



## Meeting Minutes

**Monday, June 27**

The University of Texas System Administration  
Ashbel Smith Hall  
201 W. 7<sup>th</sup> Street, Rm 9  
Austin, Texas 78701

**PRESENT:** Paula Austell, Ryan Baldwin, Sally Bouis, Valerie Buchanan, Forrest Cain, Ben Carnevale (UTEP Alternate), Tara Cooper, Edward Gonzales, Joe Gregory, Kristen Hensley (UTMB Alternate), Karla Iscapa, Lettie Longoria, Maribea Merritt, Rochelle Pena, Shannon Rios, Tania Secrest, James Smiley, Julia Spesivstseva, Laura Teran, Sally Thompson, Venetta Williams, Lorraine Wright, Bobby Yanez

**GUESTS:** Sarah Pekar, Dan Stewart, Mike Heidingsfield, Faye Godwin, Laura Chambers

### I. Call to Order and Welcome

- Ryan Baldwin, Chair, called the meeting to order at 8:29 am and welcomed all to Austin.
- Ryan asked for introductions from members, name, position, institution, and one fun thing you have done in the summer.
- Members went around table and introduced themselves.

### II. Report on Board of Regents Meeting

- Ryan updated the council on the Board of Regents Meeting that took place on May 11<sup>th</sup> and he attended representing EAC.
- He discussed campus carry and the actions that the UT System Board of Regents are taking to approve each institution's proposal. The Board of Regents had some questions about UT Austin's recommendations and the topic was tabled for the next meeting.
- During this meeting, The Board of Regents awarded the Regents' Outstanding Student Award in Arts and Humanities and in the Visual Arts to students from UT Austin and UT El Paso.
- Student Advisory Council (SAC) presented its annual report to the Board which included a total of eleven recommendations:
  - Increase the allocation of resources for sexual assault prevention and research initiatives.
  - Draft and implement a policy statement that protects freedom of expression.
  - Implement policy for parental leave for graduate student employees including offering paid leave.
  - Increase enforcement mechanism for tobacco free campus policies.
  - Strengthen Security at campus buildings especially in research facilities.
  - Improve availability and reduce confusion in the process of international students' transcript translation.
  - Adopt best practices that improve access to advising for undergraduate students at each UT institution.
  - Implement policies to protect student researchers from retaliation from principal Investigator (PI)



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- Consider increasing graduate student stipends in order to retain excellent students.
- Continue to support access to mental health and mandate reporting to mental health service-related metrics.
- Ensure protection of student status for students with health-related issues.
- Ryan encouraged the EAC to watch the Board of Regents May webcast to look at how the student presented recommendations to the Board.

### III. Approval of February 2016 Minutes

- Ryan asked the council to review the minutes for approval.
- Two corrections were recommended by council.
- A motion was made by Venetta Williams to approve the meeting minutes as amended; the motion was seconded by Sally Thompson and passed unanimously.

### IV. Elections

- Ryan explained that all four officer positions in the Executive council needed to be voted for. The four positions are: Chair, Vice Chair, Secretary and Historian.
- Sarah announced that there are two nominations that have been accepted, one for Vice Chair and one for Secretary.
- Ryan briefly explained the role of chair, vice chair, secretary and historian.
- Ryan opened the floor up for nominations for Chair position.
- A motion was made by Rochelle Pena to nominate James (Jim) Smiley for chair position; the motion was seconded by Forrest Cain.
- A motion was made by Sally Thompson to nominate Edward Gonzalez for chair position; the motion was seconded by Venetta Williams.
- A motion was made by Tanya Secrest to nominate Karla Iscapa for chair position; the motion was seconded by Shannon Rios.
- Dan described the chair position as a solicitor and consensus builder.
- Edward rejected the nomination while Jim and Karla accepted. Sally Thompson suggested each nominee to give a brief introduction and explain why they will like to be chair of EAC.
- The council held a vote and Jim Smiley was elected as the Chair.
- Sarah announced that the two positions that had been nominated and accepted were Edward Gonzalez for Vice Chair and Shannon Rios for secretary.  
A motion was made by Julia Spesivstseva to nominate Karla Iscapa for vice chair position; the motion was seconded by Laura Teran.
- Karla rejected the nomination.
- Rochelle Pena moves by acclamation to elect Edward Gonzalez as Vice Chair, Shannon Rios as Secretary and Karla Iscapa as Historian.
- Ryan released committee at 9:22 and asked them to meet in committee by 9:45 am.

### V. Committee Work Session

- The council divided into committees at 9:45 am.



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### VI. **Campus Safety-Mike Heidingsfieldd, Director, UT Police**

- The council reconvened as a whole at 10:58 am
- Mike Heidingsfieldd, Director of UT Police introduced himself and gave an overview of who they are and what they do.
- UT System Police is a single law enforcement agency, and third largest in Texas. It is made up of 600 sworn police officers and 900 civilian law enforcement officers who offer support services 24 hours/7 days a week.
- The UT Police is responsible for providing support to all UT campuses and for policy oversight and employment. This office makes decisions on retention and promotion issues for all UT system police officers.
- The agency is not a traditional university law enforcement agency since UT System Police has state jurisdiction in 67 counties and general law enforcement jurisdiction in the remaining 187 counties in Texas.
- Based on 2015 data, UT Police received 1.1 million calls for service in one year's time, and made 3, 300 arrests which average about 10 arrests per day. Seventy five point five percent of arrests made are with people not affiliated with the campus community and only 300 arrests are associated with students of the different campuses.
- The areas of most concern to UT police are:
  - Campus sexual assault
  - Campus suicide
  - Persistent threat of active shooters
  - Terrorism
  - Radicalization of students
  - Prevalence of alcohol on every victimization that is found
- Recently The Institute of Domestic Violence and Sexual Assault in Cooperation with UT police published a blue print that explains victimization process of sexual assault victims. Mike hopes that this tool will allow other police agencies understand victimization process and the different questioning techniques and other evidence gathering techniques that need to be used. According to Mike only 1 in 5 cases of sexual assault are reported and in many cases the crime is committed by someone that knows the victim therefore it is really important to educate UT campuses so that sexual assault is eliminated.
- Mike also explained to the council the law regarding campus carry and that it will go on effect on August 1<sup>st</sup>, 2016. As he explained, at this point institutions are waiting for the UT System Board of Regents to approve each campus recommendations. Since November of 2015, training has started to all campuses to ensure that all campus community understands campus carry.
- Floor was opened for questions
- The council broke for lunch at 11:34 am.



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### **VII. FLSA Changes- Faye Godwin, Assistant Director, Employee Benefits**

- The council reconvened at 12:43 pm.
- Faye Goodwin, Interim Director of Office of Employee Services and Assistant Director of Employee Benefits introduced herself and explained the Department of Labor's Federal Fair Labor Standards Act and its recent changes regarding overtime regulations.
- This change to a \$47,476 salary threshold rule is only to declare if employee's status is exempt or non-exempt. Effective December 1<sup>st</sup>, 2016 those full-time employees making less than the amount noted will be considered non-exempt. Non-exempt status employees are eligible to receive authorized overtime and are paid time and one-half (1 ½) of their regular hourly rate for overtime or granted compensatory rate (comp time) at the rate of time and one-half (1 ½).
- Faye explained that each UT institution is assessing and costing out different models to determine how it will be handled at each campus. Some institutions are considering bringing certain positions to the salary threshold.
- Faye highlighted that communication is key at all campuses to ensure that staff morale is not compromised. There will be many employees that will go from exempt to non-exempt because of this rule which will not mean that they are less valued or appreciated.
- Floor was opened for questions

### **VIII. The Office of Employee Benefits-Laura Chambers, Director, Employee Benefits**

- Laura Chambers, Director of Employee Benefits introduced herself and made herself available to the council for specific questions that UT institutions might have. She has asked Dan to be a regular presenter in the EAC meetings to make sure council is always updated with benefits information.
- She informed the council of upcoming changes in employee benefits and will provide via email a document which includes all changes. Medical insurance premiums will go up 5 ½% for the next benefit period which translates to \$13 increase per month for employee's spouse, \$18 increase per month for employee's dependent(s) and \$26 increase per month for employee's spouse and dependent(s) depending on plan. She shared with council that 64% of population is employee only which means that this will not impact this population since UT covers medical benefits. She also explained other changes in coverage such as increase in amounts for bariatric surgery, no more limits on mental health treatments, and changes in copay for outpatient counseling. All these changes will be communicated by Benefits Office of individual campus during enrollment period.



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- The Naturally Slim online program was piloted in the last months and 3,000 people enrolled in the program. This program helps users improve their overall health and lose weight. Laura reported that the pilot program was a success and Naturally Slim will be available to all UT Select members over 18 years old.
- Another change coming to UT Select members is the payment for out-of-network providers for medical services in anesthesiology, pathology, radiology, and emergency services. It is important that UT Select members needing any of these services are aware that if out-of-network provider is used it will no longer be paid. The best tool to use to find out if a provider is in-network is to contact the Benefits Advisor telephone line which provides information on most cost effective services for all medical procedures.
- Laura discussed the changes to UT Select Dental plan and UT Select Dental Plan Plus. The latter plan will go up 5.7%. Vision plan will have no changes for the next benefits period.
- UT group life insurance coverage for all eligible UT employees will go up to \$40,000 starting September 1<sup>st</sup>, 2016. Laura encourages all members to check beneficiary designations to avoid any problem(s). Voluntary Employee Life insurance will also have changes for the next period allowing employees to get coverage 10X salary up to 2 million threshold. This annual enrollment period subscribers will not need evidence of insurability.
- Laura announced changes on UT Flex flexible spending account administrator which will now be Mystro Health. A new debit card will be issued to members selecting this account.
- Floor was opened for questions
- Ryan released committee to continue committee work at 2:30 pm

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| <b>IX. Committee Work Session</b> |
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- The council reconvened as a whole at 3:30 pm.
- Ryan congratulated everyone on committee work and asked committee chairs, elected chair, and executive council to report the next day at 8:00 am for executive committee meeting.
- The council adjourned at 3:32 pm.



## Meeting Minutes

Tuesday, June 28

The University of Texas System Administration  
Ashbel Smith Hall  
201 W. 7<sup>th</sup> Street, Rm 208  
Austin, Texas 78701

**PRESENT:** Paula Austell, Ryan Baldwin, Sally Bouis, Valerie Buchanan, Forrest Cain, Tara Cooper, Edward Gonzales, Joe Gregory, Kristen Hensley (UTMB Alternate), Karla Iscapa, Lettie Longoria, Maribea Merritt, Rochelle Pena, Shannon Rios, Tania Secrest, James Smiley, Julia Spesivtseva, Laura Teran, Sally Thompson, Venetta Williams, Lorraine Wright, Bobby Yanez

**ABSENT:** Ben Carnevale

**GUESTS:** Sarah Pekar, Dan Stewart

### I. Executive Committee Meeting

- Ryan explained the timeframe that committees have to finalize the work and recommendations. The EAC executive council will be presenting recommendations to the Board of Regents in the November 9<sup>th</sup>-10<sup>th</sup>, 2016 meeting.
- Edward Gonzalez and Forrest Cain presented on behalf of the One System One Voice committee and explained that most of the work of this committee has consisted of creating tools to bridge the gaps and ease communication inside EAC and between sister institutions. During committee report they will make recommendations to the council regarding this topic.
- Bobby Yanez reported on behalf of the Impact committee and mentioned that it would be important to poll the individual UT institutions to see if any of the recommendations that have been proposed by EAC are being implemented at the local level. Ryan recommended to focus on highlighting the wins such as UT System Founders Day, Tobacco Free Campus, and others. Dan suggested organizing recommendations in three buckets which include new recommendations, old recommendations that need support and those that have been achieved.
- Shannon Rios reported on behalf of ROEA committee about the Regents Outstanding Employee Award (ROEA). They are 99.9 % finalized with proposal which will include an executive summary, application, rubrics for selection and financial proposal. Their goal is to ask for \$125,000 to award 20 awardees a \$20,000 awards and have \$25,000 for ceremony.
- Julia Spesivtseva reported on behalf of the Employee Retention committee and explained that the committed has narrowed down the topic of retention and are working on knowledge retention and employee retention plans. She explained that they are developing a manager's toolkit that will be available for anyone that needs help with developing knowledge retention plans.
- Executive Committee meeting is adjourned at 8:27 am



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### II. Call to Order

- Ryan Baldwin, Chair, called the meeting to order at 8:34 am and thanked Sarah for bringing doughnuts.

### III. Update from UT System

Dan Stewart provided an update to the council on several areas:

- Legislative updates:
  - Legislature approved 209 billion dollars for current biennium, 3.6% increase from previous biennium; however, rainy day fund was left untouched. Dan feels that the state of financial health is good.
  - Community Colleges are seeking to offer BA degrees and it is important to keep this topic in mind since if passed it will have an impact on all UT institutions.
  - Veterans' employment process might be a topic in the next legislature and Dan foresees that legislature will create legislation such as the Rooney Rule that will include more recruitment and hiring of veterans.
  - Donation of sick leave
  - Bathrooms of choice
- UT updates:
  - UT MD Anderson has selected forty employees from across UT that are candidates to Proton beam treatment. Proton beam which is a noninvasive procedure targets cancerous cell by mapping area where cancer is and is destroyed by beam.
  - A pilot program at UT Southwestern Medical Center will not continue due to its unsustainability. The program encouraged UT Select users to receive services at UT Southwestern without charges in copay; however, there was unnecessary overutilization. Chancellor McRaven is looking at different venues to increase utilization of medical schools.
  - Renewed management at University lands and the impact that Brexit might have on economy.
  - Telemedicine initiative is getting more attention across the nation and UT medical schools will most likely be part of research.
  - Campus carry is going into effect on August and most campuses already know what areas will be restricted and are waiting for final approval from the Board of Regents.
  - UT System's administration is considering a 10% reduction of budget for UT system administration which might include hiring freezes on vacant positions, a reduction of force, and early separation agreements for those eligible.
- Dan suggested that in the future there could be an initiative that will bring together staff councils and will allow local staff councils to pursue recommendations where EAC could be conduit of those initiatives.
- Dan took questions from members of the council.
- The council broke for committee work session at 9:30 am.



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### IV. Subcommittee Status Updates

- The council reconvened at 10:30 am.
- Forrest Cain presented for the One System, One Voice Committee (OSOVC). The purpose of this committee is to strengthen communication and breach gaps between institutions in UT system. This years' successes and products include the session summary, communications checklist and buddy system. Recommendations will be to make regular agenda items to create and finalize the session summary at the end of every in-person meeting. Forrest showed communication checklist and described the documents that were created this year and how they will be used. Feedback from the council was requested on tools. Recommendations that were proposed by committee include continuation of UT System Day, Website updating, and onboarding.
- Paula requested permission from the Chair to present Thank you Cards to members whose term at EAC expires during this meeting.
- Julia Spesivtseva presented for the Retention Committee and explained that the committee made an informal poll with several UT institutions to find out rates of employee separation in UT institutions and some of the reasons for voluntary turnover rates. Committee compiled from other institutions several tools that will allow managers to use this tool. Tools include knowledge matrix, knowledge transfer strategies, and sample employee development plan. Recommendations are to provide the knowledge transfer toolkit to UT institutions and to develop a plan to implement with new hires.
- Bobby Yanez presented for Impact committee. He went over the recommendations that have been sent forward to UT System and Board of Regents since 2011. Recommendations were categorized in three different categories, winners, needing work and on the sideline. He introduced to the council the website for Skillsoft, <https://utsystem.skillport.com> and encouraged everyone to promote with campuses since it a great tool for professional development.
- Shannon Rios presented for the ROEA committee which is proposing an Annual Regents Outstanding Employee Award (ROEA). The committee has finalized the proposal for an annual employee award modeled after the already existing faculty and student award. Their proposal asks for a budget allocation of \$125,000 to cover 20 (\$5,000 awards each) and annual recognition reception. They have developed entire process including applications, eligibility requirements, nomination application, selection rubric and process of selection has been established. Goal is to expose the Regents to the outstanding job and accomplishments that staff members are contributing throughout UT institutions.

### V. Next Steps

- Ryan thanked the committee for everyone's hard work and is honored to have worked as the chair of EAC. Dan thanked Ryan for his service to EAC and the council stood and applauded him.
- Karla provided tentative dates for October meeting which might take place in El Paso. She will communicate to EAC once hotel information is confirmed with final dates. Sarah encouraged other institutions to host meeting at their campuses.
- The meeting was adjourned at 11:28 pm.