



Meeting Minutes

Employee Advisory Council
October 29 - 30, 2018

October 29, 2018

The University of Texas System Administration
210 W. 7th Street
Austin, TX 78701
2nd Floor 2.206

PRESENT: Latoya Oduniyi, Tracey Faulkinbury, Jeffrey Meserve, Naomi Emmett, Paula Austell, Christian Corrales, Vanessa Ramos, Valerie Buchanan, Jean Grove, Natalina Martinez, Dawn "Faye" Melton, Tricia White-Rhemtulla, Nyma Shah, Tilly Clark, Truc Phuong Tran, David Gonzalez, Lisa Smith, Venetta Williams, Shannon Rios, Brenda Timmons, Kathy Murphy, Paige Buechley, Moshmee Kalamkar, Sally Bouis, Peggy Mahfood, Isabel Erives

ABSENT: Michael Aldape, Jeannie Farahnak, Benji Hawkins, Leticia Longoria

GUESTS: Susan Franzen, Sarah Pekar, Laura Chambers, Dan Cavanagh

I. Call to Order and Welcome

- Meeting called to order at 8:36am by Chair, Shannon Rios
- Shannon provided a brief welcome message
- Introductions all around and institution updates
 - Changes across the system
 - New Presidents, New Administrators
 - New Clinics & Buildings, New Construction, Institution Awards/Celebrations
 - Retirements/Separations

II. Review/Approval of June 2018 Minutes

- Minutes were previously sent to council by Lisa Smith via e-mail
- Shannon asked for any feedback
- Brenda Timmons motioned for approval, seconded by Venetta Williams
- Unanimously approved as written
- Minutes will be posted to website

III. UTS Updates – Susan Franzen, Assistant Vice Chancellor, Organizational Effectiveness

- Regents' Outstanding Employee Award: Waiting on funding notification, not uncommon for funding to be delayed pending budget considerations. While all awards were given out this past year, the EAC spent approximately half the budgeted amount on the ceremony which shows good fiscal management.
- It was determined that if the EAC didn't have an item/request for board approval then only an annual report needs to be submitted to the board of regents.
 - Differentiation in what campuses offer is a recruiting tool (ex. Tuition reimbursement)
 - As a committee, we need to think about what we can pursue that will not be viewed as a mandated system wide activity but can improve working conditions.



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- We are encouraged to create recommendations jointly with the FAC and SAC to have more weight. Stronger together.
- Report going to BOR will be shared with the EAC
- New chancellor is visiting each institution.
- The Regents' Task Force report was briefly discussed.

IV. Committee Topic Survey Review

- The committee formation guidelines were communicated. In committee formation we need to spend time on things that are likely to receive BOR approval.
- Shannon facilitated a discussion on potential committee topics:
 - It was explained that the ROEA will be a standing committee.
 - Instituting a review committee that will complete the equal representation necessary for the award review
 - One System, One Voice (communications committee) will also be a standing committee. They will be responsible for a session summary, and due to feedback a potential newsletter that includes a variety of kudos from all institutions.
 - Executive Leadership Search Committee was proposed as a committee. Presidential search committee membership was discussed regarding staff equitably being represented. Since EAC members have relationships with other staff across the UTS, they would be good members to be involved in high level searches. It was recommended to research [Regents' Rules and Regulations Rule 20201](#). After discussion, the EAC as a whole will be responsible for addressing this concern.
 - Leadership Equality/Diversity was proposed as a committee. UTMD Anderson recommended deeper dive into leadership structure. Currently there is an initiative to have women and minorities in leadership positions. Has there been any documentation regarding if the Opportunity rule is being tracked? Individual institution women's network was also discussed in addition to mentoring opportunities for staff.
 - Research/Benchmarking was proposed as a standing committee. To identify best practices and mention successes from other institutions regarding certain topics (e.g. tuition assistance, engagement, staff development, staff conference travel, ombudsman, remote/flex work).
 - UT Southwestern advocated for having a committee that gathered information on what each institution is doing regarding a particular topic; not to request changes across UTS but to serve as a benchmark.
 - Professional Development: UT System has a contract with Skill Soft (learning management system), is it underutilized?
 - Staff Ombudsman. Not to recommend things be mandated top down but for us to take that information back to our campuses and advocate for initiatives at the institution level.
 - Potential opportunity to research staff travel was discussed. Faculty and student travel for conferences are specifically provided at the institution level but staff travel is not as widely viewed.



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- Another research topic could be the use of the State Employee Health and Fitness Act of 1983 amended by House Bill 1297 Sec. 9 “Wellness Leave” to grant wellness hours for preventive care, mental health days, etc.
- Susan Franzen recommended considering proposing pilot programs instead of permanent programs. Creating a tool on a particular topic was also discussed as a good method for committee work.

IV. Benefits Update – Laura Chambers, Executive Director, UTS Office of Employee Benefits

- Last 2 years, there has been a 0% rate increase however right now it’s too early to tell if next year will have an increase. Prescription drug rate usage is up 13% however, rebate percentages are also up so we are getting a better deal on the prescriptions that are filled.
- Going to bid this year for the UT System prescription benefit manager, insurance provider, and long term care plans.
- RFPs were reviewed by each UTS institution benefits office.
- EAC members were encouraged to give feedback for ways that employee membership can be better engaged in their healthcare and access to healthcare.

V. Faculty Advisory Council Update – Dr. Dan Cavanagh, FAC Chair

- Chancellor had a meeting with the FAC and went over projects that they want to collaborate on with the UT System Administration.
 - Physician Burnout: Summit was held and whitepaper was written
 - Decided just to focus on physician burnout due to unique circumstances
 - Shared Governance: Visiting each institutions to discuss topic with Tony Cucolo
 - Paid Parental Leave: Still researching state laws regarding this area
 - NTT Faculty Student Success: Advocating for full-time positions when demand is present rather than Part-time faculty appointments

VI. Committee Finalization and Assignments

- The Following Committees Were Established for the 18-19 year:
 - Regents’ Outstanding Employee Award
 - One System, One Voice
 - Employee Experience
 - Advancing Diversity and Equality in Leadership
- Members were asked to rank which committee they would prefer to join. Membership is as follows:
 - Regents’ Outstanding Employee Award:
 - Paula Austell
 - Sally Bouis
 - Tracey Faulkinbury



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- David Gonzalez
- Moshmee Kalamkar
- Brenda Timmons
- Lisa Smith (liaison)
- One System, One Voice:
 - Valerie Buchanan
 - Tricia White-Rhemtulla
 - Latoya Oduniyi
 - Christian Corrales
 - Tilly Clark
 - Michael Aldape (liaison)
- Employee Experience:
 - Jeffrey Meserve
 - Kathy Murphy
 - Leticia Longoria
 - Dawn "Faye" Melton
 - Vanessa Ramos
 - Peggye Mahfood
 - Jeannie Farahnak (liaison)
- Advancing Diversity and Equality in Leadership
 - Truc Phuong Tran
 - Venetta Williams
 - Naomi Emmett
 - Isabel Erives
 - Nyma Shah
 - Natalina Martinez
 - Jean Grove
 - Shannon Rios (liaison)
- Members were released for committee work to elect a chair and structure a focus.
- Following Committee Chairs were Elected:
 - Regents' Outstanding Employee Award
 - Paula Austell, Chair
 - Brenda Timmons, Vice Chair
 - One System, One Voice
 - Tricia White-Rhemtulla, Chair
 - Latoya Oduniyi, Vice-Chair
 - Employee Experience
 - Kathy Murphy, Chair
 - Jeffrey Meserve, Secretary
 - Advancing Diversity and Equality in Leadership
 - Nyma Shaw, Chair
 - Isabel Erives, Secretary

Shannon Rios, Chair, adjourned meeting at 4:01pm.



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GUESTS: Susan Franzen, Sarah Pekar, Matthew Mendoza, Roger Starkey

I. Executive Committee Meeting with Committee Chairs

- Susan Franzen, Assistant Vice Chancellor for Organizational Effectiveness announced that the Board of Regents' made the determination to not fund the FY2019 Regents' Outstanding Employee Award. The Regents' Outstanding Teaching Award and the Regents' Outstanding will continue to be funded.

II. Call to Order – Day 2

- Full meeting called to order by Chair, Shannon Rios, at 8:44am

III. Committee Chair Announcements

- Options for the current ROEA committee members was discussed. Chair, Shannon Rios suggested:
 - ROEA committee to disband and the members join the other 3 formed committees
 - Take on a collaborative project of parental leave with the Faculty Advisory Council
 - Shift current committee focus to non-monetary staff recognition
 - Currently UT Health Science Center Tyler, UT System Administration, UT Southwestern and UTRGV do not have staff recognition awards at the institution level.

IV. Student Advisory Council Update – Matthew Mendoza, Chair, SAC

- Affordability and Equity
 - Cost of Textbooks, Open Educational Resources (OER), user of OER is low at most UT institutions
- Student Resources



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- Recognize that the student body members have a variety of needs so they want to focus on expanding on the resources that are available to students such as a food pantry, access to childcare, and feminine/hygiene products
- Mental Health
 - Accessibility of mental health services to students and academic classroom education opportunities
- Free Speech
 - Free speech best practices/toolkit on how to handle free speech initiatives/concerns on campuses

V. Committee Work

- 30 minute break was taken for committee work.

VI. Legislative Updates – Roger Starkey, Associate Vice Chancellor for State and Federal Relations

- January 8, 2019: 86th Legislature Convenes
- Presentation will be shared with all EAC members

VII. Committee Updates

- Regents' Outstanding Employee Award: Paula Austell, Chair
 - The committee will be retained and will be renamed to Staff Recognition and will focus on developing best practices on staff recognition initiatives
 - Committee encourages all EAC reps to communicate the importance of staff recognition and to gather champions across the UT System to advocate for staff awards
 - All materials that had been developed for the ROEA will be saved on the EAC sharepoint site for future use should the award be funded in the future
- One System, One Voice: Tricia White-Rhemtulla, Chair
 - Session Summary
 - Website Updates
 - Newsletter
- Employee Experience: Kathy Murphy, Chair
 - Assess Current Professional Development/Mentoring Practices at each Institution
 - Possible toolkit deliverable
 - Partnering with EAC representative to have interview calls with subject expert, HR rep
- Advancing Diversity and Equality in Leadership: Nyma Shaw, Chair
 - Connect with institutions and form best practices with a focus on gender and minority diversity and equality in leadership
 - Deliverable will be a whitepaper



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VIII. Next Steps

- One System, One Voice committee will work on a session summary.
- Report going to BOR will be shared with the EAC
- Spring meeting will occur on February 28-March 1, 2019 (Wednesday, February 27, Travel Day)
@ UT System Administration

Meeting adjourned at 11:09am.