



UT Tyler **STAFF SENATE**

Staff Senate Monthly Meeting Minutes
November 20, 2024 | 3:00 p.m. | COB 307
[Zoom Link](#) | Passcode: X*f.kA%1

❖ COMMITTEE UPDATES

➤ Leadership

- Technology Assessment Form – currently in soft launch and will be integrated into required processes sometime during the upcoming spring season. Emails and training will be sent out at a later date.
 - The intent of the Technology Assessment Form is to check for Accessibility and Data Security of software and meant to be processed prior to renewing or drafting new software license agreements.
 - The form can be found at ServiceNow, under “Technology Services”, and then “Governance” on the left sidebar.
 - Direct link to the form:
https://uttyler.servicenowservices.com/sp?id=sc_cat_item&sys_id=71ad2980eb221100b749215df106fe03&sysparm_category=acda0fe39741a510b01130b6f053afc9&catalog_id=-1

➤ Star Award

- The October Star Award in person surprise is being planned by the Star Award committee. Announcements to the campus community will be sent via email.
- Nominations for November will be open until the 25th. If you would like to nominate someone, please do so at
https://uttyler.az1.qualtrics.com/jfe/form/SV_ey74ctmUZIGEyMu

➤ Benefits

- HOP updates from November 11, 2024
 - 6.30.1 - Resident Vacation and Leave - Amended 10/31/24
 - 6.11 - Criminal Background Check - Amended 10/31/24

- ◆ Send questions to Chief Human Resources Officer
- “Did You Know?”
 - Public Service Loan Forgiveness (PSLF) Program - If you’re employed by a government or not-for-profit organization, you might be eligible for the PSLF Program. The PSLF Program forgives the remaining balance on your Direct Loans after you’ve made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and while working full-time for an eligible employer.
 - ◆ Website: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-employment>
 - How to Apply for PSLF - To be considered for PSLF, you only need to submit a PSLF form. The easiest way to do this is by using the PSLF Help Tool (<https://studentaid.gov/pslf/>). The PSLF Help Tool allows you to:
 - ◆ Check to see if your employer is already in our employer database. – Checked on 11/18/24 and the University of Texas and Tyler AND The University of Texas Health Science Center at Tyler are on the eligible list!
 - ◆ Request that your employer’s eligibility be reviewed if it is not already in our database or has not yet had its eligibility determined.
 - ◆ Prepare and sign your PSLF form, and request certification and signature from your employer—all electronically.
 - ◆ Generate your PSLF form for manual signature and submission.
 - ◆ Top tip: Certify your employment every year and any time you change employers. This lets you confirm you’re on track toward forgiveness.

➤ **Communications**

- Meeting minutes will be posted on the Staff Senate website at <https://www.uttyler.edu/staff-senate/meeting-minutes/> by the first week of the following month. Please refer to the website for current academic year and previous academic year’s monthly minutes.

➤ **Staff Senate President**

- Reminder: University Holiday Party, Friday, December 6th at the Alumni House from 5:00 PM to 7:00 PM
 - RSVP by Friday, Nov. 22nd.

❖ **GUEST SPEAKERS**

➤ **Robert Cromley, Executive Director for Emergency Management and Safety**

- Permit sales are consistent with previous years. Majority of faculty and staff have purchased their permits, however only one-third of students have purchased their permits. The University has sold over 3,500 student permits on the main campus.
- A new License plate reader program went into effect in summer 2024 and has already saved \$45,000 in annual parking tag printing and mailing costs. The License plate reader process is working well and will continue to be used.
- Questions:
 - Does plate reader distinguish between faculty/staff and students?
 - ◆ Yes
 - Will people automatically receive a violation ticket for parking in an unauthorized spot?
 - ◆ We do not have a zero tolerance policy, and will issue tickets based on the situation such as full parking lots where there are hardly any parking spots available for both faculty/staff and students.
 - Do faculty and staff pay more than students for parking permits?
 - ◆ Yes, slightly more
 - Why have the spaces reserved if the policy is not going to be enforced?
 - ◆ There is limited parking available. Issuing tickets will not solve the problem, more parking will.
- Students are parking in the faculty/staff parking spots on the first floor of the parking garage.
- Bike Share Program: Students can be issued a bike on a per semester basis and helps to keep them from having to drive to campus and find parking.
- For Faculty/Staff and Students that owe over \$200 in parking citations; \$50 can be credited to the owed amount for donations made to the Campus Food Pantry
- Lot 4 added 123 spots for faculty/staff/students.
- Tyler Transit no longer maintains a bus route for The University, but negotiations are ongoing to renew a university-inclusive bus route.
- Future parking can be addressed with campus Police Department as Robert Cromley is retiring at the end of year.

➤ **Campus Announcements**

- Reminder: Holiday Party, Friday, December 6th at the Alumni House from 5:00 PM to 7:00 PM

- De-stress Fest: Tuesday, December 3rd. It brings student organizations, staff, and academic units together to participate in fun events prior to finals. If you are interested, contact Bruce Bettinger (bbettinger@uttyler.edu) or Kim Livingston-Cobb (klivingston@uttyler.edu)