



Staff Senate Open Meeting Minutes
September 18, 2024 | 3:00 p.m. | COB 307
[Zoom Link](#) | Passcode: .U%3etdp

❖ **Opening Remarks from President Dr. Julie Philley, MD**

➤ Key Points Discussed:

- President and President's Cabinet's primary mission is to put our students and patients first by educating students and educate the workforce to give people the chance to have better opportunities, and ultimately a better life through coming to UT Tyler. This is achieved through the work we do every day as staff and faculty. The heart and soul of the University is the Staff.
- Call for thoughts and feedback from the staff community to bring ideas on how to streamline work processes and hear what is important to the life of this campus and to ensure UT Tyler maintains a family-like experience and mission-driven. Please submit ideas to staffsenate@uttyler.edu.
 - Staff member discussed University Appreciation and how that has been a long-standing tradition that the campus community would like to see be continued.
 - Staff member discussed the annual Christmas party and keeping with that tradition.
 - Human resources discussed professional development geared toward offering training for employees and partnering with Staff Senate to achieve this goal.
 - Dr. Philley discussed that there have been some processes that need improvement and the Administration is working to improve this for the academic and health side. Areas such as Peoplesoft and UT Share were mentioned.
 - Staff member discussed having a monthly new staff orientation to help new employees become more aware of campus resources and proper contact channels appropriate for their position.
 - ◆ Human Resources added discussions to have a focus group to organize this is already underway.
 - Staff member discussed the need for departmental meetings to learn more about available tools such as project management software.
 - Staff member asked what is the best way, process, and data needed to make a case for needing an additional staff position.
 - ◆ Response from Dr. Philley is the follow the chain of command within your department. The Chair or the Dean of a department would be the best to advocate for their areas.
 - ◆ New position approvals involve looking at several aspects such as budget, timeline, resources needed, global workload, enrollment, etc.

❖ **University Updates**

- Investiture of Dr. Julie Philley, MD - Tuesday, Oct 1st at 3 pm, Cowan Center.

- Faculty and staff who are attending the event only do not need to RSVP.
- Parking lots near the Cowan Center and across campus are expected to be full as UT System and the surrounding community are expected to attend.
- There may be shuttle services available. More details to come.
- Monday, Sept. 30th, 11:30 a.m. – 1 p.m., Patriot Plaza, there will be a campus celebration to kick-off the investiture activities. Food, drinks, and activities will be featured.

❖ Staff Senate Leadership and Committee Updates

- Committee Restructuring
 - There will be some committee restructuring with Staff Senate to align with the goal of improving staff development. Call for ideas from the campus community. Please reach out to your district senator or email staffsenate@uttyler.edu.
- UT Star Award Committee
 - July Star Award is Edward Farina.
 - August Star Award will be announced soon.
 - September nominations are open. Please submit nominations to https://uttyler.az1.qualtrics.com/jfe/form/SV_ey74ctmUZIGEyMu
- Communications Committee
 - Annual Meet Your Senator event, Oct. 17th, 9 – 10 a.m., Harvey Deck.
 - Save the date will be sent first week of October.
 - The purpose of event is to introduce the staff community to their district senator.
 - Light breakfast and beverages will be provided.

❖ Guest Speakers - Kristin Moorman, Bookstore Manager and Kathleen Davis, Regional Manager

- Key Points Discussed
 - Follett as new Vendor effective July 2024.
 - Bookstore will undergo a remodel which includes turning the second floor into student space. More details will come within the year.
 - A new adoption portal will be launched within the next couple of months to submit courses and course materials.
 - There will be training available for the new portal. More to come for training.
 - General merchandise includes UT Tyler gear, dorm supplies, convenience, trade books, and tech with a large variety online.
 - Students can use financial aid for textbooks, laptops, iPads, etc.
 - Bookstore participates in campus events and looks to be more involved in campus community and events. Please reach out if you would like the bookstore to participate in your departmental events.
 - On Demand Services now includes campus direct sales to order bulk or special orders and transactions. Can be charged to departmental charging system and purchase orders. Quick turnaround on all orders. Need more information on how to order, please review to bookstore website or contact Kristin at 2390mgr@follett.com or Kathleen at k.davis@follett.com.
- Questions
 - When will it be possible to purchase school-branded gear online?

- Purchase made through Direct Sales
- Online options will be expanded on the website.
- Is there a faculty and staff discount and can it be used online?
 - Yes, there will be. As soon as the process is finalized, notification will be sent to the campus community. Online purchases do not currently give a discount option, but employees can select “free store pickup” and upon pickup can request the discount as a refund.
 - Students often arrive at the library to pickup their books and are not aware of the bookstore on campus. Can something be added to the purchase receipt that specifies the bookstore location?
 - Current order receipts do specify the bookstore address, but a special announcement can be developed before the spring order rush.

❖ Campus Announcements

- Andrew Krouse, Executive Director of Physical Plant announces:
 - A shred bin contract is in progress to have shred bins placed at strategic locations around campus. If you have any needs or ideas regarding this new project, please contact Bonnie Davis at bdavis@uttyler.edu.
 - Friday, Sept. 27th is the last opportunity to acquire excess furniture on the 4th floor Soules College of Business building. After this date, all remaining surplus will be going to auction or being disposed of. New items have been released and are available for the campus community.
 - Please arrive at 9 a.m. or 1 p.m. to be escorted to the 4th floor.
 - If a need to schedule a time before Friday, Sept. 27th to view surplus, please contact Erica Goss at egoss@uttyler.edu.
 - Question – What are the plans for the 4th floor?
 - No concrete plans have been announced for the 4th floor COB.
 - Question – What is the auction website?
 - A new vendor is being secured, so the website will be provided when made available.
 - Question – Does the wayfinding campus project include signage for building interior, such as office signage?
 - Yes, this is a focus within the project. There are multiple solutions in process for external and internal signage for consistency across campus.
 - There will also be an option in the future to request standard office window signage through the print shop.
 - If office signage needs to be added or replaced, please submit a work order through HelpNow at help.uttyler.edu.
 - Question – Are we still recycling on campus? There are concerns that recycled trash is being added to regular trash.
 - Yes, we still participate as a campus and have recycle dumpsters on campus. If you suspect that recycling is not happening at your building, please contact Bonnie Davis, bdavis@uttyler.edu.
 - Question – Is there a wayfinding signage timeline?
 - Signage is a top priority and we are actively meeting at least every other week to develop and campus signage.
 - Question – Who is the property contact person regarding fleet vehicles?
 - Robert Cromley, Executive Director of Emergency Management and Safety

- Question – How do we submit pest control concerns?
 - You can submit a pest control work order through HelpNow at help.uttyler.edu.
- As a part of Patriot Days, Student Engagement will be hosting a Faculty/Staff VS. Students Kick Ball game. This will benefit the Patriot Pantry with a 1 nonperishable food item donation as a "fee" for entry for each faculty/staff. Spectators are welcome and also encouraged to bring a pantry item but not required. They are offering a sweet treat for players and spectators as well as the winning team receives a UT Tyler swag bag. This will be on the Patriot Plaza at noon on Tuesday, October 22nd. Email madelinebailey@uttyler.edu for any questions or registration. Registration can be found at https://uttyler.az1.qualtrics.com/jfe/form/SV_9Blrme9otQwtLbE
- Please volunteer for the Career Success Conference on Oct. 24th.
- Annual Trunk or Treat will be Sunday, Oct. 20th, 5-7 p.m. We are currently taking reservations for cars. If you are interested or would like to volunteer, please contact Robert Smith at robertsmith@uttyler.edu.

Next meeting will be Wednesday, October 16th at 3 p.m. via Zoom or COB 307.

Meeting adjourned.