiday Schedule
 - Why do we only get 12 holiday days this year?
 - Texas legislature determines how many we’re allowed, here’s an example:
<https://www.utsystem.edu/sites/ut4u/blog/fy-2022-holiday-schedule-announced-2021-07-08>
- Compensation Study
 - What was the last update?
 - Still ongoing. At this time, Evergreen is finalizing the data and then will submit for UT Tyler to review.

ADJOURN *Next meeting will be Wednesday, October 20 at 3:00 pm*

- Motion – Steve Myers



Staff Senate

- 2nd – Kim Sheets



Staff Senate

October 20, 2021 | 3:00 p.m. | ZOOM

[ZOOM Meeting Link](#)

Passcode: tAs8Q+4Q

Minutes

ATTENDANCE

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



Staff Senate

OLD BUSINESS

- Review Minutes – Sydni Blundell
 - Motion – Bailey Boughton
 - Second – David Christian
 - Approved

NEW BUSINESS

- Career Services Conference – Mark Stark
 - Coming up and we can't do it without our staff volunteers – need at least 24 volunteers
 - Register here: <https://www.uttyler.edu/career-success/csc-volunteers.php>
 - Volunteer trainings – options for in-person and virtual
 - Tues. 10am (in-person @ UC Theater) & 2pm (ZOOM)
 - Wed. 10am (ZOOM) & 2pm (in-person @ UC Theater)
 - Shorter this year, but have over 100 speakers and are very excited for the lineup
 - Visit the Career Success Conference webpage: <https://csc.uttyler.edu/>
- Update from Marketing on Institutional Mark – Beverley Golden
 - Presenting to Board of Regents in November – this is only the Institutional (or Academic) Mark
 - UT Health East Texas has spent millions in branding and it would be more costly to revamp UT Health, so UT Tyler will be revamped
 - Not for public consumption
 - BOR approval in November – once approved, then we will be ready to begin implementation of the new institutional mark
 - Question: What's happening with the athletic mark? Answer: Nothing at this time, it is still the Flag T.
- Staff Senate Updates
 - Still working on obtaining clarification
 - Would like to have a closed representative meeting in the next month to brainstorm and collaborate
 - Will have a bigger and better update at the November meeting
- University Updates
 - University Council
 - Met on 9/21 and 10/12
 - Cross-Campus Technology and Communication Initiatives
 - Combined Directory:
 - Development of a new combined web-based directory is currently in the testing stages. Access will be internal users only and require authentication with a uthct.edu or <http://uttyler.edu> account and will be available as soon as final



Staff Senate

testing and approvals are complete. Should be available within the next few weeks if not sooner.

- Question: ALL employees or just North / Main campuses? Answer: Yes, all employees.
- Teams Integration and Outlook features
 - Improved Teams integration between uthct.edu and <http://uttyler.edu> accounts is also being expanded and tested. Additional features for Teams and Outlook will be available upon completion of the migration of <http://uttyler.edu> faculty and staff to Office365. Estimated completion date by 12-31-21.
- UT Tyler and UTHSCT Network Integration
 - Both campuses are working together on a 2-Way Forest Network Trust that will provide the basis for network integration. This will assist with accessing applications and provide additional security and functionality between campuses. A pilot project is currently active and upon the successful conclusion of the pilot additional systems connectivity will be tested and added. Estimated completion date by 12-31-21.
- Evaluations in May 2022 instead of November 2021
- QEP Steering Committee
 - First time for Staff Senate to be invited to serve on this committee
 - Met on 9/30
 - Next meeting on 11/10
 - Katie Stone, Director of the Quality Enhancement Plan, will join us next month to provide an update
 - Opportunity for service – let Brista know if you'd like to represent Staff Senate on this committee
- IE Advisory Committee
 - Each year, the USAC Chair has served to represent staff on the Institutional Effectiveness Advisory Committee
 - AIE is collaborating with the Office of Strategic Planning to organize the 2021-22 I.E. Advisory Committee
 - The committee will have an "atypical" year in that we are between strategic plans. I anticipate our goals to be:
 1. Support academic strategic planning
 2. Support QEP Planning and SACSCOC QEP Day
 3. Prepare for a successful SACSCOC Site Visit
 4. Collaborate with the new Student Achievement Committee
 5. Determine future I.E. Processes and Reports that support UT Tyler



Staff Senate

- At this time, we will likely meet twice in the fall and at least three times in the spring plus the March 14-17 SACSCOC Site Visit.
- Met on 10/7
- Next meeting on 11/4
- Opportunity for service – let Brista know if you’d like to represent Staff Senate on this committee
- Opportunities for Service and Training
 - Parking Appeals Committee
 - Opportunity for service – let Brista know if you’d like to represent Staff Senate on this committee
 - Generally meets once a month
 - UT Tyler Arbor Day 2021
 - The Patriot Trees Committee is planning UT Tyler Arbor Day 2021. This year, in addition to the Tyler campus, we will have Arbor Day events in Longview and Palestine.
 - Tyler campus – Saturday, November 6 at 9:00 a.m.
 - Palestine campus – Tuesday, November 9 at 10:00 a.m.
 - Longview campus – Thursday, November 11 at 12:30 pm.
 - Online registration is required prior to the event. The registration link will be sent out in this week’s Joe Knows newsletter
 - Questions can be directed to Bonnie Davis
 - Disability Awareness Event: Windmills Training
 - This training is designed to change the perception of disability training curriculum using both instruction and practical modules to help shift bias against disabled individuals in the workplace and hiring process. Taking the fears, biases and myths that create barriers in the hiring process and replacing them with knowledge and understanding. Windmills works to build better understanding of workplace accommodations and the Americans with Disabilities Act and its amendments.
 - Tomorrow from 12-2
 - Email with ZOOM link received yesterday from Gracy

OPEN FORUM

- UT Tyler Women’s Network – Empowerment Speaker Series
 - Speaker on October 28 at 2 pm via Zoom
 - Speaker on November 11 at TBD via Zoom

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

Motion – Julie Anderson

Second – Lindsey James

Approved

The University of Texas at
TYLER
Staff Senate

November 17, 2021 | 3:00 p.m. | ZOOM

[ZOOM Meeting Link](#)

Passcode: 2cY2U4*R

Minutes

OLD BUSINESS

- Review Minutes –Sydni Blundell
 - Motion – Chris
 - 2nd – Julie
 - Approved

NEW BUSINESS

- Library Deselection Project – Rebecca (Becky) McKay, Executive Director – Library
 - Muntz Library has 4 floors and the 3rd floor is the social floor. In 2015/2016 the floor was deselected and half of the stacks of books was removed. Students asked if more books can be removed and they will be boxed up and kept in perpetuity and scanned to be checked out virtually, with a company called the Internet Archive. Any books that have been used in the last 10 years will be kept “in-house”. If you have any questions or comments, please reach out to Becky.
 - Question – Will there be more individual study rooms or more open seating?
 - Other funds have been used to renovate bathrooms in the Library and we are also adding a lactation room. For the next round of funds, some of the group study rooms will be turned into individual study rooms and then Facilities will build more group study rooms. So, a mix of things. Student input will be utilized in future plans.
- Quality Enhancement Plan (QEP) – Katie Stone, Director of the Quality Enhancement Plan
 - Real World Problem Solving is the new QEP Topic and is focused on the curricular and co-curricular settings – steering committee is currently convening and intend to release in Fall 2022 or Fall 2023.
 - If you have any ideas on how Real World Problem Solving
 - Question – Are you helping students learn how to do basic things like reading emails?
 - We’ll speak with SGA and professors about that topic, as well.
 - Question – When you’re focused on Real World Problem Solving, are you focusing on the class itself? Or outside of the class?
 - We are using a rubric designed by AACU and it focuses on the process of problem solving as a broad skill rather than discipline specific.

The University of Texas at
TYLER
Staff Senate

- If you're interested in assisting or have ideas, especially related to having presentations / speakers, please reach out to Katie.
- Staff Senate Updates
 - Executive Leadership
 - We feel like we finally achieved consensus across the group yesterday about our path forward and we expect to receive support for our final proposal from the President's Executive Leadership team.
 - Originally, we talked about making all staff one group with healthcare and academic staff, but now we're looking at the potential of remaining separate to best serve our employee base.
 - Committee Updates
 - UT System EAC
 - Last EAC meeting in October and was mostly updates and shuffling around – any changes and updates will be addressed at next meeting for distribution
 - STAR Award
 - A sustainable model during this time has been a bit difficult to acquire and we hope to have notifications and updates soon – thank you for your understanding of delay right now
 - Committees will be re-formed
- University Updates
 - University Council
 - Kudos for the Career Success Conference
 - 380 students participated
 - 500-600 prospective students and their families were in attendance at Patriot Preview
 - SGA (Student Government Association) had a historic vote with over 1100 students participating
 - Rec Facility Fee increase referendum passed
 - Athletic Fee increase referendum did not pass
 - Women's Network
 - Dr. Charleen McNeill spoke this month on 11/11
 - Look for future announcements about the Women's Empowerment Speaker Series
 - Institutional Effectiveness Advisory Committee
 - Strategic Planning Update

The University of Texas at
TYLER
Staff Senate

- About 12,000 individuals receive the strategic planning survey link, and about 2000 individuals responded at about 16% response rate, which was deemed pretty good
- Results of that survey will be given to the Strategic Planning Committee
- Next steps will be focus groups and working groups in line with the priorities that were identified through the survey and interviews
- The goal is to have a finalized strategic plan by spring 2022
- Undergraduate Academic Success update by Dr. Colleen Swain
- Graduate Education and Research & Scholarship by Dr. Steve Idell and Dr. Kouider Mokhtari
- Opportunities for Service and Giving
 - Parking Appeals Committee – looking for someone from Staff Senate to serve
 - 2021 Faculty and Staff Giving Campaign
 - The 2021 Faculty and Staff Giving Campaign will recognize the university's 50th anniversary with 1,971 minutes of giving. The campaign will begin at 10 a.m. Monday, Nov. 29, and continue through 6:52 p.m. Tuesday, Nov. 30. Employees can support students by giving to any project, college or department via a one-time or monthly gift through payroll deduction, credit/debit card or check. Details will be provided on Nov. 29.

OPEN FORUM

- Sydni Blundell
 - Commencement is a week after the end of the semester – are there any details as to why?
 - Julie Anderson – Yes, this was published in the Academic Calendar and both Fall and Spring Commencement ceremonies are a week after the conclusion of the semester. The President's Office made the final determination and there were several reasons why, including finals and move out happening, which was student initiated
- Julie Anderson
 - Conversation going around that vaccine for COVID 19 is a requirement to get.
 - Beverley Golden – The students in a clinical practicum setting *are* required to receive the vaccine and the Deans sent that communication out and it went straight to the students whom it affected.
 - Providing more cameras in parking lots / less lit areas – there have been incidents that affected employees and more cameras could have helped.

The University of Texas at
TYLER
Staff Senate

- Chris Frydenlund – Please always feel free to reach out to the Safety Office (Environmental Health & Safety) and they can do everything they can to assist.
- Chris Frydenlund
 - What’s going on with the Evergreen study?
 - Gracy Buentello – I suggest inviting Jared Siegler, as he’s over compensation and benefits. This would be a great opportunity to have him get introduced to the staff.
- Hannah Buchanan
 - Did we have a final decision on Early Release during special / holiday times?
 - Brista Hurst-Kent – The President is revisiting this topic and a decision has not been determined at this time; we hope to have a response / answer on that very soon.
- Chris Frydenlund
 - Communication is key and a lot of employees aren’t receiving the communication and it might be a good idea to put together an Ad Hoc committee to review and consider communication.
 - Sydney Blundell – Do you mean that communication isn’t coming to Staff Senate or do you mean that Staff Senate isn’t communicating with the employees?
 - Chris Frydenlund – I mean that Staff Senate isn’t communicating with the employees. We’re more than computers and should communicate with the human touch.
 - Brista Hurst-Kent – Agree that we would like to have communication go out that will benefit even more employees.

ADJOURN *Next meeting will be Wednesday, December 15 at 3:00 pm, via ZOOM*

- Motion – Sydney Blundell
- 2nd – Julie Anderson
- Adjourn



Staff Senate

December 15, 2021 | 3:00 p.m. | ZOOM

[ZOOM Meeting Link](#)

Passcode: &.Sn9ge0

Minutes

OLD BUSINESS

- Review Minutes –Sydni Blundell
 - Motion – Chris Frydenlund
 - Second – Steve Myers
 - Approved
- Email Responses
 - Institutional Logo Feedback
 - Very grateful for feedback! Unfortunately, we were not part of the decision making for the institutional logo and we are submitting the feedback forward as the athletic logo is being reviewed
 - Staff evaluating supervisors
 - Meeting with HR to discuss

NEW BUSINESS

- Staff Senate Updates
 - Expected Timeline for new structure roll out
 - Early January
 - Emailing Districts and Policies for review
 - January Meeting
 - Vote on Districts and Policies
 - End of January/ Early February
 - Call for Nominations and Elections of Senators
 - February Meeting
 - Elect Officers
 - Sign up for Committees
 - Need – at least 2 people to assist in re-districting and at least 2 people to assist in updating policies and procedures
 - Redistricting
 - Chris Frydenlund, Steve Myers
 - Policies & Procedures



Staff Senate

- Tina Taylor, Bailey Boughton
- Committee Updates
 - STAR Award
 - Holding all nominations until there is a committee – all nominations will be compiled for first month of review
- University Updates
 - Opportunities for Service and Giving
 - Upcoming opportunities for new committees as part of the Justice, Equity, Diversity, and Inclusion
 - You can fill out this short survey now, if you're wanting to be a part of or potentially create a committee around the JEDI areas -
https://uttyler.az1.qualtrics.com/jfe/form/SV_6gOWu5wP53AITwW

OPEN FORUM

- Open Forum
 - Evergreen Study – any update?
 - We forgot to email Jared Seigler to ask him to attend – he has been contacted now and we are asking that there be an update at the January meeting

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

- Motion – Sydni Blundell
- Second – Steve Myers



Staff Senate

January 19, 2022 | 3:00 p.m. | ZOOM

[ZOOM Meeting Link](#)

Password: QQ4gbBU^

Minutes

OLD BUSINESS

- Review Minutes – Sydney Blundell
 - Motion – Steve Myers
 - Second – Kim Sheets
 - Approved
- Evergreen Study Update – Jared Seigler
 - AVP of Human Resources and oversees Compensation and Benefits
 - Evergreen has put together compilation of data for HR to review, specifically Jared Seigler, Cindy Scott, and Gracy Buentello, and then compose a full proposal for President Calhoun to review
 - Both faculty and staff are being reviewed
 - Question:
 - Rosemary Cooper – When we participated in original survey from Evergreen, there have been lots of changes, and information isn't accurate for at least some employees
 - You're right, lots of changes. Evergreen did come back and do a second sweep of certain areas to recollect the Job Analysis Data for an accurate review
 - Some employees who believe that they should have been contacted a second round were not contacted. Jared taking notes of those whom reach out.
 - Kim Sheets – Is there a timeframe for presenting the executive summary for President Calhoun?
 - Yes, the presentation will happen next week or the week after (last of Jan or first of Feb)
 - Happy to come back again once more decisions have been made.

NEW BUSINESS

- Staff Senate Updates
 - Moving the March Staff Senate meeting to 3/23 due to SACS on-site visit
 - UT System EAC Updates – Shanese Williams
 - Last meeting was January 14
 - Biggest item discussed was communication from Presidents and general consensus is that all institutions are receiving flexibility in work locations (work from home, half staffed offices, etc.)

Staff Senate

- Looking at working on DEI standard toolkit to disseminate across campuses for standard definitions
- Next meeting is in April



- Staff Senate Policies and Procedures
- New District Structure
 - 15 Districts
 - The exact breakdown was listed in the Policies and Procedures document that was sent to the USAC legacy representatives last week and distributed campus-wide today.
 - The structure was determined with attention to representing everyone appropriately, as well as grouping departments together based on geographical, reporting structure, or other likenesses.
 - Open Response Time
 - We are happy to receive any feedback on this proposal that you may have at this time.
 - Sarah Sass – States that Staff Senate is an advisory body to the President; do you want to include anyone else?
 - Given that we do only communicate with the President at this time, it's most accurate to only list that position at this time
 - Voting
 - Motion – Chris Frydenlund
 - Second – Steve Myers
 - Approved
- Policies and Procedures
 - The updated Policies and Procedures were sent to the USAC legacy representatives last week and distributed campus-wide today.
 - We took the base of our former USAC P&P and updated parts as needed to align with our previous HOP proposal (which is null and we are not moving forward with).
 - From former iterations, it all aligns and there are no substantial changes that have not been expressed / approved by our group previously.
- Open Response Time
 - We are happy to receive any feedback on this proposal that you may have at this time.
 - There is a typo in 6.3.1 and an apostrophe and “s” need to be removed
- Voting



Staff Senate

- Motion – Kim Sheets
- Second – Steve Myers
- Approved
- Timeline for Next Steps
 - We will have formal elections for all districts needed between the January and the February meeting.
 - Updated Senator list will attend the February meeting in their updated roles / positions.
 - Officers will be elected in February to begin serving.
 - Committees will be established in February during and after the Staff Senate meeting.
 - Call for volunteers for elections
 - Volunteers will be given a list of each district’s employees and a list of staff eligible to serve.
 - Volunteers will facilitate the call for nominees and communicate the mechanism for voting
 - Volunteers: Tina Taylor
- University Updates
 - Jabber – Amanda Lynn
 - Worked from home and needed to make some calls and didn’t want to use personal phone. Spoke with IT and there’s a way to use a University approved system to make calls through your computer. You can request to use Jabber through [help.uttyler.edu](https://uttyler.edu/help).
 - More info: https://uttyler.service-now.com/sp?id=kb_search&query=jabber
 - How to request:
 - HelpNow site: Visit HelpNow ([help.uttyler.edu](https://uttyler.edu/help)) > Technology Services > Phone & Network > New Phone Install
 - Direct link: https://uttyler.service-now.com/sp?id=sc_cat_item&sys_id=7dc407cedbb3334079748c6a68961951&sysparm_category=e852d4f86f629f04ea305e354b3ee487
 - Thanks to Commencement Volunteers, listed below
 - Faculty Senate meeting is tomorrow, 1/20 at 12:30 pm via Zoom
 - Dr. Sarah Sass, President of the Faculty Senate for 2021-2022 year
 - <https://uttyler.zoom.us/j/99699299187?pwd=ZkppK1Z7K1hmUXRZbXFNTTFqcDR0dz09>
Meeting ID: 996 9929 9187
Passcode: 370351
 - Women’s Empowerment Speaker on 1/21 at 10 am via Zoom
 - It’s Just Not That Simple, featuring Susan English
 - <https://uttyler.zoom.us/j/97524546805?pwd=eUF3WS9kak9PZU5rL3l4emMxSnNvQT09>
Meeting ID: 975 2454 6805
Passcode: 929876



Staff Senate

OPEN FORUM

- Steve Myers – Staff and Faculty Portraits
 - Tomorrow, 1/20, in the Library from 9:30-3 on the first floor
- Sydni Blundell – Staff Senate Senator Roles
 - Reminder that the role of the Senator is to bring communication to the Senate on behalf of the staff
 - If you are feeling like you can't express yourself appropriately, then please feel free to express your thoughts to Staff Senate Executive Committee and it will be brought forth as an anonymous voice
- Shanese Williams – University Appreciation
 - What is the plan moving forward for University Appreciation and other items?
 - We have communicated to President Calhoun how University Appreciation is coming up and we are definitely going to have it, in one way or another
 - The next two committees that we are intent on are University Appreciation and UT Tyler Star Award
- Sarah Sass – Faculty & Staff Awards
 - Faculty Affairs committee is meeting this Friday, 1/21 and are going to continue to communicate with Staff Senate to honor our faculty and staff

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

- Motion – Steve Myers
- Second – Shanese Williams



Staff Senate

COMMENCEMENT VOLUNTEERS

Gisele Abron
Julie Anderson
Allison Aragon
Andrew Barnson
David Barron
Joe Bayonne
Pamela Beall
Andrew Bell
Bruce Bettinger
Sydni Blundell
Casey Boggs
Vicky Bond
Cheyanne Bowen
Christopher Bratton
Jacob Bryce
Christon Carroll
Sarah Chadee
Samantha Cockrell
Jessica Collins
Eleazar Cortes Vazquez
Ashleigh Dinkins
Alyssa Finley
Nathan Flory
Lindsey Froneberger
Samantha Gerber
Emily Gora
Kierra Green
Alexia Herrington
Melissa Hill
Randall Holland
Bobby Hudson
Elizabeth Hutson
Brittany Johnson
Melanie Jones
Charles Kennedy
Katelyn Kingsbury
Lindsay Kolbensschlag
Catherine Kovacs

Janice Lane
Richard Legler
Nicholas Lindsay
Ashton Lindsey
Christina Liston
Cameron Long
Travis Longino
Melissa Loudermilk
Nickie Lusk
Michael Marcano
LaTrese Mass
Michael Medders
Laura Medrano
Amanda Midgett
Caitlin Mitchell
Molly Mitchell
Melanie Mogle
Sonja Morale
Olimpia Morales
Kati Morris
Yonatan Moya
Stephen Myers
Joshua Neaves
John Nelson
George Norton
Kara Odom
Olivia Paek
Amanda Pierce
Christopher Powell
Jeremy Priest
Terry Rhame
Robert Smith
Traci Smith
Sabah Snoubar
Rachael Spanko
Christion Taylor
Meghan Watkins
Mike Williams

Shakendra Williams
Cody Wingfield
Lisa Wyatt
Caroline Zito



Staff Senate

February 16, 2022 | 3:00 p.m. | ZOOM

[ZOOM Meeting Link](#)

Passcode: Du\$@3Plf

Minutes

OLD BUSINESS

- Review Minutes – Sydni Blundell
 - Motion – Steve Myers
 - Second – Amanda Whitt
 - Approved
- Evergreen Update
 - At the January meeting, Jared Siegler shared with us that the proposal was being submitted to Cindy Scott by 1/21 and that she was sharing with President Calhoun upon receiving the proposal. We asked Jared for an update and he said “at this time there is no major updates to be shared.” We hope that there will be an update by the March meeting and that Jared will be able to attend and present that update.

NEW BUSINESS

- University Updates
 - QEP and SACSCOC Update – Lou Ann Berman, Katie Stone, and Tonya Gaddis
 - Lou Ann Burman – special thank you to everyone for your hard work and consistent support on the SACSCOC proposal.
 - Off-Site Review team only asked for additional support on 7 of the 57 items
 - On-Site Review coming in the next month, March 14-17
 - Campus tours will be: Houston and Longview on 3/14, HSC and Main on 3/15, and Main on 3/16
 - QEP (Quality Enhancement Plan) – Real-World Problem-Solving: will develop and equip student with real-world problem-solving skills
 - Goal 1: Identify and/or implement real-world problem-solving assignments and opportunities within each undergraduate discipline.
 - Goal 2: Identify and implement co-curricular opportunities to apply real-world problem-solving skills.
 - Goal 3: Create pedagogical frameworks and faculty development opportunities to develop and implement real-world problem-solving teaching strategies and practices.
 - QEP website: <https://www.uttyler.edu/accreditation-statement/quality-enhancement-plan/>



Staff Senate

- Homecoming – Josh Neaves
 - March 21-26 (27), 2022
 - Main planning is 21-26, but baseball also plays on 27 and we want to support them
 - Website: <https://www.uttyler.edu/homecoming/event-schedule/>
 - Theme – Through The Years
 - Events:
 - Door decorating is coming back! We are excited to have this highlight return to Homecoming.
 - Other big events, Golf Cart Parade and Crawfish Boil, with our special sports teams of softball and baseball
 - Special Call
 - If your areas is hosting an event that is open to others, please email Josh Neaves (jneaves@uttyler.edu) for possible collaboration / advertising
 - If you are interested in hosting or co-hosting an event, please let Josh know
- Strategic Planning – Sara Jones & Morgan Kopycinski
 - When the UT Tyler and Health Science Center
 - Thank you to everyone who took the time to complete the survey asking for Strategic Plan input. The responses were utilized in assessing what the needs and goals are.
 - 5 Priorities were identified and the implementation plans are not finalized and feedback is requested throughout this process.
- Athletic Mark
 - Last week the Vice President of Marketing and the Athletics Director met with a small group of Staff Senate Senators to illicit feedback about the current drafts of the new UT Tyler Athletic Mark. We expect to have the finished product presented to the full Staff Senate sometime in the next few months.
- SGA
 - Accessibility Initiative
 - SGA is working with Administration and the heads of Staff and Faculty Senates to develop a quarterly campus walk where we identify areas that may not meet accessibility needs
 - interested in participating
 - has anything in particular that we should consider on the walk
 - They can email kjennings@uttyler.edu



Staff Senate

- We can also request that someone come to the March meeting and provide more information
- Cross Campus Wellness
 - Last week, with the blessing of Dr. Mirmiran and Dr. Philley, the Presidents of the Faculty and Staff Senates, the President of the Student Government Association, a Faculty Senator, the Associate Dean of Students, and a representative from the Student Counseling Center met to talk about starting a university-wide commitment to wellness. We know there are many projects and people already devoted to supporting students, faculty, and staff on both campuses.
 - Next month, we are gathering a group from both campuses to learn about what is already being done and to share our ideas about how we might create a network of projects that can be coordinated and expanded. Our final goal is to create a community or culture of caring at our university.
- Jimmie Allen Concert at TJC
 - Rising Country Artist Jimmie Allen will kick off his first tour as a headlining act in February, and he's making a stop at Tyler Junior College on February 24, 2022.
 - Gates open at 6 p.m., Neon Union will open the show at 7 p.m., and Allen will take the stage after.
 - Be sure to bring a chair for lawn-style seating.
 - Tickets:
 - \$10 for UT Tyler students and employees.
 - A valid university ID must be presented at the gate with student/employee tickets.
 - General admission tickets are \$50.
 - For more event details, call 903-510-2797.
 - Flyer included.
- Staff Senate Updates
 - Elections
 - 22 new Senators
 - Welcome to our new Senators
 - There have been a few questions coming up that we want to clarify so that everyone is on the same page. The term-end dates are set, even if someone was just now elected into a position. The "number of term" that was included on the spreadsheet is related to the number of consecutive terms served on the Policies & Procedures, 4.4.1. We recognize that due to the uniqueness of this year, there may be Senators that are just elected, whose term ends 8/2022, and they want to



Staff Senate

serve more than 3 consecutive terms. Should this situation come up, it will be the Staff Senate's responsibility to handle it at that time.

- Don't forget to send your headshot in – we are going to update the webpage and want to showcase our Senators.
- Officers and Committees
 - Officer Nominations and Elections will happen in the next few weeks and will conclude by March 1
 - Committee assignments will also be finalized by March 1
 - A special item regarding the Benefits Committee: last year, Staff Senate was invited by Faculty Senate to review and discuss various family care policies. An outstanding item is the review of PTO, or Paid Time Off time. If this discussion interests you, consider this committee.
 - Both Officer and Committee items will be completed electronically.
- Homecoming – March 21-26
 - Staff Senate is excited to participate in Homecoming! One of the big ideas that we would like to implement is Meet Your Senator during Homecoming! The event will be on Thursday, March 24 and we are finalizing the time. There have been some ideas discussed how to do accomplish this event both in-person and a virtual asynchronous option. So, if you're interested in facilitating this event, you should consider the Communications Committee.
 - We encourage everyone to participate as much as you can!

OPEN FORUM

- Holiday Gift – has anyone received it?
 - The company had some delays. The update has been that the company will ship orders next week
- Commencement Update
 - Moved to April
 - Hooding will be part of the ceremony and there will NOT be a required separate ceremony. With the exception of Nursing Pinning and Pharmacy White Coat ceremony, which will not be part of the Commencement Ceremony.
 - In need of over 200 volunteers for Commencement, which takes our whole UT Tyler community – please consider volunteering for this special event!

ADJOURN *Next meeting will be Wednesday, March 23 at 3:00 pm, via ZOOM*

Motion – Steve Myers

Second – Julie Anderson

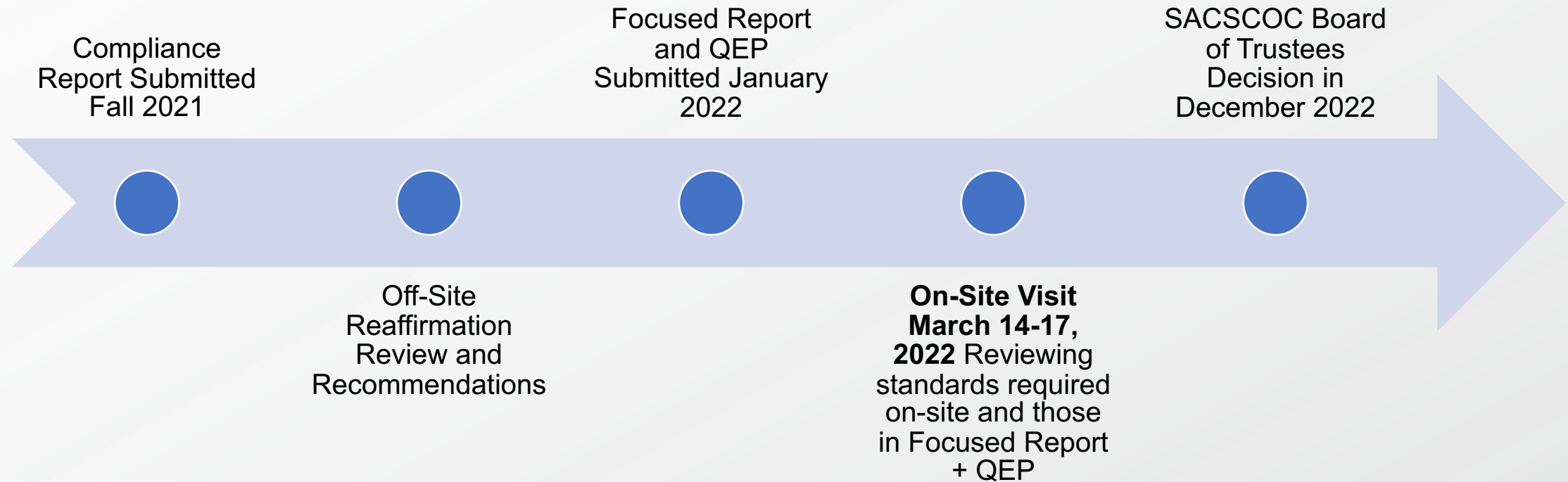
Presentation
Break

Preparing for the SACSCOC On-Site Visit

March 14-17th, 2022

The University of Texas at
★ TYLER

Overall Process and Timeline



On-Site Visit Purpose

The On-Site Reaffirmation Committee validates UT Tyler compliance with the SACSCOC Principles of Accreditation

- Reviews Compliance Reports
- Tours Campus
- Conducts Interviews
- Tours Off-Campus Instructional Sites

Reviews the Quality Enhancement Plan (QEP)

On-Site Visit Preparations

- On-Site Reaffirmation Committee members are professional colleagues.
- This is our opportunity to showcase UT Tyler.
- Campus participants identified by the SACSCOC Committee will be invited to attend orientation meetings.
- Review the UT Tyler Quality Enhancement Plan (QEP), **Real-World Problem-Solving**.

QEP Real-World Problem-Solving Goals

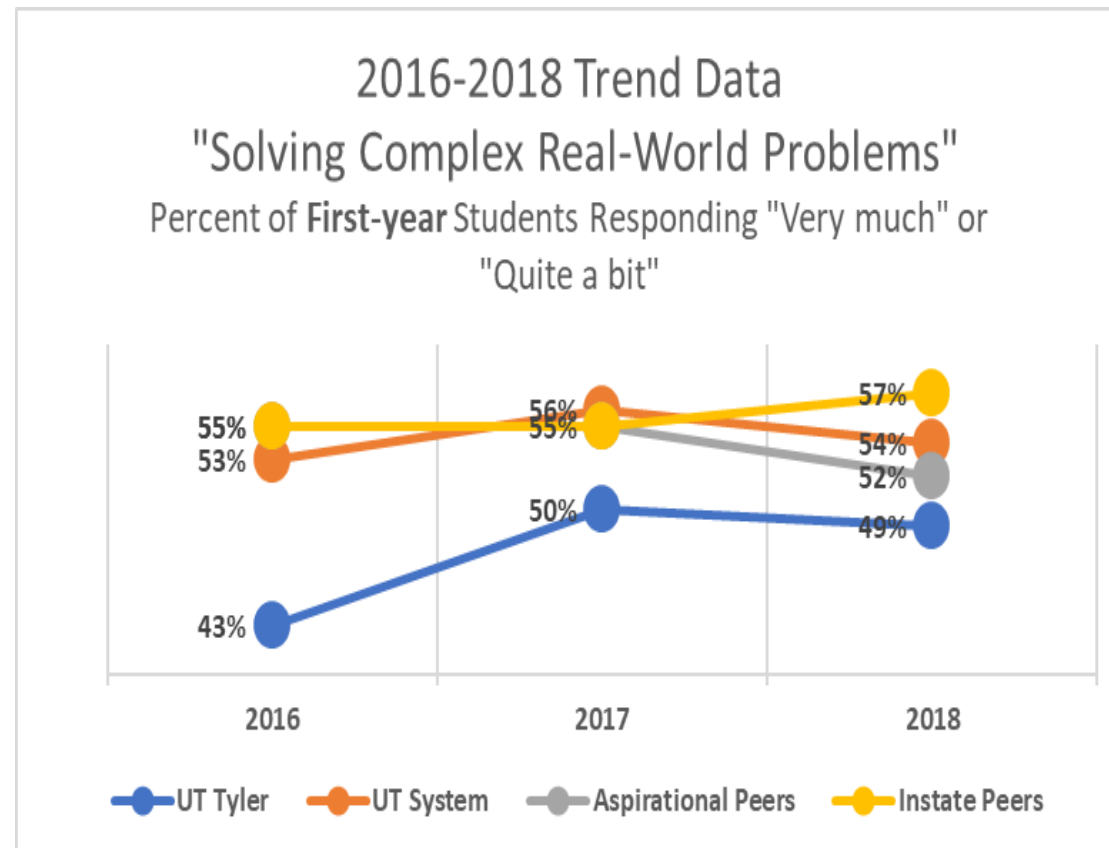
- UT Tyler's QEP will develop and equip students with real-world problem-solving skills:
 - **Goal 1:** Identify and/or **implement real-world problem-solving assignments** and opportunities **within each undergraduate discipline.**
 - **Goal 2:** Identify and implement **co-curricular opportunities** to apply real-world problem-solving skills.
 - **Goal 3:** Create pedagogical frameworks and **faculty development** opportunities to develop and implement real-world problem-solving teaching strategies and practices.

QEP Components

1. Topic Identified through Ongoing Comprehensive Planning and Evaluation
2. Broad-Based Support of Institutional Constituencies
3. Focuses on Specific SLOs and/or Student Success
4. Commits Resources to initiate, implement, and complete the QEP
5. Includes a Plan to Assess Achievement

Topic Identification and Development

Topic identification was driven by ongoing internal planning and assessment processes as well as external data gathering.



2016 – 2018 Survey results from the National Survey of Student Engagement (NSSE)

QEP Steering Committee

2021-2022 QEP Steering Committee		
Name	Title	College/Division
Dr. Lance Williams	Chair & Professor of Biology	CAS
Dr. Michael Gangone	Associate Professor of Civil Engineering	COE
Dr. Mary Helen Fagan	Associate Professor of Management	Soules COB
Erica Conway	Clinical Instructor	SON
Dr. Wycliffe Njororai Simiyu	Associate/Full Professor of Health and Kinesiology	SCRH
Dr. Colleen Marzilli	Associate Professor of Nursing	Faculty Senate
Brista Hurst-Kent	Student Information Technology Coordinator/ Staff Senate President	USAC
Dr. Anett Jessop	Assistant Professor of English	CAS
Dr. Staci Zolkoski	Associate Professor of Special Education	CEP
Leah Velarde	Director of Career Success	Student Success
Rebecca McKay	Executive Director Robert R. Muntz Library	Academic Affairs
Beverley Golden	Senior Director Media Relations	Marketing and Communications
Cindy Strawn	Director Institutional Analysis	Technology
Katherine (KC) Jennings	SGA President	Student Government Association
Dr. Lou Ann Berman	Associate Provost Assessment and Institutional Effectiveness	Academic Affairs
Tonya Gaddis	Director of Assessment and Accreditation	Academic Affairs
Katie Stone	Director of Quality Enhancement Plan	Academic Affairs

Student Learning Outcomes

- **SLO 1: Construct a** clearly defined **problem statement** with evidence of relevant real-world contextual factors.
- **SLO 2: Identify multiple approaches** to address the problem within a specific real-world context.
- **SLO 3: Evaluate potential solutions** based upon discipline-specific and real-world contextual factors.
- **SLO 4: Propose one or more solutions/hypotheses** based upon discipline-appropriate support and/or evidence.
- **SLO 5: Implement** the identified solution to address the problem.
- **SLO6: Evaluate** results/outcomes relative to the identified problem, with a discussion of further work within a real-world context.

Assessment

- Direct Assessment:
 - Adapted AAC&U Problem-Solving Rubric
 - Follows the Core Assessment Model of Faculty Scoring Panels
 - Fall 2021 Pilot Study
- Indirect Assessment:
 - National Survey of Student Engagement
 - First Destination Surveys
 - Undergraduate Graduation Exit Survey

QEP Pilot Study Results



Proposed Budget

Budget by Activity Type

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Total Administrative Costs	\$96,800	\$128,950	\$132,434	\$141,493	\$140,131	\$143,598	\$767,397
Total Direct QEP Activity Costs	\$18,600	\$44,650	\$62,119	\$60,600	\$71,092	\$55,597	\$312,658
Total QEP Costs	\$115,400	\$173,600	\$194,553	\$202,093	\$211,223	\$199,195	\$1,096,064

Budget by Resource Investment Type

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Total New Resources/Costs	\$110,400	\$123,213	\$142,878	\$144,097	\$156,872	\$143,455	\$820,915
Total Existing Resources/Costs	\$5,000	\$50,388	\$51,674	\$57,996	\$54,351	\$55,741	\$275,149
Total QEP Costs	\$115,400	\$173,600	\$194,553	\$202,093	\$211,223	\$199,195	\$1,096,064

Contact and Additional Information

Dr. Lou Ann Berman

Associate Provost, AIE

SACSCOC Institutional Accreditation Liaison

lberman@uttyler.edu

Office: 903.565.5955

Tonya K. Gaddis

Director of Assessment and Accreditation

tgaddis@uttyler.edu

Office: 903.565.5932

Katie Stone

Quality Enhancement Plan Director

kstone@uttyler.edu

Office: 903.565.5945

The QEP Proposal and FAQs are available via the [QEP website](#):

Thank You!

Presentation
Break

**Presentation to Staff Senate:
2022-2026
Proposed UT Tyler Strategic
Plan Framework**

February 16, 2022

**The University of Texas at
TYLER**

Strategic Planning Efforts: Background

**The University of Texas at
TYLER**

Strategic Plan Efforts: Background

- July 2021:
 - Strategic Planning Committee (SPC) appointed and charged with overseeing the development and implementation of the institution's strategic plan and evaluating progress toward achieving the outcomes.
- Fall of 2021:
 - The SPC and SP team participated in discovery interviews with university leadership and fielded surveys with key stakeholders.
 - The SPC began drafting the strategic plan architecture by identifying common themes and perspectives from the interviews and surveys and helped finalize the proposed mission statement that will be going to the UT System Board of Regents for review and approval in February 2022.
 - SPC members championed small working group discussions where 100 stakeholders participated, and 150 strategic goals were proposed as a result. The champions of each group reported those 150 goals at a SPC planning retreat in December.
- January-February 2022:
 - SP team met with the QEP team to ensure alignment between both proposals and the SPC finalized the draft strategic planning framework to be vetted by President Calhoun and circulated to university and community stakeholders.
- The new strategic plan will cover a 2022-2026 timeframe and outline the goals and priorities of the newly combined university. The proposed strategic plan is due for submission to The University of Texas System by March 31, 2022.

Proposed Strategic Plan: Framework

**The University of Texas at
TYLER**

PROPOSED 2022 – 2026 STRATEGIC PLAN PRIORITIES

- PRIORITY 1:** Enrich the Student Experience.
- PRIORITY 2:** Elevate the Economic Opportunity and Social Mobility for our students by Enhancing the Quality, Quantity, and Delivery of our programs.
- PRIORITY 3:** Partner and Collaborate in Service to our Community.
- PRIORITY 4:** Advance Excellence in Teaching, Research, and Healthcare.
- PRIORITY 5:** Ensure Sustainability and Foster Accountability.

Stay in touch

Strategic Planning Team – StrategicPlanning@uttyler.edu

- Stephanie Fenter, VP
 - Stephanie.fenter@uthct.edu; 903.877.5953
- Sara Jones, Director
 - Sara.jones@uthct.edu; 903.877.8746
- Morgan Kopycinski, Strategic Analyst
 - Morgan.Kopycinski@uthct.edu; 903.877.7912

The University of Texas at

TYLER™

Presentation
Break

Positions & Committees

Interested in serving Staff Senate?
Find out more information!

The University of
Texas at Tyler
Staff Senate

Method of Election & Terms of Office

- Method of Election

- Each year in May, Staff Senate shall elect the incoming President, and UT System EAC Representative and Alternate, as appropriate. Each year in August, Staff Senate shall elect the rest of the officers: Vice President, Historian, Secretary, and Treasurer.

- Terms of Office

- The terms of office for the Staff Senate officers shall be one year, with the exception of the UT System EAC Representatives/Alternate, which serve three-year terms. The in-coming officers assume their offices on September 1 following election.

Vice President

- The duties of the Vice President shall be:
 - To fulfill the duties of the Staff Senate President in the absence of the President
 - To assist the Staff Senate President in performing leadership responsibilities
 - To appoint and maintain membership rosters for standing and ad-hoc committees in consultation with Executive Committee, as needed
 - To maintain committee membership rosters and fill any vacancies
 - To chair the Benefits Committee
 - To carry out duties as delegated by the Staff Senate President

Historian

- The duties of the Historian shall be:
 - To keep accurate records of the history of the staff by cataloging issues, past and present
 - To compile and maintain the roster of Senators and dates of service
 - To chair the Nominations & Elections Committee
 - To carry out duties as delegated by the Staff Senate President

Secretary

- The duties of the Secretary shall be:
 - To record and maintain the minutes of the Staff Senate
 - To record present and absent Senators and ex-officio members at every meeting
 - To present copies of the meeting agendas and minutes to the members of the Staff Senate and the University community
 - Minutes shall be distributed at least ten (10) working days before the next scheduled meeting of Staff Senate
 - Serve as Secretary to the Executive Committee
 - Record and maintain minutes of the Executive Committee
 - To maintain and update the Staff Senate webpage
 - To chair the Communications Committee
 - To carry out duties as delegated by the Staff Senate President

Treasurer

- The duties of the Treasurer shall be:
 - To assist the Staff Senate President in the management of the Staff Senate account
 - To file a written report at the end of the fiscal year summarizing the income and expenditures of the Staff Senate for that academic year
 - To chair the UT Tyler Star Award Committee
 - To carry out duties as delegated by the Staff Senate President

Executive Committee

This committee is composed of The President, Vice President, Historian, Secretary, Treasurer, UT System EAC Representatives, and any additional members approved by the Staff Senate shall constitute the membership of this committee; Past President serves as ex-officio.

This committee shall make formal reports to the President. At least two members of the Executive Committee shall be present at such meeting. The Executive Committee shall provide overall and general guidance and direction for the Staff Senate.

Benefits Committee

This committee shall review staff members' concerns regarding benefits and make recommendations, establish subcommittees and refer items as necessary. A designee from the Office of Human Resources will serve as an ex-officio member of the Benefits Committee.

This committee will consist of at least three members; the Vice President of Staff Senate serves as Chair, two other members will be selected by the Staff Senate in a regular meeting.

Communications Committee

This committee shall plan and coordinate activities at which University employees can meet their Representatives and learn about Staff Senate activities; serve as the public relations committee of Staff Senate and work with the appropriate University officers to publicize Staff Senate and its activities; and generally, promote Staff Senate as opportunities arise. The Communications Committee maintains the webpage of the Staff Senate and collects and disseminates information about the work of Staff Senate.

This committee will consist of at least three members; the Secretary of Staff Senate serves as Chair, two other members will be selected by the Staff Senate in a regular meeting.

Faculty & Staff Awards Committee

This committee shall email All Faculty and Staff a call for nominations for the three staff awards: President's Passion Award, President's Scholarly Achievement Award, and President's Service Award. This committee, along with any other staff volunteers, will review the nominations received and select the winner of each of the three awards. The recommendation of the award winners will then be presented to the President of the University for final approval. This committee will work with the Faculty Affairs committee to help organize and execute the Faculty and Staff Awards Ceremony.

This committee will consist of at least three members who will be selected by the Staff Senate in a regular meeting and serve a one fiscal year term; the chair will be elected by the committee.

Nominations & Elections Committee

The committee shall handle all Senator nominations and elections procedures as set herein. The chair of this committee will be responsible for maintaining an election matrix on the Staff Senate shared drive.

This committee will consist of at least three members; the Historian of Staff Senate serves as chair and two other members will be selected by the Staff Senate in a regular meeting.

Policies & Procedures Committee

The duties of the committee shall be to recommend changes to the Staff Senate Policies and Procedures, as needed. Proposed amendments to the Staff Senate Policies and Procedures should be provided to the Senators in writing at least 10 working days before the next scheduled meeting at which the vote on the amendments is to be taken. Amendments to the Policies and Procedures shall be approved by the Staff Senate representatives. Additionally, the committee shall propose and accept proposed changes to the provision of the Staff Senate Policies and Procedures and to the UT Tyler Handbook of Operating Procedures (HOP) related to Staff Senate, study the proposals and prepare a recommendation to Staff Senate in accordance with the HOP. The chair of the committee sits on the University HOP Committee and is expected to attend and participate, as necessary.

This committee will consist of at least three members who will be selected by the Staff Senate in a regular meeting; the chair will be elected by the committee.

Staff Development Committee

This committee shall review ways in which the eligible staff can benefit from training programs. Staff Development subcommittees may address such issues as career and professional development, orientation/mentoring, diversity training, and basic skills development. The Director of Human Resources or designee will serve as an ex-officio member of the Staff Development Committee.

This committee will consist of at least three members who will be selected by the Staff Senate in a regular meeting; the chair will be elected by the committee.

University Appreciation Committee

This committee shall review ways in which to appreciate the staff and faculty for their work and will work with the Faculty Senate on university-wide event(s). University Appreciation subcommittees may address various components, such as food, off-campus events, extra celebratory events and recognition of staff and faculty.

This committee will consist of at least three members who will be selected by the Staff Senate in a regular meeting; the chair will be elected by the committee.

UT Tyler Star Award Committee

The committee shall select a UT Tyler Star each month from nominations received from faculty, staff, and students in recognition of outstanding service by a full-time, non-faculty employee. The award winner shall be publicly announced and recognized. This committee is responsible for facilitating the nomination and selection process, as well as maintaining recognition efforts for the award winners.

This committee will consist of at least three members; the Treasurer of Staff Senate serves as Chair, two other members will be selected by the Staff Senate in a regular meeting.

Thank you!
The University of
Texas at Tyler
Staff Senate

Questions? Reach out to any Staff Senate Senator or
StaffSenate@uttyler.edu