



# UT Tyler **STAFF SENATE**

**Staff Senate Monthly Meeting Minutes**  
**January 22, 2025 | 3:00 p.m. | COB 307**  
[Zoom Link](#) | Passcode: b^4a1\*xQ

## ❖ COMMITTEE UPDATES

### ➤ Leadership

- District 7 special elections. Please vote in district 7, College of Arts and Sciences
- Partnering with HR for onboarding of new employees.
  - Vision and direction for new employees
  - Feel welcome when they start
  - More details in the summer
- University appreciation
  - Splitting two weeks into two different weeks within the year. More details to come when dates have been finalized.

### ➤ Star Award

- October star award was Wess Reed, November was Tara Deuja.
- Nominations for January will be open until the 25<sup>th</sup>. If you would like to nominate someone, please do so at [https://uttyler.az1.qualtrics.com/jfe/form/SV\\_ey74ctmUZIGEyMu](https://uttyler.az1.qualtrics.com/jfe/form/SV_ey74ctmUZIGEyMu)

### ➤ Benefits

- “Did You Know?” - Cell Phone Carrier Discounts
  - Verizon - <https://www.verizon.com/discounts/>
    - ◆ Sign into your Verizon account, add your work email so they can send you a verification email to verify the account. A plan discount of up to 25% and an accessory discount of 25% is added within 1-2 billing cycles.
    - ◆ Periodic verification is required to validate current employment/affiliation is still accurate.

- AT&T - <https://www.att.com/verification/signaturehub/#employment>
  - ◆ Can save up to \$10/mo. per line on our best unlimited plan with your employer discount and you may qualify for additional benefits based on your employer
  - ◆ Req's AT&T Unlimited Premium® PL and proof of eligibility. Credit(s) within 2 bill cycles. \$10/mo. per phone line discount applies to accounts with 5 lines or less. Additional charges, usage, speed & other restrictions apply.
- T-Mobile - [www.t-mobile.com/workperks](http://www.t-mobile.com/workperks)
  - ◆ Employees can Save 15% on Go5G Plus and Go5G Next plans with UNLIMITED Talk, Text, and Data!
  - ◆ Plans includes premium features like Netflix, Apple TV+, mobile hotspot, international texting and data, and freebies every week - all with taxes and fees included.
  - ◆ Who to contact: (Be sure to mention – State of TX Education Employee).  
Call Your Dedicated Perks Team: New Customers: (855) 570-9947,  
Existing Customers: (877) 334-7099
  - ◆ Discount requires verification by work email or recent paystub

## ❖ GUEST SPEAKERS

- **Brittany Childs, Executive Director of Community Engagement & Special Events and Jessi Reel, Director of Community Engagement**
  - The office serves as a central hub for managing external relationships and connecting community needs to university resources.
  - Responsibilities include:
    - Connecting organizations with university departments (e.g., Career Success for internships).
    - Facilitating academic and community engagement projects.
    - Supporting students, faculty, and staff in community-related initiatives.
  - UT Tyler's Community Engagement Initiatives
    - Assists staff in connecting with community partners for initiatives such as food insecurity projects.
    - UT Tyler offers a discount program for students, faculty, and staff at local businesses.
    - The program is being refreshed and marketed more actively.
    - A website is available to apply for inclusion in the program or review participating businesses.

- The office manages sponsorship requests and joint sponsorship events.
  - Organizations seeking UT Tyler support must go through a streamlined request process.
  - **Community Engagement Data Collection Initiative**
    - To document and showcase UT Tyler’s community engagement efforts.
    - To provide data for internal and external reporting.
    - To highlight UT Tyler’s impact on the community.
    - A survey was launched via Qualtrics and sent to all faculty and staff to collect information on community-engaged projects.
    - Open through March to accommodate different schedules.
    - Faculty and staff with extensive data (e.g., practicum sites) are encouraged to email their information instead of completing the survey.
    - Collected data will be compiled into a report over the summer.
    - Information will be shared internally, with marketing teams, and with the community.
    - Future improvements will be guided by feedback from an advisory board.
  - **Joint Sponsorships & Compliance with Regents’ Rule**
    - External organizations cannot use UT Tyler facilities without proper approval.
    - Requests must align with the university’s mission and go through a review process.
    - The Office of Community Engagement manages initial approvals, with further logistical support from the scheduling and conference management team.
- **Isai Ramirez, Vice President, Information Technology, Chief Information Officer**
- **Technology Assessment Process Training**
    - Technology assessment process training sessions tomorrow and January 30 at 10 a.m.
    - Training is highly encouraged for anyone involved in acquiring or using technology/software at UT Tyler.
    - The process applies across all UT Tyler campuses, including the Health Science Center and academic campus.
    - Training information and session links are included in Campus News and Health Science Center Employee News emails.
  - **Overview of the Technology Assessment Process**
    - To streamline and document all technology and software used across UT Tyler.

- To ensure efficiency, automation, and compliance via the Help Now Portal (ServiceNow).
- Navigate to the Help Now Portal.
- Select Technology Services → Governance → Technology Assessment Form.
- The form is fully live and available for use.
- Encouragement to use specific forms instead of generic IT tickets.
- Examples of forms available:
  - ◆ Purchasing pre-approved computers.
  - ◆ Requesting non-standard computer quotes for research.
- Lead Time and Software Acquisition Timeline
  - New Technology/Upgrades: Submit 90 days before the planned purchase date.
  - Major Software Packages: Up to 12 months in advance for large-scale implementations.
  - Software Renewals: Submit 60 days in advance.
  - Additional Licenses for Existing Software: Submit 30 days in advance.
  - Factors Affecting Lead Time:
    - ◆ Compliance with digital accessibility standards.
    - ◆ Vendor responsiveness in providing required documentation (e.g., VPAT for accessibility).
    - ◆ Free software and cloud-hosted software also require assessment.
- Handling Technology Assessment Requests
  - Form dynamically adjusts based on the type of request (new technology, software renewals, hardware with software components, etc.).
  - Hardware purchases that include software should also go through this process.
  - Requester responsibility:
    - ◆ The person requesting the software should complete the form as they understand its purpose and data usage.
    - ◆ If an admin is filling it out, they must consult with the requester and vendor if needed.
- Checking Request Status and Updates
  - How to Track a Submitted Request:
    - ◆ Go to Help Now Portal → My IT Requests to view request status.
    - ◆ Use the messaging feature within the request for updates instead of emails.
    - ◆ Users can see who is currently reviewing the request.

- Email Notifications:
  - ◆ Users receive email updates when there are new messages or requests for information.
  - ◆ If a request is marked "Awaiting User Info", the IT team needs additional details.
- Q&A Session
  - Question: How does this process apply to software included with hardware purchases?
    - ◆ Answer: If a hardware purchase includes software, indicate it on the form. IT will review it as part of the assessment.
  - Question: Can users be notified via email instead of checking the portal?
    - ◆ Answer: Yes, any updates made in the portal trigger an email notification to the requestor.

### ➤ **Campus Announcements**

- Professional Headshots – Marketing Office
  - Marketing is offering professional headshots approximately every two months.
  - Next session: February 3rd, from 10 AM – 3 PM, First Floor, Library.
  - Faculty and staff are encouraged to take advantage of this free service for use in Microsoft profiles, presentations, and professional materials.
- East Texas Big Event – February 22
  - Sponsored by: Office of Student Engagement & Community Engagement.
- Overview:
  - A full day of community service projects with students, including a partnership with TJC.
  - Faculty and staff are invited to participate alongside students.
  - Registration Details:
    - ◆ Sign-ups are now open online.
    - ◆ No formal cap on participation, but volunteers are encouraged to sign up early to ensure availability.
- Event Schedule:
  - Meet at Bergfield Park for check-in, registration, and t-shirt distribution.
  - Volunteers will be assigned a project site.
  - Morning welcome and celebration before heading to project locations.
  - Volunteers will reconvene for lunch after projects are completed.

- Space Location Updates (Erica Goss):
  - If you received an email requesting an update to your office space location, please complete it.
  - For questions, contact Erica Goss.
- Lunar New Year Celebration (Caleb Pike):
  - Date: January 31st
  - Time: 4 – 6 PM
  - Location: UC Ballroom
  - Hosted by: Office of International Programs (OIP)
  - Open to the entire UT Tyler community.

*Next meeting will be Wednesday, February 19 at 3:00 pm, COB 307 or via [Zoom](#)*