

**MINUTES
THE UNIVERSITY OF TEXAS SYSTEM
EMPLOYEE ADVISORY COUNCIL (EAC)**

October 7 – 8, 2010

PRESENT: Arlene Aleman-Gore, Lisa Belue, Glenda Bennett (alternate for Michael Gannaway), Benjamin Bond, Yolande Caddell, Jorge Cardenas, Dennie Clemons, Gary Cook, Lewis Garrison, Joseph Gregory, Joel Helmke, Melanie Loving, Jesse Manciaz, David Marquez, Brenda Martinez, Susan “Aris” Obar, Rochelle Pena, Shawna Ridley, Shirley Rowe, Gloria Salazar, Kim Sanders, Eric Solberg, Douglas Stark, Laurie Thompson, Sally Thompson, Doc Weathers, Venetta Williams, Marsha Zimmerman

ABSENT: Colter Fleming, Dexter Jones, D. Ellen Reedy, Priscilla Castillo, Michael Gannaway (alternate in attendance)

VISITORS: Sarah Hart, Dan Stewart, Associate Vice-Chancellor for Employee Benefits

Thursday, October 7th, 2010

New Member Orientation was held at 8 AM for newly appointed members to the EAC.

Meeting was called to order at 9:05 AM

Chair’s Comments

Welcome and Introduction of Executive Committee by Joel Helmke, Chair EAC

Members introduced themselves. Several repeat members beginning new terms.

Reviewed agenda for this session with entire group. Introduced committee chairs from last year. Explained that we don’t necessarily have to keep the same structure as last year. Open to new ideas. Reiterated that the time we commit to EAC be well spent and productive.

Probably will see reasonable recommendations in the Board of Regents report to be presented tomorrow. Mentioned that we need a meeting location for March 2011 meeting.

Review of Minutes (Returning Members) Doug Stark made motion to review; Dennie Clemons seconded. Amendments were made to the draft. Doug Stark made motion to accept minutes as amended. Dennie Clemons seconded. Approved by unanimous vote.

Dan Stewart, Associate Vice Chancellor provided a brief overview of some of the issues facing the legislature in the upcoming session and some of the health/wellness concerns which may need to be considered.

- **Legislative update.** \$18-20B shortfall. State MUST balance budget. Something will have to be cut. System was asked to cut 5-10% previously. May be asked to consider an additional 5%. Question: What caused the shortfall? (Doc Weathers) Public school expenditures have skyrocketed. Medicaid. Transportation/highway costs.

- Redistricting will most likely occur this session. May also go into second session this year. Budgets may not be approved by May 2011.
- **Wellness/ health care cost issues.** State employees have not, generally, taken advantage of wellness programs/initiatives offered. We have “guaranteed” health insurance – very unique. All employees pay a flat rate – leveled across all components. May drill down and look at health issues and adjust rates accordingly. Legislature is getting frustrated by lack of response.
 - 15% of employees drive 85% of claims. How do we motivate state employees to create change?
 - How are we changing our programs due to Health Care Reform? What are costs?
 - **Effective Dates for some health care reform mandates:**
 - January 2011 – eliminating OTC coverage through healthcare reimbursement fund.
 - September 1, 2011 –
 - Coverage for all young adults up to age 26
 - Evidence of Insurability (EOI) will no longer be required for those under the age of 19.
 - No longer have out-of-pocket costs for select benefits – flu shots, colonoscopy.
 - September 1, 2012 – maximum for healthcare reimbursement fund reduced to \$2500.
 - September 1, 2014 - Reduction of mandated waiting period to 90 days.
 - Reviewing the following:
 - Increased costs of hospital, medical and drugs. Can we bundle services to make them more affordable?
 - Drug costs are out of sight. Why do we need to advertise drugs? How can we control better?
 - What are lifestyle issues and how can you change them? Premium differentials will most likely be one of the answers. Particularly for smokers.
 - May see mandatory insurance coverage for students. Will be revamping student coverage in the next year.
- **Cost Containment Issues**
 - Important for EAC members/committees to be considering ways to save money. Prefer not to lose jobs. Right now, nothing is immune to cuts. If it is jobs, what is the most effective way to accomplish the cuts?
- **Retirement Issues**
 - Voluntary early retirement programs. Could there be incentives to cut costs? People who may have retired are delaying because of loss of investment income.
 - Benefits for retirees. Does not think there would be any change for those already qualified for retirement. But there could be changes for prospective/new employees.

Break

UT System Wellness Update – Rolando Roman, M.Ed. Health/Wellness Coordinator for UT System.

Provided overview of the mission of Wellness Office and issues facing UT System regarding wellness. See attached slides for details of presentation.

Main points:

- “Living Well: Making it a Priority” initiative
- 1 of every 40 Texans are included in program
- Developed framework for behavior change
- Top health Risks by Conditions – tracked since 2005. Huge increases in numbers of individuals being treated and costs to system. These are all preventable conditions. What are root causes? What can be done to correct situation? How can we be creative in motivating staff?
 - Diabetes
 - Hypertension
 - Cholesterol
 - Back health
- Pharmaceutical impact. Huge gap in care exists. Is the cost of medication preventing member from following prescribed treatment plan?
- Members tend to take care of children; women tend to take care of themselves as they age; men tend not to take care of themselves particularly well.
- Monthly “Did You Know” e-mail sent out.
- Living Well Health Manager powered by WebMD.
- Health Risk Assessment and High Risk Coaching available. How can we increase participation?
- What are we working on right now?
 - Wellness Incentive Guidelines. Allow employees time off to participate in wellness activities (8 hours per specified time period)
 - Wellness Programs/Initiative
 - Fall physical activity challenge – America on the Move
 - Encouragement
 - Tracking
 - Component awards/competition
 - Living Well Health Manager Monthly Education
 - Great America Smoke-out – November 25th
 - Free nicotine replacement provided for 8 weeks
 - Tobacco free policy (UT Arlington, Brownsville)
 - New Fitness Center Discount. Enroll in program within network and you can attend facility of your choice. Information available based upon zip code.

Recommends members go to website <http://www.livingwell.utsystem.edu/> and look at various benefits. Fitness information available at: <http://www.livingwell.utsystem.edu/getactive.htm>

Ad Hoc Committee Issues and Discussion/Review of Topics

Consensus that each of last year’s committees still had uncompleted work that should be continued. Reports from the committee chairs from last year.

Recruitment and Retention – Discounts with ID programs; still have several other issues that need to be explored in more depth.

Wellness – communication opportunities; smoke/tobacco free initiatives; wellness champions; wellness websites for each component

Worklife Balance – compensatory time; institutional support; New: Blackberry and 24/7 connectivity/ policies in place; cell phone subsidies/supplements; social networking.

Policies/Procedures. Not at completion point. Sick Leave Pool; performance evaluation still in review.

New committee suggestion – cost reduction initiatives. Develop best practices. Inventory each component’s response to cost-cutting measures.

Retirement policies – what’s happening at each of the components? Should this topic be added to one of the other committees such as recruitment and retention?

Members were instructed to rank order their top three choices for committees. Executive Committee will determine membership and chair.

Break for Lunch

Establishment of Ad Hoc Committees. The following committees were established with membership and chairs as listed. Committees were instructed to (1) select a co-chair (2) decide on most salient and realistic issues and action items to pursue for next year and (3) develop a brief mission statement to be presented in Friday’s session.

Work Life: David Marquez, chair. Members: Melanie Loving, Yolande Caddell, Colter Fleming, Priscilla Castillo.

Wellness: Dennie Clemons, chair. Members: Laurie Thompson, Marsha Zimmerman, Glenda Bennett, Arlene Gorena.

Recruitment /Retention: Ben Bond, chair. Members: Doug Stark, Kim Sanders, Jorge Cardenas, Joe Gregory, D. Ellen Reedy.

Policies/Procedures: Jesse Manciaz, chair. Members: Lewis Garrison, Doc Weathers, Sally Thompson, Shawna Ridley, Venetta “Vee” Williams.

Cost Reduction: Aris Obar, chair. Members: Lisa Belue, Eric Solberg, Gary Cook, Rochelle Pena, Gloria Salazar.

Committees adjourned to their respective locations at 1:30PM.

Those interested can meet at 5:30 PM in the lobby of the Radisson Hotel to walk over to the restaurant.

Friday, October 8, 2010

Executive Committee Meeting – called to order at 8:15. All EC members and chairs present with exception of Dexter Jones. Reviewed agenda for day and expectations from committees.

COST REDUCTION. Chair: Aris Obar; Co-chair: Rochelle Pena.

Mission Statement: To identify and share cost-saving opportunities and efficiency models across the University of Texas system.

Goals/Action Items:

- Gather information from each institution on existing cost-reduction committees, programs and any recommendations provided by those committees. Completed by December 1, 2010.
- At the March meeting, the gathered information will be compiled and sorted by the committee. The committee will identify which recommendations will apply to academic or health care institutions and which will apply to both.
- By the July meeting, the committee will have identified the top opportunities from the gathered information and submit recommendations. The committee will also share success stories received from the different institutions.

WELLNESS. Chair: W. Dennie Clemons; Co-chair: Marsha Zimmerman.

Mission Statement: Heighten and promote awareness of existing health and wellness programs and resources. Educate and empower individuals to adopt healthier habits.

Goals/Action Items:

- Will develop a packet of health information to increase awareness of available wellness incentives, programs, resources, health screenings, behavioral lifestyle modifications (e.g. tobacco cessation) and feature some testimonials of success.
- The packet will be disseminated, electronically and/or hard copy, to EAC members to share with institution staff councils to help share the resources available through UT System.
- The committee challenged each EAC member to write a testimony of a success story and make a new goal (e.g. take stairs vs. elevator 3 times/week) that should be attainable by the next EAC meeting in March. These should be sent to Laurie Thompson by November 1st.

RECRUITMENT/RETENTION. Chair: Ben Bond; Co-chair: Jorge Cardenas.

Mission Statement: To look at non-direct compensation programs that benefit employees and families, and aid in recruiting new employees and retaining existing employees.

Goals/Action Items:

- Review EAC Bylaws, Section F, and make proposed changes.
- Review current discount programs, identify best practices, and make recommendations for improvement to share across institutions to assist employees with stretching their take-home pay.
 - Include family members.
 - Explore national chains and websites (ie, Overstock.com).
- Explore development opportunities of current and future staff.
 - Review existing tuition reimbursement and waiver policies.

- Review internal development opportunities that can be shared.
- Research alternative development activities that reduce costs to institution, both direct and retention costs.

POLICIES/PROCEDURES. Chair: Jesse Manciaz; Co-chair: Lewis Garrison.

Mission Statement:

To review, research and recommend policies and/or policy changes to improve the efficiency and effectiveness of each institution.

Goals/Action Items:

- The Policy and Procedure Committee (PPC) resolve that an annual performance evaluation is an obligation that each institution has to its employees and to the institution as a whole.
- It is only once a year that through policy, each institution is charged with conducting a session with each employee to hear the employee's perspective and to share with the employee the sum total of their performance during the evaluation year. This provides the evaluator an opportunity to:
 - Inform the employee of their strengths and also what they need to do to improve.
 - Link the job to the mission of the department and the institution.
 - Establish expectations and goals for the subsequent year.
 - Establish an accounting of strengths that are key for considering advancement, compensation, or termination of employment.
- This committee recommends that all institutions review and verify that evaluations are in fact being performed for the benefit of the institution and the employees. There are several methods of getting this information that vary from an employee survey to a formal audit of each department's compliance.
- Sick leave pool eligibility review has been completed and now requires further discussion as to what, if anything, needs to be done.
- Serve as resource to other committees when policies need to be addressed.

WORK-LIFE BALANCE. Chair: David Marquez; Co-chair: Colter Fleming.

Mission Statement:

The principal goal of the EAC Work-Life Committee is to identify and recommend programs intended to assist employees with creating a healthy balance between work and life. Adequately attending to personal needs leads to greater life satisfaction and consequently to an increased morale that will manifest positively in the workplace in the form of greater quality of work product and efficiency.

Goals/Action Items:

- Review the information compiled last year and create two separate lists of institutions (with & without)
- For each of the two groups, prepare a short survey with questions aimed at assessing employees' sentiment toward the programs/policies
- Upon finalizing surveys, divide institutions amongst committee members and each will be responsible for reaching out to staff council and/or others groups within the institution that will help administer the survey to staff
- Combine survey results with research supporting positive correlations in relation to Work-Life

- Blackberry trend: Review policies regarding working beyond the usual 40 hrs / week whether exempt or non-exempt – at what point does it become more than incidental / expected and should be considered for compensation

Recognition Leave (Joel Helmke) – MDAnderson – 32 hours are allowed per year for performance above and beyond.

All chairs were requested to submit written copies of mission and action items to the Executive Committee.

General Meeting called to order at 9:15.

Discussion of Committee Objectives for FY10 supplemental to mission and action items reported in Executive Committee meeting.

Recruitment/Retention

Staff sabbaticals are offered at some institutions outside of Texas, specifically Arkansas State. Is this something that could be implemented?

(Dan Stewart) Regent's Bylaws/rules on Discount Programs currently being revised. Should institutions piggyback on new system-wide program which will be rolled out soon? Need to assure that participants' best interests are protected. Issue is filled with complexities.

Revisions to EAC bylaws. Member who is unable to attend should assume responsibility for contacting alternate and appropriate UT System liaison and EAC chair. Doug Stark made motion to accept proposed change to the EAC bylaws with the following amendment (item 3a, add "and the EAC chair" to the end of the statement. Ben Bond seconded. Motion passed. Sarah Hart will make changes to bylaws and post online.

(Melanie Loving) Discussed history of Best Practices document that is currently available. Although dated, a great deal of work went into compiling it and could use revision.

Policies/Procedures

How can we have a solid evaluation process? Is it being used uniformly across system?

(Dan Stewart) We need to be airtight, fact-supported in the assertion that evaluations are not being used uniformly across system before presenting to HR Directors. Where is information coming from? "Some appraisal systems are better than others".

(Doug Stark) Developing best practices in implementation of appraisal system. How are they being used for development of individual staff members?

(Joel Helmke) Compile list of evaluation process/tools for each component.

(Lewis Garrison) Is there an accountability system for completion of evaluations?

(Doc Weathers) Are performance appraisals meaningful? What is the purpose? Or are they just a task that must be completed?

(Dan Stewart) Appears that issue is the lack of controls and accountability in the evaluation process. Possible solution: propose to Board of Regents to establish scope of internal audit for each institution that evaluations are being conducted in compliance with regulations in place.

Work-Life Balance

Continue work started last year, primarily alternative and flexible work schedules. Divide institutions among staff and compile survey results.

Need to look at Blackberry issue and determine if any policies are in place.

Lunch period – how to determine what the requirement is across the board. Do we have to take a 60-minute break? FSLA requires that breaks be authorized but not necessarily 60 minutes.

(Dan Stewart) Compensatory time. Many campuses offer this. The policy is currently under review as it has been a huge cost to system as employees accrue compensatory time and use that in lieu of taking vacation time which must then be paid out when the member retires.

Wellness

Packet will be created and made available to members at March meeting. Then asked to share with Staff Council members at member component. Can this be available electronically in addition to the paper packet?

Challenge each member to set a personal goal that is health/wellness specific. Send to Laurie by November 1, 2010.

Cost Reduction

System-wide opportunity to publish/recognize cost savings initiatives at various components.

What programs are currently in place at components? Will address health centers and academic institutions independently as their needs/costs are different. Will look at successes as well as failures.

Can a “hotline” type of system be set up whereby individuals could submit cost-saving ideas? If the idea is implemented, submitter may be eligible to receive a monetary reward.

(Dan Stewart) Legally, can give gift to staff members. How do you distinguish whether it’s a new idea or part of someone’s job? This type of idea will be impressive to the Board of Regents and should be mentioned at the upcoming BOR meeting. What kind of platform can be created to make it system-wide? Can be recommended to all Presidents that each institution create a system that rewards individuals while at the same time sharing ideas that could be implemented elsewhere.

(Eric Solberg) Create a culture where people feel a part of the process and recognize efforts to cut costs. His campus has a “Genius” award that has resulted in significant cost savings.

(Lisa Belue) Documented ideas keep them from being stolen or copied.

Break

Distributed Board of Regents Presentation/Report. Read/reviewed the report. Addressed the need to amend the report based upon discussions today to incorporate the Cost Reduction ideas.

Need to add something that requests all Presidents to issue statement in support of Wellness efforts. Will add statement on cost reduction then submit to all members for comments and suggestions. Regents' meeting is scheduled for November 11-12, 2010.

Information on upcoming FY10 meetings. If held at system headquarters, March 3-4, 2011 and July 21-22, 2011 for summer.

Doc Weathers made Motion to Adjourn at 11:20. Dennie Clemons seconded. Motion passed.

ACTION ITEMS (to be completed by March 2011 meeting)

- Challenge each member to set a goal that is health/wellness specific. Send to Laurie by November 1, 2010. (Wellness)
- Could each health component identify one area that they have developed an expertise in and share this with Wellness Coordinator and other components. (Wellness)
- Review the information compiled last year and create two separate lists of institutions (with & without) (Work-Life)
- For each of the two groups, prepare a short survey with questions aimed at assessing employees' sentiment toward the programs/policies. (Work-Life)
- Review current discount programs, identify best practices, and make recommendations for improvement to share across institutions (Recruitment/Retention)
- Recommends that all institutions review and verify that evaluations are in fact being performed for the benefit of the institution and the employees. (Policies/Procedures)
- Gather information from each institution on existing cost-reduction committees, programs and any recommendations provided by those committees. Completed by December 1, 2010. (Cost Reduction)