



THE UNIVERSITY of TEXAS SYSTEM
Nine Universities. Six Health Institutions. Unlimited Possibilities.

Employee Advisory Council

Approved Minutes

July 26-27, 2012

At The University of Texas Arlington

MEMBERS PRESENT: Philip Abraham, Tara Andrews, Tammy Angerer, Paula Austell, Benjamin Bond, Yolande Caddell, Jorge Cardenas, Dinora Castillo (alternate HSC-SA), W. Dennie Clemons, Gerald Cleveland, Jenny Fraire-Varela, Valerie Gamez, Olga Garcia, Ronnie Garcia, Joseph Gregory, Amelia Harrell, Dexter Jones, Aris Obar, Rochelle Pena, Gilbert Perez, Joleen Reynolds, Shawna Ridley, Eric Solberg, Wendy Spencer, Laurie Thompson, Sally Thompson, Doc Weathers, Venetta Williams, Marsha Zimmerman

MEMBERS ABSENT: Ruben Chavira, Gary Cook, JoAnn Rios

GUESTS PRESENT: Amineh Baradar, Sarah Pekar and Dan Stewart

Council Business

The next EAC meeting will be October 17-19 (Wednesday 10/17 travel day) at UT System Austin. Further information will be announced as soon as possible.
The Board of Regents presentation by the EAC is scheduled for November 14th and 15th.

July 26, 2012 - Executive Session

Call to order at 8:30am. The meeting was called to order by Chairman Dexter Jones (UT HSC Tyler). The Executive Committee discussed the election process for the position of EAC Chair for 2013. Changes to the agenda were made in order to expedite Council business. The Executive Committee meeting for July 27th was cancelled to start the general meeting earlier. Dexter asked the Executive Committee to consider who will serve well in officer positions for 2013. Nominations will be taken at the time of the elections during the general sessions. Committee chairs then shared what they wish to accomplish in the afternoon and briefly reported on their recommendation for the Board of Regents presentation. A few chairs requested a brief meeting with Dan Stewart for some guidance.

General Session - Call to order at 9:00am

Dexter introduced and welcomed some new members and guests: Amineh Baradar (UTMB); Amelia Harrell (alternate UT Tyler); and Jenny Fraire-Varela (UTEP).

Approval of Minutes – March 2012

One minor correction requested. A motion to approve March minutes as amended was made by Joe Gregory and second by Venetta Williams. All were in favor. March 2012 minutes were approved with changes.

General Session – Continued

Discuss Election Process - 2013 Officers

Dexter recommended that members consider those who are interested in serving and who will serve well in each position. The announcement from the Nominating Committee for the Chair recommendation will be on Friday. A description of the duties of the Vice Chair, Historian and Secretary were reviewed.

Social Media – Dan Stewart

What is it? What does it represent to UT System Institutions? How is it used?

Members were presented a short video. UT System is cautious regarding social media and the legal aspects. As each Institution develops a policy for social media they should know that usefulness will be limited if it is too tightly regulated. Looking at UT System, what has been done is unique for a unique and diverse university. Social media was used to promote insurance plans this year. However, one message doesn't fit all. What is important in Dallas isn't important in the Permian Basin. Because ninety percent of the employees trust other employees, focus groups were used in the past - even though the same people were used repeatedly with a dominate force (person). With social media comments are made and people can respond with their opinion for all to read. For the legal aspect, UT System monitors the FaceBook ("FB") pages. FB gets the ideas out there! Dan reminded members to protect themselves from identity theft and to avoid putting anything "on" social media that is transactionary (that you have to sign up for). UT System FB pages lead the viewers to the university transaction pages. Social media is not replacing other communications. People have a choice on how to get information. There are 1,000 people who communicate with UT on FB. This helps shape what is shared. UT has students from all over the world and the FB pages are read in seven countries. The UT System FB page has been branded so that people will recognize the format and style. Each component should be consistent with their look. The Twitter widget is another way to have spontaneous electronic interactions with the public. Social media is a great way of sharing something on wellness. The important thing about social media is that the information is available immediately and people can spontaneously see what is shared. Institutions can make it work. It appears that 99% of the comments are positive and the negative can be put to good use. Most people stay on topic. Two Institutions have governance on how it is be used. The policy will have to be reviewed on a regular basis so that it doesn't limit input. Is there a role for EAC in this area? At the bare minimum is there a policy, what is the subject, who has control, where is it going, how do expressions get made? We have to find ways to work with the new social media. Almost all of us have a standard of conduct that doesn't end at 5pm.

A member shared that their campus has started a FB page for alumni and students. One person, added as a friend, had a profile picture that was a character issue. It is critical to monitor but virtually impossible to prevent. Everyone must measure the value of using the resource and what is published. It is still worth having because there is an exposure there and it is reality. If UT doesn't use social media it will miss out on many students.

Legislative Update - Dan Stewart

Benefits – Rates are up 4.5 % which is the lowest offered standing next to other state plans.

Legislative Campaign – Focus is on efficiency and savings. Consumer Directed Health Plans (“CDHP”) may be a continued focus of the upcoming legislative session. The concept is that an employer gives employee a set amount to use for healthcare. It’s kind of like having a checking account for healthcare. Not all employees will like it. There will be high co-pays. The healthier younger employees will most likely be attracted to this plan. Employers like it because of the flat rate. Unfortunately, Dan has yet to see a successful PPO work in conjunction with CDHP.

Affordable Care Act - UT has implemented everything in the Affordable Care Act (“ACA”). We are compliant. There are extreme views on the ACA and it is certain that compliance with the law will represent additional costs to the state, our institutions and covered employees. This additional cost is estimated to be \$24-\$30 million.

Pharmacy - Medco and Express Scripts have merged. We now have a contract with the largest carrier and the partnership will improve. Walgreens has become partners with Express Scripts.

Tobacco – UT is referring to it as the Tobacco Premium Program (not premium surcharge).

Smoker’s comments are very supportive and the additional premiums funds will be given back to the campus for wellness programs. Let’s try to do something healthy.

Dental Plans – There are three different plans to offer.

Blue Cross/Blue Shield – Every so many years we are required to put out an RFP (request for professional services) for health insurance and review costs. This will be an opportunity for BCBS and other carriers to demonstrate what they have to offer. We will see wellness promoted at this session.

General Discussion on Sub-Committees Work

Wellness Committee:

Chair, Shawna Ridley - The committee wants to create a dynamic wellness dash board for overview of health risks that will grow from year to year and look at biostatistics, progress made at each institution, the health risk of populations, and how many employees are involved.

Rolando Roman, Wellness Coordinator for UT System, is the gatekeeper for the data. A huge amount of health-related cost can be avoided. The ROI (return on investment) will reduce modifiable health. The Health Risk Assessment has 11% participation which is where the EAC can help by encouraging employees to complete the HRA and make sure there is some involvement at the campus. UTSW incentivizes by giving a “Live Well” t-shirt to everyone when they complete the HRA. There are six institutions “actively” involved in wellness or have an “active” wellness committee. How many resources do you have on your campus? We need to put forth for all UT institutions to have a wellness committee or active wellness champions and hold them accountable for reporting feedback to Rolando on a monthly basis. We will continue to promote wellness at each campus. There was some conversation as to the handling of the funds generated from the Tobacco Premium and how it could be allocated.

Venetta Williams made the motion, Jorge Cardenas second, to accept the Wellness Committee recommendation to the BOR. All in favor and motion carried.

Work Life Committee:

Chair, Marsha Zimmerman – Each Human Resources director was surveyed on four initiatives: recognition of employees, university leadership communication, benefit of being a UT employee, and managers/supervisors having regular meetings with staff. EAC members validated their institutions response. Results showed institutions doing well with communications.

The recommendations to the BOR will include:

- R&R Program – Encourage all institutions to develop a program so that employees will be recognized for their hard work. It will have a positive effect on institutions.
- Benefit of Being Employee – Suggest all institutions develop a total compensation package to help with awareness, appreciation and as a method of recruitment. Some institutions do provide employees with a Total Rewards Package showing the total compensation benefit.
- Manager and Staff Meetings – Suggest managers meet regularly with employees to encourage communications and to take an interest in hearing their thoughts and ideas. Management should meet with staff to give them an opportunity to be heard and express concerns. A good example will be how the Chancellor makes everyone feel so appreciated. Only a few institutions reported that managers are meeting with them regularly. Upper level leaders should follow suit. Some employees have ideas which could have a positive effect on the department or university.

Valarie Gamez made the motion, Laurie Thompson second, to accept the Work Life committee recommendation to the BOR. All in favor and motion carried.

Recruitment & Retention Committee:

Chair, Yolande Caddell - A survey was sent to each Human Resource department with 100% response. After review of the matrix, we found that recruitment with Vets and women was very good and consistent across the board. The areas needing work are diversity in leadership and mentoring. The committee has been divided into subgroups to gather more details and will meet in June to discuss findings. UTMDACC is the model for all recruitment and retention. UTMB has a Diversity Committee for all culture. Issues for next year could be incentives for retirees and employees who transfer to better their salary.

Venetta Williams made the motion, Rochelle Pena second, to accept the Recruitment & Retention committee recommendation to the BOR. All in favor and motion carried.

Policies & Procedures Committee:

Chair, Venetta Williams - Three issues are being reviewed.

- Tobacco – All but three Institutions have a smoking and tobacco free policy at time of the research. Recommend continued cessation assistance at no cost and work toward ‘UT System wide smoking and tobacco free Institutions’.
- Parking and Transportation – Fees for employees are different from students. Rates are inconsistent across UT System Institutions. Availability fluctuates with campus growth. Recommend: All employees and students be informed of the Institution’s decisions on parking and transportation issues that will affect them, updates can be posted on the Institution’s parking and transportation website.

Policies & Procedures Committee Continued:

- Social Media – It is prevalent in society today and a large part of student lives. Look into how it can be used for betterment of the Institutions and identify the risks. UT System Institutions' social media involvement should welcome and encourage visitors to the sites, should not limit feedback, and should be mindful of the community's perception of the Institutions' reputation. It is a great tool but there can be repercussions. There are a few UT institutions that need to develop policies and/or a task force.

Eric Solberg made the motion, Rochelle Pena second, to accept the Policies & Procedure Recommendation to the BOR. All in favor and motion carried.

Campus Savings & Innovations (CSI) Committee:

Chair, Eric Solberg - In continuing its work, the UT EAC reviewed its efforts from 2010-2011 and a subcommittee on Campus Savings and Innovations (CSI) was formalized in order to continue to address issues and challenges related to cost savings measures and institutional efficiencies at UT campuses. The overall objective for this UT EAC subcommittee was to identify possible benchmarks, common themes and best practice strategies in the larger area of cost savings and efficiencies. Rather than recommending specific cost-cutting ideas (as was shared last year in our "inventory" document), the UT EAC sought to identify thematic areas that might serve to challenge current business practices, provide evidence where cost savings or new efficiency models can be incorporated into strategic planning, and/or provide evidence of success elsewhere. At the same time, we were mindful of the UT System-wide initiatives, including the Chancellor's Framework for Advancing Excellence Action Plan, a focus on shared services, and related initiatives within each Executive Vice Chancellor's purview. Our objective in this regard was to not be duplicative or redundant, but rather to provide additional suggestions and recommendations from the context of a bottom-up, staff-level perspective. Draft recommendations for the BOR have been prepared. These include: Recommendation 1 – UT System should foster, communicate and incentivize a culture of cost savings, innovation and improving efficiencies across UT components. Recommendation #2 – Initiatives for planning/implementing cost savings and more efficient models should explore all areas of university life so that classified staff is not disproportionately impacted during times of budget reductions. Recommendation #3 – UT System, in collaboration with individual campuses, should develop and publicize methodologies and justification for prioritizing "best practices" focused on long-term cost containment.

Shawna Ridley made the motion, Valarie Gamez second, to accept the CSI recommendations to the BOR. All in favor and motion carried.

New Council Business

UT Local Councils, Committees and Task Force Groups- Doc Weathers

Employees need to have access to a list, for their institutions, of current committees and task force groups along with their mission. The list could be web based or communicated via email twice a year. When an employee has an issue he/she will be able to determine committee/group to contact for input or guidance. This could be an issue to address next year.

UT Retiree Benefits – Doc Weathers

The question of how programs and services available to retirees compare at the UT institutions was brought before Doc's staff senate. For example, UT Austin allows retirees to have an email account. Small things can be done to keep retirees involved such as access to a university issued email, gym or recreation facility memberships, libraries, campus store discounts and purchasing refurbished computers, etc. Some beneficial discounts could be for wireless services, gym membership and libraries. Doc asked members share with him what is being done at their institutions in relation to retirees. Dexter asked if the EAC should address issues for retirees or is this something for HR. Dan stated that this is an attraction and retention issue which does make it EAC business. Rochelle mentioned that her staff council works very closely with their retirees. The retiree president attends staff meetings and retirees are great volunteers.

Yolande Williams will recommend that retirement benefits be reviewed by the Recruitment & Retention committee next year.

Election of EAC Officers for 2012-2013

Chair - The Nominating Committee presented Dennie Clemons as the sole candidate for the position of Chair. Dexter Jones made the motion to accept the Nominating Committee's recommendation; Eric Solberg seconded the motion, all in favor and motion carried.

Dennie Clemons, UTHealth (HSC Houston), will serve as Chair for 2012-2013.

Vice Chair – Shawna Ridley was nominated by Venetta Williams and second by Jorge Cardenas. No other nominations were made. Doc Weathers moved that Shawna be elected by acclamation and second by Laurie Thompson. All in favor and motion passed.

Shawna Ridley, UT Southwestern, will serve as Vice Chair for 2012-2013.

Secretary – Joleen Reynolds was nominated by Olga Garcia and second by Rochelle Pena. No other nominations were made. Doc Weathers moved that Joleen be elected by acclamation and second by Venetta Williams. All in favor and motion passed.

Joleen Reynolds, UT San Antonio, will serve as Secretary for 2012-2013.

Historian – Olga Garcia was nominated by Yolande Caddell and second by Rochelle Pena. No other nominations were made. Valerie Gamez moved that Olga be elected by acclamation and second by Marsha Zimmerman. All in favor and motion passed.

Olga Garcia, UT Brownsville, will serve as Historian for 2012-2013.

Dexter congratulated the new officers – “give a person an opportunity and they will fly”.

Meeting was adjourned for the day.

Friday, July 27, 2012- Call to Order at 9am

UT System Recognition Day

The EAC members believe it is a great idea to have a day for all UT System employees, faculty and students to demonstrate pride for this great university and to show our “UT Spirit”. We will not mandate anything that will require funding and it doesn’t need to be tied to an event. It could be a day designated for everyone to wear their campus colors. It is not to be incorporated into an existing employee appreciation day since that event is for “employees” and this day will be a celebration for everyone associated with the university. Since UT was established on September 15th in 1883 it was agreed to propose designating the day as the second Friday, every September. Joseph Gregory made the motion, Rochelle Pena second, all in favor and motion carried.

UT System Recognition Day Motion:

The Employee Advisory Council recommends that the Board of Regents support/declare an annual UT System Recognition Day to show a spirit of loyalty and pride for the university and we further recommend that it take place on the second Friday of every September. All UT System institutions across Texas will recognize UT Day and employees, faculty, students, etc., will demonstrate that we are proud of this great university. The method should be determined by each individual institution. This day should not be conjoined with employee recognition as it is for the entire university system.

Next Steps – Board of Regents Presentation in November

All recommendations were ratified. Each committee chair was asked to finalize their recommendation by August 24th so that it can be fine tuned. The EAC presentation to the BOR will take place on November 14-15th at UT Tyler. The 2012 officers will attend the meeting and present the committee recommendations.

Outgoing Members Recognition

Sarah Pekar informed members that their EAC certificates will be mailed. Dexter Jones was presented the EAC Gavel for his service as 2012 EAC Chair. Members rolling off of the EAC were recognized: Jorge Cardenas, UT Brownsville; Doc Weathers, UT System (pending reappointment); Sally Thompson, UT Arlington; and Ben Bond, UT Austin.

Dexter expressed that it was a joy to work with the group. The members were great support for the committee chairs. Everyone did an awesome job and it has been a delight.

Doc Weathers motioned, second by Joe Gregory, to adjourn and all in favor.

Meeting adjourned.

Respectfully submitted by W. Dennie Clemons, EAC Secretary.