

The University of Texas System
Nine Universities. Six Health Institutions. Unlimited Possibilities.

Employee Advisory Council
Minutes
July 18-19, 2013
The University of Texas System Office

Members Present: Philip Abraham, Tara Andrews, Paula Austell, Yolande Caddell, W. Dennie Clemons, Gerald Cleveland, Gary Cook, Erika Frahm, Olga Garcia, Ronnie Garcia, Joseph Gregory, Daniella Haynes, Susan Aris Obar, Rochelle Pena, Gilbert Perez, Joleen Gould, Shawna Ridley, JoAnn Rios, Jennifer Skinner, Eric Solberg, Wendy Spencer, Douglas Stark, Laurie Thompson, Doc Weathers, Venetta Williams, Marsha Zimmerman

Members Absent: Paula Austin, Gloria Carpenter, Ruben Chavira, Will Choyce, Valerie Gamez

Member Alternates in Attendance:

Ernesto Tusa, UT Brownsville, Staff Senate President
Amy Tvinnereim, UT Health Science Center Tyler
Sasha Grissom, UT Permian Basin

Members Retiring:

Olga Garcia UT Brownsville, Doug Stark UTMB

Guests Present: Sarah Pekar and Dan Stewart

Thursday, July 18, 2013

Executive Session 8:30 am

Meeting called to order by Chairperson Clemons.

Approval of Minutes – March 2013

Approval of March minutes after one correction which was the spelling of a member name. Minutes approved as amended.

General Session – Called to order at 9:00 am

Members and alternates welcomed by the Chair.

Election Procedure Reviewed

The Chair gave an overview of how the elections would be conducted and encouraged all members to consider running for an officer position. The Chair stated that the Vice Chair was in charge of conducting the election and with assisting in tallying the vote for Chair on election day. Current officers and their role reviewed briefly for all to consider.

Current Officers

Dennie Clemons (Chair elections)
Olga Garcia (Historian, retiring)
Shawna Ridley (Vice Chair, rolling off EAC)
Joleen Reynolds Gould (Secretary)

Legislative Report

Health Benefits – Dan Stewart spoke on the following points:

- Legislative Session ended
 - 5,868 plus bills proposed
 - 1437 passed bills passed
 - Over 1,000 bills had something to do with HR and benefits
 - Bill passed a new university, UT Pan American and UT Brownsville combined into one new university with a medical center.
 - Gun legislation, allows an individual to have a gun in their car while on campus.
 - Retirement – TRS, August 31, 2014 if you are eligible to retire on or before that day no changes. If not, new rules apply: 65 years old with 5 years of service or 62 with rule of 80. If none apply, 5% reduction in benefit if you retire earlier than age 65. All being done to make the TRS more solvent. If you are vested before August 31, 2014 nothing changes. UT System Office of Employee Benefits oversees related programs and communications.
- Insurance premium increase this year....only a 3% rate increase! Most employees with other employers will be paying much more.
- No significant benefit changes in health plan.
- UT Southwestern pilot – patient load increase trade-off, exchanging volume for more economical care for employees and families. The cost/benefit that is will be reviewed. Replication in other UT System institution populations around the state is pending review of this pilot.
- Medical home construct - all care talking to each other – all medical professional know about patient and their health condition no matter where you go. Care goes up and cost goes down.
- Long term Care – CNA – a great value for all employees. No evidence of insurability needed this year. Get the word out. This is portable.
- Can make changes to benefits until July 31st. Annual enrollment now underway.
- Tobacco premiums. Funds go into a pool. Institutions can apply for funding to administer wellness activities. So far, this has been successful.
- Honor system utilized at UT System regarding smoker declaration.
- Payflex max \$2,500, reduction from \$5,000 part of the Affordable Care Act.
- Dependent audits (in Group Insurance Program) currently conducted/underway at various campuses.

- Roughly 25% of our health-related costs are in the prescription drug area. Express Scripts can work directly with pharmacists to ensure optimal drug management.

Chair Report

The Chair gave a brief report on the following work that either she or the Ad Hoc Committees were committed to and responsible for producing measurable outcomes from this past year.

- A Human Resources meeting report by Dennie to the EAC. The Chair thanked all HR representatives regarding their input to the survey requests. Recruitment and Retention used much of the data and converted it into percentages and identified top three institutions in management, diversity, retention.
- Retirement perks were identified and categorized at through the work this past year through committee work.
- System-wide equity was addressed on various levels such as advancement, and perks.
- Unified classification of staff and A&P was reviewed.
- Career planning and redeployment; empowering employees that have been affected by RIFS. Educating managers as to their being special population not at a deficit. Promoting the idea of giving hiring managers bragging rights for hiring RIF'd employees.
- Special considerations should be advertised such as ability to skip some process points possibly in hiring RIF'd employees.
- ADA and social media policies web presence as well as current relevance is being considered for all UT components.
- Reviewing unethical behaviors at all UT components.
- How soon does an office become eligible for equipment for ADA employee?
- Tobacco funding and the benefits to campuses, current and future.
- The Provant data reported the following winners in physical activity: UT Pan American was number one, UT System Administration was second, UT San Antonio was third.
- UT system recognition/appreciation/spirit Day launch - UT recognition Day confusion discussed. Separate employee recognition from UT System service recognition. Opportunity to celebrate our employer and workplace. It can be large or small and show pride in our campus and connection to the whole system. November event should be celebrating all employees from service of one day to 30 years.

Committee Breakout Sessions

Alternates encouraged to join committee work of their peer.

Friday, July 19th

Executive Committee Meeting

Election process discussed as well as timing in meeting. Ad Hoc Chair reports refined prior to general session opening.

General Session - Called to Order

Ad Hoc Committee Reports

The following are excerpts from the committees work listed below and their members.

Recruitment and Retention

Chair: Ronnie Garcia

Members: Doc Weathers, Yolande Caddell, Paula Austin, Tara Andrews, Douglas Stark

This committee had a couple subcomponents: diversity, succession planning and retirement benefits. Reporting on retirement perks or benefits was Doc Weathers who found that e-mail addresses, campus computer privileges, library privileges, membership at University federal credit unions were all listed as some of the perks available to retirees at some UT system institutions.

In the diversity category it was very large so a cross-walk was built to include leadership and inclusiveness which was cross-tabulated against the medical versus the academic system schools so as to fairly represent the data. The analysis of this data is meant to encourage system-wide awareness. Raw data converted into percentages and institutions are being highlighted in terms of diversity in leadership and inclusiveness (top three identified).

Reporting on leadership diversity, Paula and Tara recommended a unified system in Human Resources specifically an EEO code for staff classifications. Some of the categories identified were the following: Hispanic middle management, black senior management as being deficient. Reporting on succession planning, Doug Stark built a chart for academic sites by institution UTSA was high on external hire of upper management. Defined succession management for Directors and above is an area of need at the following: UTHSC SA,UTMB Galveston.

Health and Wellness

Chair: Gerald Cleveland

Members: Daniella Haynes, Gilbert Perez, JoAnn Rios, Wendy Spencer and Laurie Thompson

Deadline August 31st to participate in health assessment by Provant

Health Risk data comes out 22nd of each month

8200 participants have logged on and completed the assessment

31% low health risk

32% high health risk

32% have 4 of 5 risk factors and are in high grouping

7400 were female

Encourage males to become more involved. Only 26% participated.

Benchmark – effectively managing their weight (BMI) 67% not effectively managing

More statistics revealed the following health habits to address with the respondents:

45% are inactive

42% have nutrition issues

3% state tobacco use

12% reported difficulty coping with stress

Employee readiness to lead a healthy lifestyle and that they are ready to start program is at 44% or ½ of those who completed the assessment with only 3% indicating they had no plans to change.

Employees, retirees, and dependents were all represented in the dashboard data.

Wellness champions: post information, act as role models on campuses – will start to recognize them. Mini- information fair and health promotion fair.

Work Life

Chair: Jennifer Skinner

Members: Marsha Zimmerman, Susan “Aris” Obar, Will Choyce, Reuben Chavira

Encourage Employee Assessment at all components.

Encourage system to use one tool – HESSE

Cost needs to be figured out for all campus use of one instrument.

Three action items must be taken from the assessment at each institution. The data should have a result.

Policy and Procedure

Chair: Venetta Williams

Members: Amy Tvinnereim, Ernesto Tusa, Joe Gregory, Sasha Grissom, Rochelle Pena

Many institutions are working on updating websites with regard to ADA policies. If an employee applies and is hired for a job, how soon does the office become eligible for funding for equipment needs for that employee if needed? A classified versus non-classified personnel definition still being developed. Policies with regard to inappropriate relationship with students versus faculty/staff being reviewed and retooled. Handgun policy discussion is in draft form in case of new legislation. Regarding social media, what the policies at each institution is being reviewed. Tobacco Free Campuses – Enforcement is now a pressing issue on the campuses. Rochelle –evaluations update. Chancellor has ensured that all employees receive an evaluation if worked longer than 4.5 months in the system and is holding all Presidents are responsible. Exempt vs. Nonexempt: Federal audit underway, looking at numbers on campuses.

Career Planning and Redeployment (CPR)

Co-Chairs: Eric Solberg and Erika Frahm

Members: Gary Cook, Philip Abraham, Valerie Gamez

Classified staff not disproportionately affected by cost-sharing and shared services initiatives in system was the finding of the committee. What can CPR do to assist employees in RIF situation

was this past year's focus. Create a one stop shop where all employees can go find assistance if they are RIF'd. UT system career page has links to other campuses and their open positions. The work of this committee maybe complete and members may be dispersed to other committees.

Guest Speaker

Ms. Jean Grove, Director of Employee Services, UT System Administration
She discussed her work with UT Brownsville. Ms. Grove introduced the SharePoint site for RIF'd employees opening up to all in September 2013.

Election of Officers and Outcomes

New officers elected

| | |
|--|-------------------|
| JoAnn Rios, UT Health Science Center Houston | Chair |
| Gerald Cleveland, UT Medical Branch | Vice Chair |
| Ronnie Garcia, UT Pan American | Historian |
| Tara Andrews, UT Southwestern | Secretary |

Chair's Final Report

Encouragement of support of the new Chair and her new board.
Issue submission from each institution and process briefly discussed with a deadline in September.
Board of Regents report and meeting in November with subcommittee reports due by August 11, 2013.

Next Meeting in September

UT Medical Branch in Galveston. September 26-27, 2013