



Meeting Minutes

Employee Advisory Council
September 19-20, 2017

September 19, 2017

The University of Texas at Austin
SAC 1.106
110 Inner Campus Drive
Austin, TX 78705

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

ABSENT: Maricia Alleman , Latoya Odyiniui, Nyma Shah

GUESTS: Sarah Pekar, Susan Franzen, Ruben Puente, Dr. Greg Fenves, Alan Werchan, Tomas Guajardo, Jaime Davis, Dan Cavanaugh

I. New Member Orientation

- Presentation provided by the Executive Committee

II. Call to Order and Welcome

- Paige Buechley, Chair, called the meeting to order at 8:31am
- Introductions of All Members

III. Review/Approval of June 2017 Minutes

- Venetta Williams moved and Maribea Merritt seconded
- June minutes unanimously approved as written

IV. Roundtable Discussion of Sub-Committee Topics

- Presented results of survey sent prior to meeting for sub-committee topic ideas
- Volunteer Time Off Policy added to list of potential topics
- Explanation of sub-committee Formation
 - One System One Voice – Communication Committee
 - ROEA – Regent’s Outstanding Employee Award
 - Morale & Wellness
 - Salaries & Benefits



Employee Advisory Council
September 19-20, 2017

Meeting Minutes

V. Campus Security Update – Ruben Puente, Office of the Director of Police

- Inspector Ashley Griffin was also a presenter
- Chief's Conference to talk through safety on our campuses
- Two qualifying exams per year for officers across the system on fire arm usage
- 1/3 of system campuses are fully staffed
 - Others are short staffed and trying to make business case to add staff
- Mental Health Training
 - Mandatory for all UT Austin police officers
 - Long-term goal to get this training to all campuses
- Alcohol on Campus
 - Always an issue, across the system
 - Training and education and collaboration with students to help mitigate
- Terrorist Threats
 - Collaborating with all law enforcement across the state
 - Train year round and across the system
 - Threats to campuses are dealt with very swiftly and quietly
- Sexual Assault
 - The Blueprint for Sexual Assault on UT System Campuses
 - Developed with Social Work faculty at UT Austin
- Active Shooter scenarios are important
 - Video on You Tube – search “UT System Police”
- Floor Questions
 - How does the system feel about potential alcohol management policy at UTPB
 - Have to be sensitive to campus specific policy
 - Can provide guidance
 - How do UT Police work with Facilities to make campus safe
 - Patrols pay attention to safety issues and triage issues
 - All campuses have a crime prevention unit
 - System has a campus inspection unit that goes to all institutions
 - Is there system-wide policy around bomb threat on campuses
 - Must be institution specific policy
 - Guidance comes from UT System crisis intervention unit
 - UT System has a command center to help facilitate these issues
 - Is campus safety being affected by Senate Bill 4 (immigration)
 - Is not an issue system wide
 - Is much more prolific in the valley
 - Policy must be rewritten to reflect new regulations on tracking race of all crime stops



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Meeting Minutes

- What is the difference between UT Austin Police Department and UT System Police Department
 - No difference.
 - All campus police are UT System police officers.
 - Same authority and same training
 - ODOP is a regulatory office at UT System Administration
- SRRT – System Rapid Response Team
 - UT System SWAT team
 - 3 hour response time to activate
- Campus Drill Consistency across system
 - Some campuses only do fire drills
 - Some campuses need more training in special issues
 - Mental health

IV. UT Austin Welcome – Dr. Gregory Fenves, UT Austin President

- Provided some descriptive statistics on faculty, staff, and student body
- University is supported by staff
- Over 600 million dollars in funded research that is supported by staff
- One of the world's largest academic libraries is here and supported by staff
- Integration of medical and academic campuses at UT Austin and UT RGV
- Meets regularly with Staff Council Executive Committee
- Annual satisfaction survey done with staff to solicit feedback
 - Competitive compensation
 - Flexible Work Days/Hours
 - Staff Professional Development
- Marine Science Institute (MSI) damages from Harvey and assistance across the system
 - Major facility of UT Austin
 - Plan for recovery is being developed but not in place yet
 - Emergency faculty and staff are in place to help students

VI. UT System Budge Update – Alan Werchan, Office of the Controller and Tomas Guajardo, UT MD Anderson Executive Director, State and System Wide Reporting

- Higher Education Budget 101 presentation
 - Provided to us electronically
- Funding process
 - General Appropriations Act
 - How state gives money to the institutions
 - Only bill legislature must pass each session by law



Employee Advisory Council
September 19-20, 2017

Meeting Minutes

- Usually called SB1 or HB1 and divided into different areas
- We are Article III – Agencies of Education
- Article XI is the “Wish List”
- 4 types of funds
 - General revenue (GR)
 - General Revenue - Dedicated
 - Federal funds
 - Other funds
- Texas is a “pay as you go” state meaning no deficit spending
- Agencies of Education receives 37.1% of all funds from the 18/19 state budget
- Higher Education gets 25% of Article III GR
- Appropriated vs. non-appropriated funds breakdown
- Principles
 - “Sum certain” means that if you are appropriated 1 million, that is what you get
 - Appropriations are given in a “lump sum”
 - Group insurance and tuition revenue bonds are “sum certain” and are restricted for that purpose
 - Construction can only be done with general revenue with 2/3 votes of both houses of legislature
 - Formulas used to allocate funds but are not a budgetary device
- Allocation Breakdown
 - Overall, about 80% of our funding is formula-driven
 - A lot of variation across Texas institutions
 - Formula funding is an allocation methodology
 - Instruction and operation allocation is based on weighted semester credit hours. Infrastructure allocation is based on predicted, not actual space.
 - Base period concept important
 - EX. Fiscal Year 2018 funding is based on enrollment during summer and fall 2016 and spring 2017
 - Formula Funding distribution at academic institutions
 - 82% is I&O and 16% is infrastructure
 - I&O covers faculty salaries, department operating expenses, library, student services, etc.
 - Semester credit hours are weighted according to level (undergraduate, graduate) and program area (liberal arts, sciences, etc.)
 - Formula looks like this:
 - $SCH \times \text{weight} \times \text{funding rate}$



Employee Advisory Council
September 19-20, 2017

Meeting Minutes

- Formula Funding distribution at health institutions
 - 60 % for I&O and 14% for infrastructure
 - Also research, graduate medical education, and mission-specific support
- Bottom Line
 - Non formula funding is limited
 - Formulas are the key allocation mechanism
 - Formulas provide consistency across all institutions (using same inputs)
- Budget Process
 - Timelines provided for both legislative and non-legislative years

VII. Sub-Committee Formation

- Representatives will rank choices from choices provided earlier in the meeting
- Executive Committee will assign representatives to committees
- Chairs will be elected during committee time in afternoon and will report tomorrow
- ROEA Committee
 - Paula Austell, Tania Secret, Brenda Timmons, Julia Spesivtseva, Lisa Smith, Sally Bouis
 - Shannon Rios, Executive Liaison
- One System, One Voice
 - Valerie Buchanan, Venetta Williams, Dawn Meyer, Maribea Merritt, Tilly Clark, Tricia White-Rhemtulla
 - Paige Buechley, Executive Liaison
- Salaries and Benefits
 - Benji Hawkins, Christian Corrales, Tracey Falkenberry, Naomi Emmitt, Jeff Meserve, Vanessa Ramos
 - Michael Aldape, Executive Liaison
- Morale and Wellness
 - Lettie Longoria, Moshmee Kalamkar, David Gonzales, Peggye Mahfood, Mary Ann Tant
 - Jeannie Farahnak, Executive Liaison
 - Jim Smiley, Past-Chair

VIII. UT Austin Staff Council Update – Jaime Davis, Chair, UT Austin Staff Council

- Shared PPT presentation
- Gave history of UT Austin council
- Challenges include engagement, work schedules, access to e-mail, council size, succession planning
- Provided information on council make-up, terms, timeline, etc.



Employee Advisory Council
September 19-20, 2017

Meeting Minutes

- Provided some accomplishments from last year
- Provided information on projects they will work on this year
- Ideas moving forward include preserving knowledge, promote council value

IX. Faculty Advisory Council Update – Dan Cavanaugh, Chair-Elect, Faculty Advisory Council

- Via conference call
- Jim asked is FAC would be in support of an engagement survey that would go out to faculty and staff. FAC would be in favor of having this type of feedback.
 - FAC is considering more frequent evaluations for faculty but not very far along in this process
- Update on major projects/concerns for FAC this year
 - New Chairwoman on the BOR is a good advocate for faculty
 - Decreasing number of tenure line faculty being hired in favor of NTT and adjunct faculty
 - Reviewing and accounting for service hours for faculty as a piece of their job function
 - Workload Regent's Rule should be approved in November
 - Dual credit taskforce led by Dr. Wanda Mercer across the state
 - Anecdotal concerns about rigor
 - Physician burnout is a large issue across the system
 - System will host a symposium to talk through this issue
 - Hope to facilitate solutions
 - Institutional conflict of interest policy still needs some work
 - No system-wide policy until now

Meeting adjourned to UT Austin campus tour at 3:05pm by Chair, Paige Buechley.



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GUESTS: Sarah Pekar, Susan Franzen

I. Executive Committee and Sub-Committee Chairs Meeting

- Employee Morale and Wellness
 - Peggye Mahfood will chair this group
 - Will propose a request to gauge system-wide satisfaction effort in the form of a survey
 - Could be about \$100k investment
 - Looked at expanding volunteer time off policy to include other state organizations
 - Could help build good will between institutions and organizations
- ROEA
 - Paula Austell will chair this group
 - Final planning stages for the first application and award cycle
 - Getting webpage set up
 - Getting e-mail Inbox set up (ROEA@utsystem.edu)
 - Will draft Chancellor letter to Presidents for application submission
 - Award is \$10k for 30 awards
 - Will ask for 60 submissions across the system
 - Committee will research event pricing (venue, catering, travel costs)
 - Will also work through logistics of getting application cycle open 11/1/17
 - Committee will do initial vetting of applicants
 - Council will receive a presentation and will then recommend to Dr. Daniel's office awardees
 - Last Friday in April is proposed to be the award ceremony
 - Each campus will receive an award in the first year
 - This first year will be a pilot year and will tweak as we move forward



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Meeting Minutes

- One System One Voice
 - Dawn Meyer will chair this group
 - Will maintain the system summary and newsletter
 - Will launch a social media presence for EAC
 - Will research institutions' social media policies
 - Will create guidelines and policies
 - Could create more visibility and knowledge of EAC members across the system
- Salaries and Benefits
 - Christian Corrales will chair this group
 - Will propose a comprehensive tuition assistance program across the system
 - Will research within system to see what each institution is doing
 - Will also propose extending benefit to dependents
 - May tier the program according to years of service
 - Could help with recruitment and retention in the system
 - Could also help with employment retention within the system
 - Will meet in a month to report out on what system institutions are doing
 - Will also research other states and other systems

II. Call to Order – Day 2

- Chair, Paige Buechley, called the meeting to order at 8:40am

III. Travel Update – Sarah Pekar

- EAC shirts are for sale through Sarah and she will send the e-mail for orders
- Travel policy presentation needs to be provided to our travel arrangers (on SharePoint)
- MUST have itemized receipts, gratuities are NOT reimbursable, do NOT use personal vehicles, MUST use hotel tax exempt form

IV. Session EAC Liaison Update – Susan Franzen

- Introduced herself to the group
- Board received our Chancellor support letter but there has not been any word
 - Chancellor's contract is up in January and has not been renewed at this time
- Ideas are always welcome to help the entire system
- Thank you for volunteering your time to this council
- EAC has the ear of the Chancellor and the BOR
- The BOR is very interested in hearing how the things we have done have impacted the system staff environment
- EAC will change its approach to reporting to the BOR



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Meeting Minutes

- New board leadership is very interested in hearing from us
- Turned the floor over to Jim to talk through the November BOR report
 - Will review past accomplishments and implemented across the system
 - Report is complete and ready for the meeting in November
 - ROEA work will be presented
 - Benefits and compensation committee work will be presented
 - Report is divided into opportunity, work, and outcome of that work due to the BOR wanting to have this information to make its decisions

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| V. Sub-Committee Updates |
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- Pictures taken
- ROEA
 - Paula, Committee Chair, reported
 - Working on budget for event venue, catering, travel, and award swag
 - Planning on the last Friday of April for first award ceremony
 - Building webpage and e-mail address for award
 - Chancellor's letter is being drafted and hope to send mid-October
 - Plan to open application process on November 1st
 - EAC committee members should make contact with President to help facilitate nomination process once notified that the Chancellor's letter has gone out
 - Committee will vet applicants and council will make recommendations to Dr. Daniel's office
 - Hopefully will provide Challenge coins from Chancellor to each recipient
- One System and One Voice
 - Dawn, Committee Chair, reported
 - Will create session summary and newsletter
 - Will create a social media presence for EAC
 - Facebook and Twitter
 - UT Employee Advisory Council will be username
 - Will create policy and guidelines for social media usage
 - Susan suggested "Workplace" as an addition to external accounts
 - a. Facebook for the workplace
- Employee Morale and Wellness
 - Peggye, Committee Chair, reported
 - Committee will research what EAC has done in the past
 - Engagement survey will hopefully go out once BOR approves
 - Developed some criteria to determine feasibility of other concerns offered



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Meeting Minutes

- Salaries and Benefits
 - Christian, Committee Chair, reported
 - Will research tuition assistance programs across the system
 - Funding sources
 - Criteria
 - Will propose a comprehensive program across the system for both employees and their dependents
 - Hope to tier the program according to years of service
 - Can help with enrollment, retention of both students and staff

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| VI. Next Steps |
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- Thanks to Jeannie for hosting the meeting this week
- Paige sent a test e-mail to list-serv

Meeting adjourned at 11:31am by Chair, Paige Buechley.

Next meeting is March 27-28, 2018, with travel on March 26, 2018, at UT Arlington.