



Meeting Minutes

Employee Advisory Council
February 29 – March 1, 2016

Monday, February 29

The University of Texas System Administration
Ashbel Smith Hall
201 W. 7th Street, Rm 9
Austin, Texas 78701

PRESENT: Paula Austell, Ryan Baldwin, Forrest Cain, Tara Cooper, Karla Crabtree, Edward Gonzales, Pam Hudgins, Karla Iscapa, Sonya Meinert, Rochelle Pena, Louie Rodriguez, Tania Secrest, James Smiley, Julia Spesivtseva, Laura Teran, Sally Thompson, Frank Valiulis, Venetta Williams, Lorraine Wright, Bobby Yanez, Lettie Longoria, Michael Logan, Joe Gregory

ABSENT: Shannon Rios

GUESTS: Sarah Pekar, Dan Stewart

I. Call to Order and Welcome

- Ryan Baldwin, Chair, called the meeting to order at 8:30 am and welcomed all to Austin.

II. Vice Chair Election

- Ryan received two nominations for the Vice Chair position. One nomination was accepted, the other declined.
- Ryan opened the floor up for nominations. Sally Thompson nominated Karla Iscapa and Venetta Williams seconded.
- The council held a vote and Karla Iscapa was elected as the Vice Chair. As part of this role she will become a part of the Communications Committee.

III. Report on Board of Regents Meeting

- Ryan updated the council on the report given to the Board of Regents in November. The report was well received. Ryan will follow up with the Chancellor's Office to see which system offices the recommendations should go to for implementation.
- Ryan attended the February meeting of the Board of Regents in Galveston. The Presidents unveiled their plan for tuition increases. Ryan spoke with several leaders regarding the tuition reimbursement proposal and the impact on staff. There is a special called meeting of the Board of Regents this afternoon and Ryan proposed that he should follow up to find out the impact of tuition reimbursement on staff. Ryan opened the floor for feedback from the council on his proposal to address this issue. A discussion ensued. The council agreed that Ryan will discuss the issue with the Executive Vice Chancellor for Academic Affairs.



Meeting Minutes

Employee Advisory Council
February 29 – March 1, 2016

IV. Approval of October 2015 Minutes

- Ryan asked the council to review the minutes for approval.
- Tara Cooper proposed several amendments.
- Tania Secrest corrected the name of the Regents Outstanding Employee Award Committee.
- The minutes as amended were approved by the council.

V. Safety Committee Topic Discussion

- Ryan explained that the Safety Committee has struggled with their focus, which was originally campus carry.
- Bobby Yanez, chair of the Safety Committee, explained that the committee felt it was best that the committee focus on something other than campus carry and they would like the council's input on a topic. The council discussed several topics.
- The council agreed the committee's efforts should focus on tracking the progress of past council recommendations to the Board of Regents.
- The council took a break at 9:40 am.

VI. Committee Work Session

- The council reconvened at 10 am.
- The council divided into committees.

VII. Overview of Chancellor McRaven's Quantum Leaps

- The council reconvened at 11 am.
- Prior to giving his overview, Ryan asked the council members to introduce themselves as some new members and alternates were present.
- Ryan gave an overview of the Quantum Leaps Chancellor McRaven presented to the Board of Regents in November.
- The council broke for lunch at 11:30 am.

VIII. Committee Work Session

- The council reconvened at 12:30 and broke into committees for work sessions.

IX. Overview of UT Austin Campus Carry Policy

- The council reconvened as a whole at 1:45 pm.
- Ryan gave an overview of UT Austin's Campus Carry Policy.
- The council adjourned at 2:15 pm.



Meeting Minutes

Employee Advisory Council
February 29 – March 1, 2016

Tuesday, March 1, 2016

The University of Texas System Administration
Ashbel Smith Hall
201 W. 7th Street, Rm 9
Austin, Texas 78701

I. Executive Committee Meeting

- Ryan informed the committee that between now and June is the crunch time for the committees. He recommended that the committees and the Executive Committee meet at least monthly between now and the June meeting.
- The November 9-10, 2016 Board of Regents meeting is when the council's recommendations will be presented.
- Louie Rodriguez reported for the One Voice, One System Committee and stated that they have met monthly since the first meeting. The committee is working to help with pre and post meeting checklists. They are also looking at speakers in Austin to book for future meetings. Ryan stated that he has asked Bobby Yanez to look into whether Founder's Day will continue and Bobby will update the One Voice, One System Committee.
- Ryan has spoken with the current Faculty Advisory Council chair about an introductory session for new members. Several suggestions for how to accomplish an introductory session for new members. Forrest explained that the One Voice, One System committee is creating a buddy system. The committee discussed further.
- Sonya reported that the Retention Committee is working on succession planning. The committee has polled the UT System institutions and found out that no institution has formal succession planning in place. Sonya reported that the committee is focusing on replacement planning.
- Bobby reported that the Safety Committee has re-grouped and made great strides yesterday. The committee has gone back to 2010 to assess the implementation of council recommendations. Ryan stated that he has scanned about 90 percent of the history of council.
- Ryan reported that the Regents Outstanding Employee Awards Committee is working on the details of the award criteria, the number of awards across the system, and the amount of the awards.

II. Subcommittee Status Updates

- Ryan called the council meeting to order at 8:39 am and asked for an update from the subcommittees.
- Bobby Yanez reported for the Impact Committee. The committee is assessing the implementation of council recommendations since 2010.
- Forrest Cain reported for the One System, One Voice Committee. He explained the committee is trying to bridge the gap between the universities and the council. The committee has developed session summaries and a communications checklist. Feedback from the council was requested on both tools. The committee has also come up with an idea for an inter-institutional



Meeting Minutes

Employee Advisory Council
February 29 – March 1, 2016

buddy system. The idea is to form an alliance between institutions and assign mentors between institutions to help with onboarding of new members. The committee is working on a formal plan and hopes to implement for the next meeting. The committee is also working on identifying speakers for the council and will send out an interest survey.

- Julia Spesivtseva reported that the Retention Committee is focusing on developing a process and tools for replacement planning. The committee has polled each UT institution regarding succession planning implementation. No institution has formal succession planning in place. Tania Secrest reported that MD Anderson has recently rolled out a tool which might be useful for this project and she will check to see if she can share the tool with the committee.
- Paula Austell reported for the Regents Outstanding Employee Award Committee. The committee is developing the criteria for the award, the number of awards across the committee, and the monetary amount for the award. Paula asked that council members send committee members any comments or ideas they had.

III. Travel Reimbursement Updates

- In Sarah's absence, Ryan gave travel reimbursement updates. The instructions for MapQuest have changed. She will circulate the new instructions to the group. Alcohol is now taxed. Her suggestion is to have a separate receipt for alcohol.
- The June meeting will be held on June 27th and June 28th. The travel day will be June 26th.

IV. Board of Regents Meeting

- Ryan updated the council on the special called Board of Regents meeting held on February 29th. The tuition rate changes were approved with some amendments.
- Dr. Richard Benson was approved as the new President of UT Dallas.
- Ryan reported that he had a positive conversation with Dr. Leslie surrounding concerns discussed at yesterday's council meeting.
- The committee broke into committee work sessions at 9:25 am.

V. Update from UT System

- The council reconvened at 10:30 am.
- Dan Stewart provided an update to the council on several areas: progress on the new UT System administration building, training system-wide regarding open carry and campus carry, regenerated effort and emphasis on smoking and tobacco cessation, health program pilot programs, veteran hiring, employee recognition awards, the UT System "Rooney Rule" policy, and the UT System administration and campus survey.
- Dan also reported that he does not anticipate a large increase in benefit premiums nor any change in benefit design.
- Dan took questions from members of the council.

VI. Next Steps



Meeting Minutes

Employee Advisory Council
February 29 – March 1, 2016

- Ryan asked the council to make sure their committees are meeting at least monthly.
- The next meeting will be in Austin and the June meeting will be held on June 27th and June 28th. The travel day will be June 26th.
- The meeting was adjourned at 11:08 am.

Next meeting scheduled for Monday, June 27, 2016.

DRAFT