

The University of Texas System
Employee Advisory Council
Approved Minutes
March 29-31, 2012

PRESENT: Philip Abraham, Tara Andrews, Tammy Angerer, Paula Austell, Lisa Belue, Glenda Bennett, Benjamin Bond (March 30th), Yolande Caddell, Jorge Cardenas, Ruben Chavira, W. Dennie Clemons, Gerald Cleveland, Valerie Gamez, Ronnie Garcia, Olga Garcia, Joseph Gregory, Dexter Jones, Aris Obar, Rochelle Pena, Gilbert Perez, Joleen Reynolds, Shawna Ridley, JoAnn Rios, Jennifer Skinner, Eric Solberg, Wendy Spencer, Douglas Stark, Laurie Thompson, Sally Thompson, Doc Weathers, Venetta Williams, Marsha Zimmerman

ABSENT: Benjamin Bond (March 31st), Gary Cook

VISITORS: Mary Lou Cano (UTPA Executive Events Coordinator), Robert Cantu (UTPA Staff Senate Chair), Sarah Hart, Dr. Robert Nelsen (UTPA President), Dan Stewart, UTPA Student Panel

EAC BUSINESS

July EAC meeting will be held at UT System in Austin on July 26th and 27th with Wednesday, July 25th as a travel day. Further information will be announced as soon as possible.

The EAC presentation to the Board of Regents (BOR) will be November 14th and 15th at UTHSC Tyler (subject to change).

March 30, 2012 - Call to order at 8:30am

Dexter Jones from UTHSC Tyler, EAC Chair, welcomed everyone and thanked Ronnie Garcia and Gilbert Perez for coordinating the meeting at UTPA.

October 2011 Approval of Minutes

Floor was opened for corrections. Two changes were requested. Under Wellness – page three prostate is misspelled and need to add Serena Boaz (alternate) as a member. On page one change “allot” to “many” at section of Institutional Trends. Motion to approve October minutes was made by Doug Stark, second by Jorge Cardenas; all in favor. October 2011 EAC minutes were approved with changes.

Election of Historian

Brenda Martinez has resigned from the position due to a heavy workload involving implementation of PeopleSoft therefore an election was necessary. Dexter provided the responsibilities and duties of the position which includes maintaining the EAC web site. The floor was opened for nominations. Olga Garcia was nominated by Doug Stark and second by Rochelle Pena; Olga accepted the nomination. No other nominations were made. Doc Weathers moved to close the nominations and to elect Ms. Garcia by acclamation. All in favor and she began serving as Historian immediately.

Recognition Awards Presentations

EAC members were asked by UT System to bring forth examples of their campus method of employee appreciation/recognition. Some gave testimonials and others brought examples. Over all it appears that most campuses have a method. It was asked that everyone summarize their campus methods into an email for Sarah Hart.

Recognition Awards Presentations Continued

The staff councils should promote displaying their campus's pride. It was noted that there is a National Employee Appreciation Day.

The EAC will officially recommend an annual, system-wide, employee appreciation day, possibly on April 5th, where employees would be recognized, at least, in communiqué across the campuses. On this day we will ask that all employees wear their lapel pin (or other items) signifying that all of us are proud to be part of the UT Family. This recommendation will be presented to the Board of Regents during the annual EAC presentation.

Guest: Robert Cantu, UTPA

Gilbert Perez introduced Mr. Cantu, UTPA Staff Council President, who expressed that the university is honored to host the EAC and he provided a brief history of UTPA. He stated that he is very proud of student enrollments. He also introduced the President of UTPA - Dr. Nelsen stating that his ideas and commitments have made a significant impact on this region. Mary Lou Cano, Executive Events Coordinator, attended in support of Dr. Nelsen.

Guest: Dr. Robert Nelsen, President UT Pan American

Dr. Nelsen thanked the EAC for traveling to UTPA. There are currently 19,034 students, of which 81% are on student financial aid. The average income per capita is \$13,130. "We have to make a difference! Every kid that graduates is another family that is not going to live in poverty." The net price of tuition and fees is the fifth lowest in the US. New faculty who arrive at UTPA either teach there for a few years or they last for 40 years. Dr. Nelsen proudly announced that, prior to becoming President he served on the UT System Faculty Advisory Council. During that time is when the FAC recommended the formation of an Employee Advisory Council. He encourages UTPA EAC members to participate and get involved.

UTPA had a budget cut of 17% last year and ran with 14% less staff. Dr. Nelsen asked UTPA staff to do less with LESS; meaning what can be eliminated. He didn't want them to work more with less. The Staff did a great job and is involved in everything. He asked that the EAC members tell the story of UTPA and what is being done. UTPA has fewer students in remedial education and they produce really good teachers. UTPA is 89% Hispanic. In closing he stated that the EAC has a voice and he urged members to use it. People will listen.

Guests: Student Panel, Views on UTPA

Ronnie Garcia introduced seven UTPA Students - our future leaders. Mia Cienfuegos, junior in theater; Lorena Garza, senior (student career advisor), double major in political science and philosophy; Marco Silva, graduate student educational leadership; Ginger Garza (Miss Edinburg), sophomore in pre-Pharmacy and one of five Presidential Ambassadors; Edgar Torres, junior in business management; Stephanie Corte, 2012 Homecoming Queen), senior in communications, SGA President; Matthew Garcia, senior in pre-Med and incoming SGA president.

Each of the students shared a little about themselves and their journey at UTPA. All are very involved in campus activities. They are extraordinary leaders and believe that "if it doesn't exist then you can create it." They were very appreciative of the many scholarship opportunities at UTPA. These students are so passionate and each is a protégé to others.

Legislative Update - Dan Stewart

ERS – They will switch from Blue Cross Blue Shield to United Health Care. ***There is no interest on the part of UT System to switch from BCBS.*** Change for the ERS will be effective 9/1/12.

Healthcare Discussion for Next Session – *Medco* is now merged with Express Scripts. It will have no affect on us.

UT Physician Co-Pay Waived – A pilot program is being considered at UT Southwestern whereby doctors at UT Southwestern may be able to increase their volume of care. Such a pilot will not increase overall cost to the program.

Appropriations – There are no benefit changes for the coming year. There will be a small rate increase on healthcare. Trends are stabilized. Wellness programs are working with an improved health condition as the priority. Legislative issues continue to focus on promoting wellness at all institutions.

Tobacco Use – There will be a differential in premium in the coming fiscal year; surcharge for smoking. There is an advisory committee that will work out the policy and how to implement it. Basically it will be on the honor system and, if employees use tobacco products, they will declare it at open enrollment for fiscal year 2013. It will be important for the employee to declare if he/she and any dependent (s) use tobacco products. The differential (surcharge) being considered is \$30 monthly per person who partakes of tobacco. The definition of tobacco will be outlined by the committee. There is an opportunity to quit with cessation and counseling that is currently being offered. The drive is to get everyone to quit – the objective is not to generate revenue. There is an advisory group / task force to work on things like how to charge people who have employee-only health coverage and who do not pay premiums. Information will be going out soon with the objective to get the word out that everyone should eliminate tobacco use now. The policy will have a section that if you have discontinued products for a designated amount of time, the surcharge may be suspended. Lack of cooperation/dishonesty with the policy will more than likely be considered a standard of conduct issue.

Dependants Health Insurance Coverage Audit – Some will have to provide a marriage certificate or birth certificate...etc. The Audit is still ongoing.

No benefits changes with small premium increase and we continue with Blue Cross Blue Shield.

Ad Hoc Committee Discussion - Review of Members

Lisa Belue will serve on the Work Life Committee replacing Olga Garcia

Jennifer Skinner will serve on Work Life Committee replacing Glenda Bennett

Valerie Gamez will serve on the Recruitment and Retention Committee

Gilbert Perez will serve on the CSI Committee replacing Adriana Hinojosa

Thursday, March 30, 2012 – Day 2

Executive Committee Meeting

Dexter Jones explained how the general meeting will flow. Executive Committee (Officers and Committee Chairs) will make nominations for Chair and Dexter will ask for a show of hands of those interested in seeking the office of Chair. Voting for the UT Employee Appreciation Day will be held. A list of those who helped organize our visit will be provided by Ronnie so that Dexter can send a letter to the President in appreciation of a wonderful visit.

General Session

Wellness for Promoting Health Committee:

Chair, Shawna Ridley – Members: Gerald Cleveland, Tammy Angerer, Laurie Thompson, Rochelle Pena, JoAnn Rios, Serena Boaz (alternate) and Dinora Castillo (alternate)

Objectives (changed March 2012) – Weight Management (Obesity) and support Rolando Roman with communication efforts. Send monthly tips on available perks; feature a disease and “Did you know...” article. Colon will be featured in December, April employee awareness, and prostate awareness in June. Shawna reported that after research and consideration of ongoing wellness efforts the committee has adjusted their objectives to be supportive of the UT System level Wellness Program. Some campuses are not as prevalent on wellness. Mr. Roman will include a few members of the EAC Wellness Committee in the monthly wellness conference calls. They have established a calendar of conference calls specifically for this committee.

Dan stated that the President at every campus has been provided the wellness demographics (excluding personal info) of where their employees are at health wise. This will enable each to be more specific for their focus. A universal wellness theme is great but we should drill more into each campus. EAC members should encourage local employee councils to team up with local wellness groups and initiatives. There is a mind, body and spirit approach – like financial wellness as well. Local EAPs can provide free financial advice. Immunizations are free too. A Twitter widget allows the campus to share what UT system provides and it can be put onto local websites with branding to each campus to make it look homegrown.

Work Life Committee:

Chair, Marsha Zimmerman – Members: Sally Thompson, Ruben Chavira, Jennifer Skinner and Lisa Belue
Objectives – Marsha reported that with the help of Dan they developed four questions/initiatives which were sent to the Directors of HR at each campus. The committee will be sending each EAC member their campus responses in order to confirm/validate that the information submitted by their campus is accurate and reflects the efforts that they are currently doing in order to balance an employee’s work and life. We will come up with best practices that will show our staff and employees that they are important in an effort to retain our employees. We can suggest ways to reward people. This will be presented to the BOR. We want everybody to know that they need to be doing something to recognize and reward their employees.

Policy & Procedure Committee:

Chair, Venetta Williams – Members: Jorge Cardenas (Vice Chair), Doc Weathers (Consultant/Researcher), Joe Gregory (Consultant/Researcher), Tara Andrews (Admin Recording Secretary), and Joleen Reynolds (Admin Recording Secretary)

Objectives – Tobacco Free, Parking, and Social Media. Focus on three topics with smoking number one. Find out how wide spread social media is, is it personal and are there policies. Parking will involve cost factor and different fees charged to employees. Mission/Goal is to recommend proactive, practical policies and procedures which focus on select needs of fellow UT campus employees.

Venetta reported that they are still researching performance evaluations as a follow up to last year.

* Tobacco Free – Doc reported that they have done quite a bit of research and also looked at existing policies for campuses that have gone tobacco free. We cannot mandate, so each campus mandates local policy. The statement to BOR will say the EAC strongly recommends that the BOR support each campus becoming tobacco free. **If they** will encourage it, then more campuses will go that way.

Policy & Procedure Committee Continued:

✧ *Social Media* – Tara reported that campuses are still developing social media policies. We hope to have more information by the next meeting. Examples include disgruntled employee posting negative verbiage on Facebook, how social media is being used and what are the guidelines. There was a comment that it is a first amendment right and there are or could be many lawsuits.

Dan volunteered to share a 30 minute speech at our next EAC meeting which he gives on social media throughout UT System. He can give a 30 min present at next meeting...agenda item.

Sally Thompson announced that UT Arlington has established a contract on data center cooling with Facebook! It is commendable to receive the contract with Facebook.

✧ *Employee Parking* – Joleen reported that they would like the EAC to recommend strong support of offering a variety of options to employees for parking with a consideration of disparities in employee income. Discussion began regarding knowing all the facts for every campus parking challenges/options. It was also mentioned that charging employees less for parking could be considered a gift and could be considered taxable income. Look into whether the BOR must approve parking rates. It is important to remember that there are infrastructure costs involved with parking. Parking has always been an issue and sliding scales won't work at all campuses. Find out what people are doing for Park-N-Ride and Mobility programs. It is all about options! Be careful and not require anything specific and equitable across the board.

Dan suggested finding what we need in common to divulge short and long range plans from each campus with a master plan of what it will be both long term and short term.

“In view of parking and future expansion we, the EAC, respectfully ask that all short and long term UT expansion at each campus should be shared with and include the involvement of the employees.”

Recruitment & Retention Committee:

Chair, Yolande Caddell – Members: Ronnie Garcia (Vice Chair), Paula Austell (Secretary), Doug Stark, Philip Abraham and Valerie Gamez (as of March meeting)

Objectives & Issues – Leadership and team mentoring to focus on training and promotion within. Balance diversity in management using UT Dallas model. Conduct survey through HR to ensure leadership is proportional with community for classified staff and A&P. For the mentoring portion, the committee will consult with UT System Benefits Office on the team mentoring program being used.

Yolande reported that a survey was sent to each campus with responses received from all but two. Some HR directors learned that they have plenty of work to do. The goal is to look at strategies and initiatives (e.g. diversity) and list which ones have best practices. Then have a conference call with the committee members to discuss best practice to recommend from the EAC. The first part is all about diversity and then mentorship. Reward and recognition is what's being done to award mentoring (not employee rewards). There wasn't much in the line of mentorship for staff. There are only three campuses doing succession planning – who could be my successor. Retaining employees and giving the opportunity to better ourselves was not common. We would like to recommend that each campus support some type of mentorship.

Committee was broken down into 3 groups to further analyze data received:

Valerie and Yolande - review top 5 questions of questionnaire for best practices or unique initiatives.

Ronnie and Doug – review questions 6, 7 and mentorship question 1, looking for best practices and unique initiatives. Determine mentorship commonalities.

Recruitment & Retention Committee Continued:

Phillip and Paula – review remaining questions regarding mentorship, recognition and succession planning, determine commonality and/or uniqueness.

Shawna Ridley stated that UTHSC Tyler has a program which provides employees with a total compensation report showing their complete compensation that includes mentoring program awards.

Dan suggested that these things fall within management leadership programs. What are campuses doing for management leadership and how are they handling diversity in that? There may be succession but it may be buried in something else. For instance, out of 80 to 100 candidates who have graduated the program, 80% have been promoted. Look at diversity improved and promotion improvement.

Campus Savings & Innovations Committee (“CSI”) - previously Cost Reduction:

Chair, Eric Solberg – Members: Gilbert Perez, Wendy Spencer, Aris Obar, and Gary Cook

Objectives – Identify benchmarks, best practices and strategies. Recommend specific findings. Focus on better communications and sharing of ideas with resources to be used more efficiently. Challenge business as usual. Internal review to expand on last year and share successful ideas/stories. Conduct external review to look outside for efficiencies: Texas A&M, Baylor, Texas State University, and Texas Christian University, etc. Look for evidence based examples.

Eric reported that in the fall of 2010 this committee took inventory of CSI initiatives from each campus and that document has been placed on the EAC web page. The plan now is to find commonalities and success stories. We want to be realistic as to what this committee represents. There are some functional areas where cost savings have occurred. In the BOR recommendation we will request support in that each campus should become collaborative, cooperative and strategic on this topic. The EAC is the only group who had all of this information throughout UT system.

Functional areas:

1. Enhance Energy Management
2. Academic Support Services – Biggest expense is libraries. Use purchasing power across campuses.
3. Student Financial Services
4. Administrative and Business Support Services
5. Purchasing and Travel – Exploit the purchasing power of UT System.
6. Information Technology – Phones, email hosting, etc. UT San Antonio outsourced email.

It was suggested, as an example of IT collaboration, to designate a “floater” who would travel from one campus to another throughout UT System. We should identify experts in all of these areas to utilize internal instead of external resources. The CSI committee will provide examples of real cost savings in the report for the BOR presentation.

CLOSING BUSINESS:

Our previous Chair, Joel Helmke, did an excellent job during the 2011 EAC presentation to the Board of Regents with regards to our recommendation for consistency in employee appraisals as an effective tool for employees.

CLOSING BUSINESS Continued:

We had found evidence that even though there was a Regent Rule for appraisals several institutions were not in compliance. Employees need to hear how they are doing and where they can improve. The EAC is now receiving feedback from employees who are excited that they finally received an appraisal. This is proof that what the BOR values works for the good for all of us. The entire EAC presentation was well received.

Dexter Jones, 2012 Chair, stated that our fellow co-workers appreciate that some employees have finally received performance appraisals. This is a great accomplishment.

Dexter reviewed the EAC guidelines regarding the process for nominating and electing the EAC Chair. The 2012 election will take place at the July 2012 meeting. All members willing to be nominated and become candidates should provide their biographical information to Dexter via email by June 26, 2012. The bio should include employee history, qualification and interests. These individuals will be nominated by the Executive Committee and in compliance with EAC guidelines there will no nominations taken from the floor. Members willing to be nominated were Rochelle Pena, Joleen Reynolds, Eric Solberg and Dennie Clemons (provided another term will be served).

Action Items for EAC Web Page Posting:

Committees Page - <http://www.utsystem.edu/eac/Committees.htm>

- Add brief description of current objectives and ongoing work.
- Committee summary of accomplishments.

New BOR Recommendations Page – historical listing of annual recommendations

Action Items To Be Completed Before July Meeting:

- A member from each campus should send an email to Sarah Hart summarizing how their campus rewards their employees.
- Place Dan on July Agenda for Social Media presentation.
- Candidates for EAC Chair 2013 are to send bio information to Dexter by June 26th.
- Stay in contact with your fellow committee members and stay on task with objectives and goals.

Respectfully submitted by W. Dennie Clemons, EAC Secretary.