



# Meeting Minutes

Thursday, June 11, 2015

UT Dallas  
Residence Hall West  
800 West Campbell Road  
Richardson, TX

**PRESENT:** Philip Abraham, Paula Austell, Paula Austin, Ryan Baldwin, Christine Bunce, Forrest Cain, Julie Cantini, Sergio Chavez, Dennie Clemons, Kimberly Coleman, Karla Crabtree, Kathy Finley, Edward Gonzales, Joseph Gregory, Sasha Grissom, Deborah Guillien, William Harris, Mary Ann Hellinghausen, Karla Iscapa, , Sonya Meinert , Rochelle Pena, Shannon Rios, Louie Rodriguez, Tania Secrest, Carol Shaw (*for Jennifer Cerecero*), Sally Thompson, Venetta Williams, Lorraine Wright, Bobby Yanez

**ABSENT:** Tim Herrick, Raquel Vasquez

**GUESTS:** Sarah Pekar, Dan Stewart, Wendy Spencer

**I. Call to Order and Welcome**

- Meeting was called to order by Chair, Kimberly Coleman at 9:07 a.m.
- **Updates from EAC Officers**
  - Kimberly explained that this is the last time the Council will come together this fiscal year and emphasized the importance of the subcommittees finalizing their reports. Final reports are due to the officers by June 26th. Please upload to the Box and email to the officers. Kimberly expressed gratitude to Paula Austell and Rochelle Pena for hosting the Council at UT Dallas.
  - Philip Abraham, Historian, reminded the group that elections will be held later this morning. Nominations from the floor for Vice Chair, Historian, and Secretary are allowed under the Bylaws.

**II. Welcome Remarks - Dr. Calvin Jamison, Vice President for Administration, UT Dallas**

- Paula Austell introduced Dr. Calvin Jamison, Vice President for Administration.
- Dr. Jamison gave the Council an overview of how the UT Dallas campus has developed. UT Dallas is a STEAM university and is one of the fastest growing educational institutions in Texas. Incoming freshman have some of the highest SAT scores in Texas – second to Rice University. Dr. Jamison also spoke about “Catch Comet Pride” which is a program designed to encourage excellent customer service.

**III. UT System Updates – Dan Stewart, Associate Vice Chancellor**

- Dan Stewart provided an update from U.T. System Administration -



## Meeting Minutes

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**a. Legislative Update**

The Legislature embraced higher education in terms of construction and student growth and emphasized the future by awarding funds towards seed money for research. Open carry was approved and is effective in 2016. Concealed carry was also approved for higher education campuses and will be effective 2016. There is a provision in the concealed carry bill which allows university presidents to designate areas on campus where concealed weapons cannot be carried. Efforts to block universities from setting their own tuition rates were not successful. The Hazelwood benefit was limited to those who are Texas residents. The Legislature did not approve additional appropriation monies to cover the expense of providing benefits to employees who are now entitled to benefits under ACA. Each institution must cover these costs or pay a fine if coverage costs through the exchange are higher than coverage provided by the institution. No TRS retirement eligibility changes this legislative session.

**b. New UT System Leaders**

Three of the four leaders at UT System are new (West Texas Lands, Academic Affairs, Business Affairs). Dr. David Daniel, current UT Dallas President, has been appointed Deputy Chancellor and Chief Operating Officer for UT System. Dr. Stephen Leslie will be the Executive Vice Chancellor for Academic Affairs for UT System. Mark Houser is the new Executive Director of West Texas lands.

**c. Benefits**

No major benefit changes in the plan design. Increased premium costs will be well under 10% this year. UT will continue to have pilots. One such planned pilot is proton beam therapy which is a non-invasive way to treat cancer that has not spread. The proposal is that our health insurance will pay the cost of traditional treatment for patients who are candidates for proton beam therapy which will allow more patients to receive this treatment to determine efficacy. Medical home initiatives are also being reviewed. The smoking declaration is an honor system. The amounts charged to those who identify as smokers will not change. The purpose of this program is to encourage those who identify as smokers to stop smoking.

<b>IV. Elections</b>
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**A. Chair:** Ryan Baldwin was elected chair of the council.

**B. Nominations from the Floor:**

The floor was opened for nominations for the remaining positions per the council's bylaws:

Rochelle Pena was nominated for Vice Chair. She withdrew her name from the nomination process as she had been previously nominated for the Historian position. No other nominations were received from the floor.



## Meeting Minutes

C. **Vice Chair:** Philip Abraham was elected as Vice Chair.

D. **Historian:** Rochelle Pena was elected as Historian.

<b>V. Discussion About Changes to EAC Guidelines</b>
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Kimberly explained that the One System One Voice Committee reviewed the EAC Guidelines.

- **Proposed Revision to Article IV D.2:** Kimberly highlighted the addition of Article IV D.2 regarding the encouragement/requirement of the Chair to attend UT System Board of Regents meetings as well as at least one Faculty Advisory Council (“FAC”) and Student Advisory Council (“SAC”) meetings.
  - **Discussion:** Discussion occurred regarding the financial aspect of attending the FAC and SAC meetings as this is currently not funded. The partnership with FAC and SAC was new this year. Julie Cantini explained the committee thought it was important to include attendance at the Board of Regents meetings for the Chair to ensure EAC Council members are aware of the requirements of the office of the chair. Dan suggested the Chair’s designee be allowed to attend as the Chair may not always be able to attend. The EAC budget allows for the attendance of the Chair at the regular meetings of the Board of Regents and for all of the officers to attend the November meeting of the Board of Regents.
  - Ryan made a motion for the language to read the Chair or designee. Joseph Gregory seconded the motion. The motion was passed by the Council.
- **Proposed Revision to Article II, Section B:** Sarah Pekar suggested a revision to the guidelines, Article II Section B, to change the deadline of when new council members needed to be selected by their institutions from July 31 to June 15.
  - **Discussion:** Joe made a motion to adopt this language. Kimberly seconded the motion. The revision was passed by the council.

The meeting was adjourned at 3:29 pm.



# Meeting Minutes

Employee Advisory Council  
June 11-12, 2015

Friday, June 12, 2015

UT Dallas  
Residence Hall West  
800 West Campbell Road  
Richardson, TX

## I. Call to Order and Executive Committee Update

- Meeting was called to order by Chair, Kimberly Coleman at 8:06 a.m.
- Dan and the committee expressed gratitude to Rochelle and Paula for arranging the meeting at UT Dallas. He expressed gratitude to the Council for their hard work and the officers for their work in pulling together the meeting.
- Dan gave special thanks to Kimberly Coleman for her efforts as chair and presented her with a plaque in appreciation for her work this year.
- Kimberly praised the group for coming together, inspiring each other, and encouraged the Council members to take risks and to be involved in service. She encouraged the Council to hold the Presidents at each institution accountable, the Board of Regents accountable, and to represent our employee base. She thanked the Council for the opportunity to serve.
- Ryan gave the Executive Committee update. He thanked the subcommittees for their hard work. Subcommittee reports are due to the officers by June 26th and will then go to Sarah for additional editing. He urged all of us to hug Sarah as she will not be at the October meeting. He stated that all of the officers are excited to serve next year.

## II. Subcommittee Best Practices Summaries

- Each subcommittee provided an overview of their final reports.

### Employee Wellness Policy (Topic E)

- Committee Name: UT Fit
- Chair: Shannon Rios, Vice Chair: Tania Secrest
- Executive committee liaison: Karla Crabtree
- Other members: Jennifer Cerecero, Lorraine Wright, Bobby Yanez
- Focus: To review the State Employee Health and Fitness Act of 1983, which was amended by House Bill 1297 (80<sup>th</sup> Legislative Session) and assess its implementation at all U.T. System institutions, identify best practices across the System and research what other public entities have implemented in relation to employee health/wellness.
- Update:
  - The group developed a wellness/fitness chart to determine what wellness/fitness activities are already taking place at each campus as well as programs already offered for all campuses through U.T. System Administration.



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## Meeting Minutes

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The group has shared this information with Rolando Yoman at U.T. System Administration in hopes that he will be able to keep this information up to date. Additionally, the spreadsheet can be used to analyze what trends are present, where there are gaps for some institutions, and use institutions that have implemented programs to assist those that have not in seeing what best practices are available to them. The group has researched what is being done at U.T. System Administration in implementing the policy as well as what other state agencies, four-year universities and community colleges have done to partially or fully implement the State statute. The goal for the committee is to encourage that campuses fully adopt a wellness culture by implementing at least one of the three recommendations in the statute: (1) allow employees to participate in wellness seminars/series during work; (2) allow employees to have 8 hours per year of additional leave time if they have had a physical assessment confirmed by their physician; and/or (3) allow employees to have 30 minutes of leave time three days per week for exercise. The group also intends to help promote health/wellness options for individuals (i.e. free health/wellness apps and the Living Well portal offered through U.T. System).

o Discussion:

- The council recommends the work of the committee continues next year. Paula asked what the smoking money is being used for. Christine answered that money is pooled at system level and institutions can apply for grants to use the money. The funds are dedicated to wellness and the money is either being awarded or it rolls forward. Mary Ann asked if the U.T. System Physical Challenge was part of the report. Shannon stated it was not, but the committee would look into it.

### **Management/Supervisor Development (Topic C)**

- Committee Name: Managing Workplace Dynamics
- Chair: Christine Bunce, Vice Chair: William Harris
- Executive committee liaison: Ryan Baldwin
- Other members: Paula Austin, Forrest Cain, Dennie Clemons, Karla Iscapa, Sally Thompson
- Focus: To review how bullying/harassment is currently handled across System institutions to see what the state of affairs is and then, from there, make recommendations about best practices and determine what next action steps are in addressing this.
- Update:
  - The committee looked at bullying and how and whether it is addressed across the system. The committee found that bullying is not directly addressed in policies at our campuses. Research shows workplace bullying is an issue and it has detrimental effects. Bullying is far more prevalent in higher education. The committee looked at three questions: 1) how to address bullying, 2) what are best practices for addressing bullying, and 3) what does success look like. The committee's research showed awareness is a key component in



## Meeting Minutes

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addressing bullying. The committee produced a white paper which details research and information on the key questions the committee reviewed. The white paper and will be placed on the EAC website as a resource for institutions. The committee drafted a resolution to present to the Board of Regents for adoption. The resolution encourages institutions to implement anti-bullying policies.

- Discussion:
  - Rochelle motioned for the council to approve the resolution for presentation to the Board of Regents and Bill seconded. The motion passed and the Council voted to approve the resolution.
  - The council congratulated the subcommittee on their excellent work.

### **Communications between campuses (Topic B)**

- Committee Name: One System One Voice
- Chair: Venetta Williams, Vice Chair: Julie Cantini
- Secretary: Louie Rodriguez (alternate: Sasha Grissom)
- Executive committee liaison: Philip Abraham
- Other members: Paula Austel, Edward Gonzales, Joseph Gregory
- Focus: To enhance communication efforts from the EAC to our System- and campus-level counterparts, with an emphasis on: consistency, efficiency, clarity, and collaboration.
- Update:
  - One of the goals of the committee was to ensure publication of the EAC on institutional staff websites. The committee recommends that the EAC website be reviewed annually. The committee created onboarding materials for new members and alternates which is available on the Box. The committee recommends that a meeting be held in September with new members and alternates where the new members and alternates are given the minutes from the last meeting of the council, the Board of Regents presentation, and onboarding information. The council's Standards of Conduct should be part of the onboarding information and all members and alternates should sign the Standards of Conduct each year.
- Discussion
  - Paula recommended that this committee be made a standing communications committee.
  - Kimberly recommended that project management materials be included in the onboarding process based on feedback from the committee chairs.
- **Classified Staff Career Development (Topic D)**
  - Committee Name: Career Development
  - Chair: Tim (Hank) Herrick
  - Secretary: Karla Crabtree
  - Executive committee liaison: Kimberly Coleman



Employee Advisory Council  
June 11-12, 2015

## Meeting Minutes

- Other members: Mary Ann Hellinghausen, Rochelle Pena, Raquel Vasquez, Jay Shoemaker, Sergio Chavez
- Focus: Looking at best practices in empowering, educating, and aiding employees in their professional development; researching what various U.T. campuses have available for their employees now and what can be improved.
- Update:
  - The committee recommends that U.T. System negotiate an enterprise wide contract for on-demand, online training. The committee is in the process of gathering additional data.
- Kimberly thanked each committee for the information provided and noted that she is pleased with the work that has been done.

### III. Review/Approval of March 2015 Meeting Minutes

Julie made a motion to approve the minutes. Tania seconded the motion. The motion passed and the council voted to approve the minutes as submitted.

### IV. Overview of May Board of Regents Meeting

- Kimberly provided an update on the recommendations of the Student Advisory Council (SAC) to the Board of Regents as Dan already provided an update on the Board of Regents. The Chair of the SAC is Zachary Dunn from UTSA. SAC has four standing committees: Academic Affairs, Health and Graduate Affairs, Financial & Legislative Affairs Committee, and Campus Life.
- The SAC felt that health professions schools are not as integrated into the system as other schools are.
- They recommended effective enforcement of tobacco use on campus to the Board of Regents. The Regents encouraged students to take initiative and encourage other students not to use tobacco on campus.
- Kimberly stated one area of alignment with SAC would be the inclusion of LGBTQ community.

### V. Follow Up on Campus Carry Resolution

- Ryan provided an update on the resolution proposed at the March meeting. The officers decided it was in the best interest of the council to drop the resolution because the bills passed in the legislature and the council needs to focus on providing feedback to the Board of Regents on how this legislation impacts our employees. Ryan challenged each member to get an idea from the staff at each institution on where gun free zones on campus should be and provide that information to campus leadership and the council so we can partner.
- Mary Ann asked whether the legislation allows open carry or concealed carry on campus. Campus carry legislation allows those who have a concealed handgun license to carry their guns





## Meeting Minutes

into buildings on campus. The gun must still be concealed. The open carry legislation does not impact campuses.

- Shannon reported that the UTSA staff council asked their police chief and assistant police chief to explain the legislation to their council and the police promised to solicit input of their council as they move forward in implementing the legislation. She recommended having advisory councils in touch with the police to ensure a place at the table when plans are made.
- Council members were urged to share how their campus addresses the legislation moving forward. Bill suggested that a folder on the Box be created to store this information.
- Bobby suggested inviting Phil Dendy to the Council's next meeting as he is coordinating with all U.T. institutions on this matter in his role as Risk Manager for U.T. System. Ryan asked Wendy to reach out to Phil to see if this would work for his schedule.

### VI. Callier Cares Video

- The Council watched a short video explaining the research occurring at the Callier Center.
- Kimberly thanked Paula for sharing this information with the Council as it helps to show how UT System is making a difference.

### VII. Next Steps

- Subcommittee reports are due to the officers by June 26<sup>th</sup>.
- The October meeting will be in Austin from October 19<sup>th</sup> – 20<sup>th</sup>. The February meeting will be held February 29<sup>th</sup> – March 1<sup>st</sup>. Travel dates will be October 18<sup>th</sup> and February 28<sup>th</sup>.
- Ryan thanked the Council again for their efforts this year. He asked the continuing members to speak with their employee councils and staff to get issues to provide to the council for next year.
- Ryan asked the outgoing members to schedule time with their replacement and help prepare them for service on the council. Ryan encouraged council members to give feedback to the officers on what they liked and did not like. Committee chairs have already provided some feedback.
- All outgoing council members were asked to stand. The council recognized these individuals for their work.
- Philip asked that if any committee chairs recommend that their committee should continue next year or be a standing committee to let Ryan or Philip know.
- Kimberly reminded the Council about UT System Day in November.
- Kimberly thanked Sarah for her assistance to the Council and to her over the year. The Council gave Sarah a standing ovation.

Meeting was adjourned at 10:06 am.

**Next meeting scheduled for Monday, October 19, 2015.**