



Employee Advisory Council
June 21 - 22, 2018

Meeting Minutes

June 21, 2018

The University of Texas at Tyler
Alumni House
3900 University Blvd
Tyler, TX 75799

PRESENT: Paula Austell, Tania Secrest, Tricia White-Rhemtulla, Maribea Merritt, Maricia Alleman, Tilly Clark, Truc Tran, Kathy Murphy, Brenda Timmons, Tracey Faulkinbury, Latoya Oduniyi, Peggye Mahfood, Naomi Emmett, Jeff Meserve, Jim Smiley, Christian Corrales, Vanessa Ramos, Dawn Melton, Benji Hawkins, Sally Bouis, Michael Aldape, Lisa Smith, Shannon Rios, Paige Buechley, Jeannie Farahnak, Moshmee Kalamkar, Venetta Williams

ABSENT: Valerie Buchanan, Leticia Longoria, Dawn Meyer, Stephanie Romero, Julia Spesivtseva, Mary Ann Tant

GUESTS: Amir Mirmiran, Jerry Stuff, Susan Franzen

I. Call to Order and Welcome

- Meeting called to order at 8:20am by Secretary, Shannon Rios
- Shannon provided a brief welcome message
- Introductions around institution updates
 - Changes across the system
 - New Presidents, new administrators
 - New buildings, new construction
 - Retirements

II. Review/Approval of March 2018 Minutes

- Minutes were previously disbursed to council by Sarah via e-mail
- Shannon asked for a quick review and any feedback from group
- Unanimously approved as written
- Minutes will be turned to PDF and posted to website

III. Welcome to UT Tyler – Dr. Amir Mirmiran, Provost and Vice President for Academic Affairs

- Welcomed group to UT Tyler and expressed his hopes for a good and productive meeting
- Provided information with regard to incredible growth at UT Tyler
 - 11,000 students
 - Largest Freshman class this year at 1,000
- Fall 2018 Freshman class will be the best qualified in institution history
- Strategic Plan built with input from entire campus
 - 6 colleges
 - Pharmacy school will graduate first class this year
 - UT Tyler will become the primary educational institution in East Texas



Meeting Minutes

IV. Historian Report – Michael Aldape, EAC Historian

- PP provided
- Will post to EAC SharePoint site

IV. Susan Update

- Thank you to Michael for Historian report
- Thank you to ROEA Committee for their hard work in our inaugural year of ROEA
- Continue to consider recommendations are in line with BOR direction and how these items can be executed successfully
- Interim Chancellor Faulkner (past UT Austin President) named and will serve through September 1
- BOR retreat will name finalist(s) in mid- July
- Announcement should be made mid-August with September 1 potential start date
- Several months before significant initiatives rolling out from new leadership
- BOR meeting in July may also reveal information on Houston land sale as well as review size and structure of UT System Administration in order to drop head count and streamline resources (2 task forces working on these things)
- Did shared governance talks across system yield a report? Shareable?
- UT System Administration has a suggestion box, Idea Central, where employees can place suggestions and comments
- Trying to build a sense of community (UT System Band, art shows, etc.)

V. ROEA Lessons Learned

- Paige sent summary of survey results in Word document and reviewed with group
- Feedback from folks who attended the luncheon were blown away and appreciative of the ceremony and the recognition
- Templates of all artifacts now exists
- Regent’s Office will always handle the ceremony from the beginning so we are not doing a lot of work that gets re-vamped
- ROEA Committee will develop “standards” but will not dictate “standardization” of processes, criteria, timelines
- Ceremony feedback included more time spent on each awardee, more time for mix/mingle; who can attend and who can’t; only ROEA Chair will be invited to the ceremony going forward
- Final budget numbers are not in yet to make final attendance determinations
- Some post-ceremony issues included getting monetary award paid out



Employee Advisory Council
June 21 - 22, 2018

Meeting Minutes

- Would be advantageous to have key contacts at each institution to have HR processed completed efficiently
- Must standardize format and responsibility of regret letters
- Would be beneficial for committee to know how each institution handled the nomination process

<p>VI. Campus Tour and Presentation – Jerry Stuff, Associate Vice President for Facilities Management and Capital Planning</p>

- Campus tour on golf carts with commentary by Jerry
- Brief presentation on building and construction plans when we returned to Alumni House

Chair Paige Buechley adjourned meeting at 4:08pm.



Employee Advisory Council
June 21 - 22, 2018

Meeting Minutes

June 22, 2018

The University of Texas at Tyler
Alumni House
3900 University Blvd
Tyler, TX 75799

PRESENT: Paula Austell, Tania Secrest, Tricia White-Rhemtulla, Maribea Merritt, Maricia Alleman, Tilly Clark, Truc Tran, Kathy Murphy, Brenda Timmons, Tracey Faulkinbury, Latoya Oduniyi, Peggye Mahfood, Naomi Emmett, Jeff Meserve, Jim Smiley, Christian Corrales, Vanessa Ramos, Dawn Melton, Benji Hawkins, Sally Bouis, Michael Aldape, Lisa Smith, Shannon Rios, Paige Buechley, Jeannie Farahnak, Moshmee Kalamkar, Venetta Williams

ABSENT: Valerie Buchanan, Leticia Longoria, Dawn Meyer, Stephanie Romero, Julia Spesivtseva, Mary Ann Tant

GUESTS: Amir Mirmiran, Jerry Stuff, Susan Franzen

I. Executive Committee and Sub-Committee Chairs Meeting

- Tricia presented for Communications committee
 - Tricia will take over for Dawn as Chair
 - Will create an EAC annual update to share with institutions with all important reminders (EAC meetings, ROEA deadlines, Founder's Day)
 - Newsletter format
 - Send reminders before each event as well
 - UT System wants us to be "generic" in our social media postings
- Paula presented for ROEA Committee
 - Reviewing all survey feedback
 - Will work with UT System Administration Project Manager to process map the ROEA process
 - Continuing Friday conference calls
 - Announcement needs to go out in September
 - October 1 nomination opening with a mid-December deadline
- Christian presented for the Employee Benefits Committee
 - Drafted a resolution to present to the Board of Regents
 - Gathering research to review what institutions across the system are doing with tuition assistance
 - Will continue to research similarities to see where we can standardized
 - Want to try and produce an EAC scholarship as a second option to standardizing tuition assistance across the system
- Jim presented for the Employee Morale Committee
 - Trying to flush out survey information from institutions
 - Have some direction and can work on tangible items to present a framework for the Board of Regents



Employee Advisory Council
June 21 - 22, 2018

Meeting Minutes

II. Call to Order – Day 2

- Full meeting called to order by Chair, Paige Buechley, at 8:43am

III. FY 2019 Executive Committee Elections

- Chair nominations were requested prior to this meeting and candidates provided a brief bio for the council to review.
 - Paige asked for additional Chair nominations from the floor. No one was nominated from the floor and Venetta moved Chair nominations be closed. Paula seconded the motion. The three candidates provided short speeches about their abilities to serve in the Chair position.
 - Shannon Rios was elected as Chair of EAC for 2018-2019.
- Paige explained Vice-Chair responsibilities and asked for nominations from the floor.
 - Paula Austell was nominated and she accepted the nomination.
 - Jeannie Farahnak was nominated and she accepted the nomination.
 - Brenda Timmons was nominated and declined the nomination.
 - Christian moved the Vice-Chair nominations be closed and Jim seconded the motion.
 - Each candidate provided a short speech about their abilities to serve in the Vice-Chair position.
 - Jeannie Farahnak was elected Vice-Chair of the EAC for 2018-2019.
- Paige explained the Secretary responsibilities and asked for nominations from the floor.
 - Moshmee Kalamkar was nominated and she declined the nomination.
 - Lisa Smith was nominated and accepted the nomination.
 - Tilly Clark was nominated and declined the nomination.
 - Latoya Odyinyi was nominated and declined the nomination.
 - Lisa Smith was elected as Secretary of EAC for 2018-2019.
- Paige explained Historian responsibilities.
 - Tricia White-Rhemtulla and she accepted the nomination.
 - Paula Austell was nominated and she declined the nomination.
 - Michael Aldape was nominated and he accepted the nomination.
 - Latoya Odynini was nominated and she accepted the nomination.
 - Christian moved to close nominations and Jeanine seconded the motion.
 - Each candidate provided a brief speech about their abilities to serve as Historian.
 - Michael Aldape was elected as Historian of the EAC for 2018-2019.



Meeting Minutes

IV. Sub-Committee Updates

- ROEA
 - Paula thanked the council for assistance in the process this past year.
 - Committee will work with a UT System Administration project manager to map the ROEA process
 - All communications should be coming out in time to open nominations on October 1
 - Brenda drafted a survey for how individual institutions handled the nomination process and review process that will go out to Council soon
 - Feedback will be used to create standards/best practices for institutions to use.
 - Plan to form a review team with representation from each institution for nomination vetting process
- Employee Morale
 - Jim provided update in Peggy's absence
 - Formatting research on how morale is measured across the system
 - Still need feedback from individual institutions on morale surveys and flex/tele-commuting policy
 - Will follow up with institutions who have not responded
 - Will provide best practices to Board of Regents
- Employee Benefits
 - Christian thanked Michael for his service as Executive liaison for this committee
 - Tuition assistance was main focus of this committee
 - Researched institutions practices
 - Drafted a resolution to provide the BOR to ask for their guidance on proposing an equitable tuition assistance program across the UT System.
 - As an alternative, the committee would like for us to consider establishing a scholarship sponsored by the EAC for employee education
- Communications
 - Tricia has taken over as Chair. Latoya will serve as Vice-Chair.
 - UT System Administration has asked us to be careful what we post on social media and to make sure all communications are approved before posting.
 - Will produce an important checklist with important dates for EAC meetings, ROEA deadlines, Founder's Day, etc.
 - Format will be same as Session Summary
 - May be helpful to find out how communications to students and staff happen across the system at individual institutions
 - Onboarding welcome letter necessary for new members with important information and links.
 - Any input is appreciated.



Employee Advisory Council
June 21 - 22, 2018

Meeting Minutes

V. Next Steps

- Presentation to Paige for her service as FY 18 Chair
- Session Summary will go out soon.
- Fall 2018 meeting will be at UT System Administration in late October
- Spring 2019 meeting may be hosted by UTMB Galveston
- Summer 2019 meeting still TBD
- Recognition of members rolling off the committee.
- Sally offered us to stay around campus to visit bookstore, Student Union, etc.

Meeting adjourned at 11:13am.

Next meeting scheduled for October 29-30, with travel on October 28, in Austin, at UT System Administration.