



Employee Advisory Council
March 27-28, 2018

Meeting Minutes

March 27, 2018

The University of Texas at Arlington

PRESENT: Michael Aldape, Paula Austell, Sally Bouis, Valerie Buchanan, Paige Buechley, Tilly Clark, Christian Corrales, Naomi Emmett, Jeannie Farahnak, Tracey Faulkinbury, Benji Hawkins, Moshmee Kalamkar, Leticia Longoria, Peggye Mahfood, Maribea Merritt, Jeffrey Meserve, Dawn Meyer, Latoya Oduniyi, Shannon Rios, Tania Secrest, James Smiley, Lisa Smith, Julia Spesivtseva, Brenda Timmons, Tricia White-Rhemtulla, Venetta Williams

ABSENT: Vanessa Ramos

GUESTS: Brenda Pearson, Susan Franzen, Dr. Vistasp Karbhari, Margie Jackymack, Dr. Martha Walvoord, Stephanie Edgett, James Kumm

I. Call to Order and Welcome

- Paige called the meeting to order at 8:35am
- Paige welcomed the group and thanked UT Arlington hosts
- Went around the room and provided updates on campuses
 - Lots of transitions
 - New Presidents
 - Budget issues
 - Re-branding

II. Welcome – Dr. Vistasp Karbhari, UT Arlington President

- PP presentation titled “UTA: Bold Solutions & Global Impact”
- Link will be provided on EAC SharePoint for reference
 - Thanked staff for their commitment and dedication

III. Review and Approval of September 2017 Meeting Minutes

- Review and send changes to Shannon
- Venetta moved minutes be approved, Michael seconded motion
- September 2017 meeting minutes were approved unanimously
- Shannon will send approved copy to Brenda for website posting

IV. UT Arlington Staff Advisory Council Presentation – Margie Jackymack, UTA SAC President

- PP presentation provided
 - Link will be provided on EAC SharePoint website



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IV. Women's Faculty and Staff Network Presentation – Dr. Martha Walvoord and Stephanie Edgett, Co-Chairs

- PP presentation provided
 - Link will be provided on EAC SharePoint website

V. ROEA Lessons Learned Brainstorming Session

- Committee will create a spreadsheet of procedures at each institution
- Some institutions did open calls for nominations, others used previous award winners
 - This may have been an effect of the shortened nomination timeframe
- Workshops for nomination process may help with consistency
- UT EAC website should be very generic and should point to institution processes
- Chancellor McRaven's retirement announcement changed the timeline and process
- UTPB used their own Staff Council for vetting and an open call for nominations
- Reference letters will be in an online format and a template will be provided to provide consistency
- UTEP President called a committee to vet applications with VP-HR in charge with an call for nominations; will separate non-classified and administrative/professional categories
- UT Austin Advisory Council reviewed all nominations and sent 20 to President's Office for final vetting
- UT RGV had two self-nominations who felt they had to advocate for themselves due to no supervisory support
- UT Dallas asked President for guidance and committee formation; Used paper copies for committee vetting
- UTSA used Director of ER for process; created an Inbox for local nominations; Staff Council Executive Committee reviewed from SharePoint site; final nominations sent from President's Office with memo
- Self-nominations can be reviewed on a case-by-case basis
- Could consider nominating teams for award
- Consider ranking nominees from institution perspective
- Consider more EAC participation next year
- UT Health Tyler had open call and used an Inbox; committee was 11 members and were able to read nominations prior to meeting; Only allowed to send 3 to President who decided on who would move forward; President declared he would not send forward anyone at Director level
- UT RGV sent 6 to President but they only sent 5; Had a discussion on longevity being a factor
- Consider a minimum and a maximum number of nominations to move forward
- Assigning "mentee" institutions to ROEA committee members was helpful



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VI. UTA: Best for Vets Presentation – James Kumm, Executive Director for Veterans Programs

- PP presentation provided
 - Link will be provided on EAC SharePoint website

Meeting adjourned at 4:04pm by Chair Paige Buechley.

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ABSENT: Vanessa Ramos

GUESTS: Brenda Pearson, Susan Franzen, Lisa Nagy

I. Executive Committee and Sub-Committee Chairs Meeting

- One System One Voice
 - Dawn provided update
 - Session Summary will go out today
 - Will change List-Serv to Office365 Teams platform
 - Will keep EAC SharePoint site
 - Twitter page up since January
 - Facebook page set up
 - Drafting social media guidelines
 - Updating website
 - Will request information on who to follow at individual institutions
 - Will discontinue distributing the newsletter
- Benefits, Salary
 - Michael provided this update in Christian's absence
 - Discussed what can be done in the short term
 - Decided to research creating an endowment to provide employee educational benefits
 - Can look at exceptional performance leave policy
- Employee Wellness, Morale
 - Jim provided this update in Peggye's absence
 - Engagement survey database
 - Still gathering data from institutions
 - Promotion of Employee Assistance programs across the system
- ROEA
 - Paula provided this update
 - Awardees have been finalized and will be announced by April 6th
 - Letter in regular mail
 - E-mail with scanned letter
 - Presidents will receive a separate communication via e-mail



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- Board won't sent regret letters to those not awarded but made the final cut
 - Institutions will be asked to provide regret letters on their campuses
 - ROEA committee will send template letter
- Ceremony items information
 - Challenge Coin cases are delivered and will be engraved
 - Folios for picture and certificate are on the way
 - Monetary prize will be in June or later paycheck and will go through institution payrolls

II. Call to Order – Day 2

- Paige called to order at 8:40am
- Jeannie brought cards for “thank you” to speakers and Chancellor
- Reminder to send receipts to Brenda Pearson for reimbursements

III. UT EAC Liaison Update – Susan Franzen

- PP presentation
- Challenging us to expand the value of EAC and our individual roles within this council
- Questions from the floor
 - Dawn asked about starting the new EAC year with some of the items “hanging out”
 - Lisa mentioned the State Universities Staff Senate/Council Consortium has sub-committees studying some of our past initiatives
 - Can create networks with these groups to help facilitate change
 - Christian asked about the mindset of the Board of Regents
 - Board meetings are open and recorded so anyone can attend/watch
 - Reviewing Quantum Leaps to see which ones we think may continue regardless of new leadership for guidance
 - Can change the mindset to bring items to the Board at any time, not just each year in November

IV. Sub-Committee Updates

- One System One Voice
 - Dawn provided this update
 - Discontinue the newsletter
 - Will discontinue list-serv and change to Office 365 Team
 - Session Summary will continue
 - Send Paige names/groups for our Twitter to follow
 - Have set up Facebook account and will modify to be appropriate for our purposes
 - Drafting social media guidelines
 - Will update website to streamline information and provide social media links



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- ROEA
 - Paula provided this update
 - Awardee announcements will go out next week to institution Presidents and individual awardees
 - Susan will send a list of awardees after official announcement goes out or EAC may be copied on original announcement to institution Presidents
 - Committee requests EAC representatives to find out if individual institutions want to notify the nominees who were not awarded and let Paula know
 - Also, need EAC assistance with gathering formal information (name, bio, pronunciation, etc.). Awardees will get instructions but may need follow-up from EAC representatives.
 - Awardees will receive an official invitation for themselves and one guest to attend the luncheon on May 14. Reimbursement is only for the awardee. Guests are required to cover their own travel expenses.
 - Institution payroll office will distribute monetary awards, with taxes removed, in regular paychecks either June 1 or July 1.
- Employee Wellness & Morale
 - Peggye provided this update
 - Want to partner with Employee Assistance Program to encourage marketing and education across the system
 - Working on survey to gather information on engagement surveys across the system
 - Need data from EAC as soon as possible
 - Board of Regents has asked for this information as a follow-up to our request last November
 - Copies of surveys would be helpful if available
 - Working on survey to gather information on flex schedules across the system
 - Need data from EAC by end of April
 - Send to Peggye to update database
 - Want to create some guiding principles for institutions to review and use
- Employee Benefits and Salary
 - Christian provided this update
 - Focusing on tuition assistance programs across the system
 - Database provided by Paige
 - Institutions do different things and some do not do anything for tuition assistance
 - Plan to propose a system-side supplement to existing tuition assistance programs to Board of Regents
 - Need to find out who is using the program, how much money is being used, across the system and in other systems across the nation
 - Attempt to align this proposal with 60x30 program across the state
 - Will also identify implications of this kind of financially-heavy program



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V. "A Community that Cares" Presentation – Lisa Nagy – Vice President for Student Affairs

- PP presentation provided
 - Link will be provided on EAC SharePoint website

VI. Next Steps

- Paige thanked everyone for great meeting
- Thanked ROEA committee for hard work
- Reminder to leave nametags and name plates for next meeting
- Summer meeting dates and location provided

Meeting adjourned at 12:06pm by Chair Paige Buechley.

Next meeting scheduled for June 21-22, 2018, with travel on June 20, 2018, at UT Tyler.

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