

These minutes were approved at the March 2006 EAC meeting.

EMPLOYEE ADVISORY COUNCIL

MINUTES

October 10-11, 2005

These minutes were approved by the Employee Advisory Council on 3/21/06.

PRESENT: Mary Avitia, Greg Bateson, Claudette Clay, Beth Condry, Olga Garcia, Teresa Garcia, Sandee Goertzen, Juan Gonzalez, William Hinton, Diana Hottle, Nancy Ingram, Debra Linzer, Melanie Loving, Cynthia Orth, Jana Pankratz, Rick Peterson, Pamela Pipes, Velinda Reyes, Randolph Scott, Janice Smith, Nancy Sutherland, Michael Swindle, Ann Tate, Brigitte Tolson, Pep Valdes, Corliss Denman, Venetta Williams, Glen Worley, Aziza Young

Orientation was held for the new members. This session was conducted by the Officers of the Employee Advisory Council (EAC) to bring the new members up to date on what the EAC is and what we are working on, including the history and future recommendations.

The main meeting of the Employee Advisory Council (EAC) was called to order by the Chair, Ann Tate. Introductions of the new members, current members and alternates that were in attendance were made.

WELCOME

Mr. Dan Stewart, Assistant Vice Chancellor of Employee Services, was introduced by the Chair. Dan is the EAC's liaison to the Board of Regents/U. T. System. Dan welcomed the group and spoke briefly to communication being key in our work on the EAC and advised us to keep humor in whatever we as a group did.

DIVERSITY

Ms. Grace Hernandez, Director of the Office of Institutional Diversity of The University of Texas at San Antonio, was welcomed as one of our guest speakers. Ms. Hernandez spoke to the group about diversity and its impact on all organizations. She stated that it encompasses physical, social or ideological differences. These differences tend to identify us individually and within groups. She also stated that even though everyone goes to a training occasionally, there should be training annually on diversity.

There is the National Coalition Business Institute model that was used by Dr. Richard Lewis, Jr. who is Special Assistant to the President at UTSA. Dr. Lewis is a

demographer and he is stating that the total population will be 57% Hispanic by 2020 in Texas; and by 2040 the majority of the population in the US will also be Hispanic.

EAC Minutes

October 10-11, 2005

Page 2

Ms. Hernandez also talked about stereotyping people. She said that if you stereotype people you might be eliminating some very good people from your organization. We should be providing jobs on an equal access.

UPDATES

Dan Stewart brought the membership up to date on what's been happening at U. T. System. He noted that several campuses did offer assistance to the Katrina and Rita hurricane victims and that the U. T. System is better for all its efforts to assist. We came to the rescue of students as well as the offices of Tulane University which are currently housed on the on the campus of U. T. Health Science Center.

The past Legislative session was a difficult one. There were over 300 bills that affected the benefits area. The retirement area was the one hardest hit. The Legislature made some changes, as well as U. T. System is recommending changes. Nothing is taken away, but some of the items will have to be paid out of the retirees pockets.

Jim Sarver indicated that there is a new web site for health and awareness that was initiated with the assistance of the Benefits Committee two years ago.

U. T. System is establishing a new office to work with retirees. There will be a presentation on Tuesday morning explaining this new program.

Dan recommended that the EAC marshal the diversity issue. It may be something as simple as having a diversity week on our campuses. Everyone could look at what's being done on other campuses and possibly adopt new functions.

Dan also spoke to U. T. System becoming a risk tolerant organization. That would mean that making a mistake would not mean punishment. The EAC may be able to come up with recommendations that are a little out of the box. Challenge this group. The Board of Regents realizes they can't be afraid of making mistakes. Don't be tied by yesterday, push ourselves to do something different.

BOARD OF REGENTS TASK FORCE

After a lunch break, Ms. Geri Malandra, Associate Vice Chancellor for Institutional Planning and Accountability spoke to us with a request that was coming directly from the Board of Regents. They are working on a strategic plan. The last one was done in 1998-99. They are streamlining their approach to this plan. They basically want one to three

EAC Minutes

October 10-11, 2005

Page 3

critical issues from each EAC member. Ms. Malandra will be in touch with everyone on the EAC via e-mail, explaining her mission and asking all of us to respond to her with carefully thought out items that would be critical to the U. T. System or your own institutions for 5 – 10 years ahead. The Board of Regents will be having a planning retreat in January with the Presidents. These items will be needed by October 22-23rd. Everything will be anonymous and they will be coded into the overall plan.

COMMITTEES

The Committees then broke out to do their work. The minutes of each of these committees are listed below and were given at the meeting on Tuesday.

BENEFITS COMMITTEE

Members present. Greg Bateson, Beth Condry, Debra Linzer, Nancy Ingram, Rochelle Pena, Randolph Scott and Nancy Sutherland.

The meeting was called to order by Randolph Scott. Elections were then held for chairs. Greg Bateson will serve as Chairperson with Debra Lizner in the vice chair position. After discussion of history of the committee and previous goals, It was determined that the focus of the committee for this year would be benefits education. Making staff aware of current benefits, as well as, any changes. Providing simple language information concerning optional retirement to all staff.

COMMUNICATIONS COMMITTEE:

The meeting began with the election of Cynthia Orth as Chair of the committee and Pamela Pipes as Vice-Chair.

Returning members Pep Valdes and Glen Worley provided a brief history of the committee for the benefit of new members.

Discussion was held concerning the method by which EAC proceedings are communicated to the President, HR Director and the Staff Council (if it exists) of the member's institutions. A wide variety of methods was presented. It was decided that the Communication Committee could facilitate the reporting process by providing brief highlights of the meeting to the EAC members to serve as a tool when making reports.

EAC Minutes

October 10-11, 2005

Page 4

These highlights would be produced by the Communication Committee and provided to the Chair of the EAC for distribution to the EAC membership.

The members of the committee also agreed to review the EAC website to ensure accuracy of information. Pep volunteered to continue performing the web updates, and suggested that updates could be handled at each meeting if he could get remote access to the UT System network.

COMPENSATION COMMITTEE

The committee elected Velinda Reyes as Chair of the Compensation Committee

Discussions:

1. Members agreed that "Best Practices Document" was thoroughly covered by previous committee. Recommendation that each EAC representative take responsibility to keep updated by sending information to EAC Communications Committee to update on website.
2. EAC member selections: it was determined that each component has various ways for selection process as EAC member. Recommendation that Communications Committee review process of communication within UT System and components.
3. Discussed the definition of what the Compensation committee is charged with. It was discussed that the charge might not be appropriate across the board with all components. From there discussion ensued for a market survey, discussion of UT-Brownsville model for pay scale survey, and merit systems. Committee found that there were no consistencies within own systems for merit raises. Questions arose on what does it mean to be a UT System employee?
4. Other topics sick leave pool and employee evaluations.
5. For Action:
Decided on review and assessment of overall pay increases for employees by reviewing cost of living adjustments, merit raises, and market adjustments. Members feel that with this evaluation of information, recommendations can be

made to improve employee retention and job satisfaction especially in those components not currently involved in such practices.

EAC Minutes
October 10-11, 2005
Page 5

POLICY COMMITTEE

Venetta Williams (UTSA), Chair
Lydia Washington, (UTMDACC), Vice Chair

-Grievance Report

Committee is reviewing grievance reporting from all UT institutions to incorporate a viable uniform reporting system. The committee will discuss (via email) various issues pertaining to the reporting of grievances and procedures/steps that is involved to reach a collaborative resolution.

The committee will review/discuss any and all issues that are directed for their review from the other EAC committees.

BUSINESS DISCUSSION:

Following the committees' reports, a business discussion ensued. Our March, 2006 meeting is scheduled to be held at the U. T. Health Science Center in Houston. The meeting will be March 21 and 22 with a reception to be held, hosted by their President, on Monday night, March 20th. There needs to be a commitment that the EAC members will plan to arrive early and attend this reception. William Hinton and Randolph Scott handed out invitation packets from the U. T. Health Science Center inviting the EAC members to come to their campus.

The term limit changes that were discussed at the last meeting will be sent out electronically to all the members so that each member will know whether he/she will have a two year or a three year term.

There have been some changes in travel reimbursement. The per diem has been changed to \$36/day and the reimbursement for personal car mileage has been raised to 48.5 cents/mile for October – December and then will revert back to 40.5 cents/mile in January. Hotel reimbursement has also increased to \$85.00/night.

There was some discussion about the reimbursement of the EAC members' travel. And some changes in policies. Ms. Patti Cassen explained how the travel reimbursement works and explained that receipts were required by System, even though the individual institutions may not require them. Dan Stewart volunteered to give us a document with the options for reimbursements.

EAC Minutes
October 10-11, 2005
Page 6

RETIREMENT PROGRAM INITIATIVES:

Dan Stewart introduced Angela Osborne who will be heading up the new Retiree Program within the Office of Employee Benefits. Ms. Osborne spoke to the new Retirement Program Initiatives which included the Optional Retirement Program – mandatory (403(b), Governmental Retirement Arrangement (UTGRA – 415(m), UTSaver Tax-Sheltered Annuity Program – voluntary 403 (b) and the UTSaver Deferred Compensation Plan (DCP) – voluntary 457 (b).

Also involved in working with this new office is Toby Tobelman who is a representative of the company Rudd and Wisdom. Mr. Tobelman spoke about his role with this company and with this new office at U. T. System.

There are challenges that this new office will have to face such as too many vendors and very low participation in supplemental programs (approximately 18%). Their goals are to increase participation in voluntary plans, decrease the number of vendors, maintain product choice and enhance communication and education programs.

They will be surveying all employees and appoint an RFP advisory group and a Retirement Programs Advisory Committee among other things. The Request for Proposal will be distributed in December 2005, to receive responses by January 2006, and a final recommendation to the Board of Regents by May 2006 with final implementation by September 1, 2006.

COMPONENT ROUNDTABLE REPORTS

Several institutions reported on important projects/events that are being held on their campuses.

U. T. Arlington: Their new President is very supportive of staff. In February they will be rolling out a new image with new school colors, mascot, etc.

U. T. Austin: The staff is involved with the Presidential search and with the Vice President for Human Resources search.

U. T. Brownsville: The salary market adjustments have been completed.

U. T. Dallas: The new President is now on board.

U. T. El Paso: They had their information fair to find out about different departments on campus

EAC Minutes

October 10-11, 2005

Page 7

U. T. Houston HSC: They have just completed their Founders Fun Fest. They have also been working with the Tulane evacuees and their administrators who are housed on campus.

U.T. M. B. Galveston: Some of the effects of the hurricanes were given including assisting evacuees from Hurricane Rita and Katrina.

U. T. Pan American: the Hispanic Engineering and Technology Conference was very successful.

U. T. HSC San Antonio: They have established a Staff Advisory Council and it's first meeting was in September 2005.

U. T. System: They are now working on an emergency preparedness task force. Many institutions are also assisting Tulane University evacuees.

U. T. Tyler: The staff has requested a new child care center be established and it is under discussion.

CLOSING:

Chairperson Tate indicated that an e-mail will be sent out as soon as possible about the meeting in March in Houston.

After no further discussion or business, the meeting was adjourned.

Respectfully submitted,

Sandra K. Goertzen
Secretary