



Meeting Minutes

Employee Advisory Council
October 19 - 20, 2015

Monday, October 19, 2015

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

PRESENT: Sally Thompson, Edward Gonzales, Ryan Baldwin, Joseph Gregory, Rochelle Pena, Paula Austell, Louie Rodriguez, Karla Iscapa, James Smiley, Karla Crabtree, Lorraine Wright, Jennifer Cerecero, Tara Cooper, Jay Shoemaker, Tania Secrest, Philip Abraham, Frank Valiulis, Mary Ann Hellinghausen, Maribea Merritt, Tim Herrick, Venetta Williams, Shannon Rios, Julia Spesivtseva, Forrest Cain, Laura Teran, Bobby Yanez, Sonya Meinert, and Pam Hudgins

ABSENT:

GUESTS: Sarah Pekar, Dan Stewart, Wendy Spencer, Chancellor McRaven, Tony Cucolo, Susan Franzen, and Miguel Soldi

I. Call to Order and Welcome

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

II. Introduction of EAC Officers and Representatives

- All members of the Council introduced themselves.
- Wendy Spencer asked that each member review the contact information and provide updated contact information if necessary.

III. Vision for Council

- Ryan encouraged council members to think outside of the box and to come up with bold ideas. The council represents close to 70,000 employees across the system.
- Ryan and Dan had an initial conversation with Chancellor McRaven regarding an employee award similar to the Teaching Awards for faculty members. Chancellor McRaven expressed support for this idea. Ryan would like for one subcommittee to address this topic.

IV. Approval of June 2015 Minutes

- Ryan asked the council to review the minutes for approval.
- Bobby Yanez made a motion to amend the minutes to add the election of Karla Crabtree as Secretary for the Council. The motion was passed.
- Tania Secrest pointed out a spelling correction to a name.
- Paula Austell made a motion for the minutes to be approved as amended. Shannon Rios seconded this motion. The minutes as amended were approved by the council.



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- The council took a break at 9:08 am.

V. Subcommittee Formation

- The council reconvened at 9:20 am.
- Ryan passed out sticky notes to all council members so that each council member could list issues from their campus. He asked that particularly important topics be marked by an asterisk and that the issues listed not be institution-specific. Ryan asked the council to break up into their institutional groups and meet back at 9:55 am.
- Ryan reconvened the council at 9:55 am and opened the floor for comments. Several council members brought forth concerns they had discussed in their groups.
- Dan suggested there was a common theme to the comments which was budget. He asked if the local employee councils meet with their respective institutional budget committees.
- Ryan then explained to the council that he wanted to establish a culture of feedback with the council and encouraged members to provide feedback.
- The council took a break at 10:34 am.

VI. Visit from Chancellor McRaven

- The council reconvened at 11 am.
- Chancellor McRaven spoke to the council and advised the council he would be laying out a strategic plan for the system on November 5th. He has had a chance to visit all of the campuses and believes it is critical to understand what all staff do. Chancellor McRaven told the council he is inspired by all that we do as a system.

VII. Cultural and Climate Assessments – Susan Franzen and Tony Cucolo

- Susan Franzen, Director, UT System Leadership Institute and Tony Cucolo, Associate Vice Chancellor for Leadership and Veterans Affairs presented information to the council on strategic and organizational assessments.
- Mr. Cucolo's presentation focused on an ongoing organizational assessment at UT System Administration. The expected outcomes of this assessment are a more nimble organizational structure, alignment of departments to help achieve goals, and methodologies to perform work within the laws of the State of Texas.
- Ms. Franzen explained the method taken to conduct the organizational assessment.

VIII. Mobile Device and 2-Factor Authentication – Miguel Soldi



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- Miguel Soldi, Assistant Chief Information Security Officer for UT System Administration, spoke to two initiatives being rolled out across the system: mobile device management and 2-Factor Authentication.
- Goals of both of these initiatives are to safeguard access to UT System confidential data and to conform with new legal requirements.

IX. Subcommittee Topic Results and Discussion

- Philip Abram, Vice Chair, explained the four themes that had emerged from the sticky notes gathered from members earlier.
- Ryan asked council members to select the committee they would like to participate on. He explained that once each committee is formed, the committees will break out and select leadership.

X. Subcommittee Breakout Session

- The council broke out into subcommittees and then re-convened at 2:32 pm.
- Each committee member chair then presented information on what they had discussed
 - One System, One Voice Committee: Forrest Cain is the Chair. He explained that the committee wanted to focus on bridging the gap between faculty, staff, and students and create a communication checklist; a buddy system for new council members; and meeting talking points at the end of each council meeting.
 - Safety Committee: Bobby Yanez is the Chair. He explained that the committee initially discussed vetting volunteers across the system and hazardous waste disposal.
 - Employee Retention Committee: Sonya Meinert is the Chair. She explained that the committee has initially discussed focusing on stress.
 - Employee Recognition Committee: Shannon Rios is the Chair. The committee will work on a proposal to develop a Regents Outstanding Employee Award Committee.
- The council broke out into subcommittees again.

XI. Meeting Wrap-up

- Rochelle Pena, Historian, announced that the council would take group and individual pictures tomorrow. Rochelle explained she would like to create a "Meet your EAC" webpage that includes pictures, a short biography, and pictures of the committees.
- Ryan lead the council in a plus delta exercise to obtain feedback on how the meeting went.
- Council members with previous council experience were excused. New council members were asked to remain for New Member Orientation.



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I. Call to Order and Executive Committee Update

- The meeting was called to order at 8:30 am by Chair, Ryan Baldwin.
- Ryan asked the committee as a whole to take risks.
- EAC shirts were discussed. Sarah will send out information to Council members.

II. Subcommittee Updates

Each subcommittee provided an overview of their progress to date.

- Retention Committee: The committee reported they are looking at scope and will work with HR to see if what the retention problems are.
- Communications Committee: The committee reporting they are setting up meeting dates once every other month.
- Campus Safety Committee: The committee reported they are working to figure out their objective.
- Recognition Committee: The committee reported they had homework from yesterday and will follow-up during the breakout meeting today.

The Council then broke into committee break-out sessions.

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

Dan addressed several changes and potential changes occurring at UT System. The new UT System building is anticipated to be completed late 2016, early 2017. As Chancellor McRaven discussed earlier with the Council, there is an ongoing review of the UT System functions. West Texas lands will now be directed from Houston.

Dan also spoke to several benefits issues including proton therapy coverage and an increase in emergency room copayments.



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Dan also discussed which recommendations from the previous year's council would be presented to the Board of Regents. The recommendations include those brought forth by the UT FIT Committee and the Career Development Committee.

IV. Next Steps

- Ryan thanked the council for their work.
- The meeting was adjourned.

Next meeting scheduled for Monday, February 29, 2016.

DRAFT