

UNAPPROVED  
March 6 and 7, 2008 EAC Meeting Minutes

Day 1: March 6, 2008

**Executive Meeting**

Members Present

Michael Swindle, Dennie Clemons, Dexter Jones, Olga Garcia, Kim Caperton, Rochelle Pena, and Teresa Garcia

Guests: Dan Stewart, UT System Liaison to EAC and Assistant Vice Chancellor for Employee Services, and Kathy H. Mayes, Administrative Associate, UT System

At 8:10 a.m., Chair Michael Swindle called the Executive meeting to order. Several topics were discussed including the venue for the October meeting, which may be moved to San Antonio for this year and become a traveling meeting in future years since it is challenging to reserve blocks of rooms during football season in Austin, Texas.

Michael encouraged the subcommittee chairs to delve into new issues if initial issues are wrapping up.

There was general interest in the Board of Regents' meeting and EAC presentation. Some were interested in the how and why of recommendations made to both the Board of Regents and Chancellor's Office. Michael thought the EAC as a whole might be interested in this topic and indicated he would be presenting it to the group. Dan Stewart, UT System Liaison to EAC and Assistant Vice Chancellor for Employee Services, indicated that in the past, EAC often inventories existing programs on campuses before making recommendations regarding a common interest to the Chancellor and Board of Regents.

Olga Garcia gave a summary of her committee's work. The Special Projects Committee has dropped the endowment issue but is still quite interested in pursuing the wellness initiative and the employee award initiative. Her subcommittee communicated via email frequently since the last committee meeting.

Rochelle Pena gave a summary of her committee's work. The Compensation Management and Practices Subcommittee is still highly interested in emergency leave and how it is approached by all institutions. She also indicated her subcommittee will be surveying the institutions on compensatory time for exempt employees. More information will be gathered for the next meeting.

Kim Caperton gave a summary of her committee's work. The Communication Research Subcommittee has decided against pursuing the EAC newsletter. A speaker from UT System was invited to speak to safety communication. In terms of the employee satisfaction survey, Kim indicated that several institutions already do surveys, so what might be important to the

committee is to encourage its members to share results with EAC. She also indicated iTunes U as a means of communication has some stumbling blocks but is still promising. The July EAC meeting was discussed. Possible dates include July 17-18 or July 24-25, depending on when Kathy Mayes, UT System Administrative Associate, could reserve a block of rooms and meeting space. Kathy will work with Michael in securing dates for the summer meeting.

Officer elections were discussed. It was recommended that chair candidates be nominated prior to July dates (maybe by end of June) so that the candidate could distribute pertinent information to the group though Michael indicated nominations could still be made from the floor. Michael wishes to make the pool rich and inclusive, so he would like to include members that would be reappointed if at all possible. Dan indicated that the president of each institution gets notice of all members going off UT System councils in May to encourage timely reappointment.

Executive meeting closed at 8:30 a.m., and group adjourned to main meeting.

### **Main Meeting**

#### **Members Present**

Loretta Barker, Ann Tate, Teresa Yarbrough, Randy Scott, Juan Andres Rodriguez, Rochelle Pena, Jesse Manciaz, Melanie Loving, Andrea Liner, Cindy Espinoza, Aziza Young, Efrain Molina, Karen Martinez, Danielle Fournier, Kim Caperton, Lindrea Sealy (alternate for Nancy Sutherland), Pep Valdes, Olga Garcia, Chris Dickson, Erin Waneck, Laurie Thompson, Debra Linzer, Sarah Gonzalez, Derrick A. Ozuna (alternate for Patricia Dunn), Valerie Sinor, Rick Peterson, Michael Swindle, Dennie Clemons, Dexter Jones, and Teresa Garcia

Guests: Dr. David Watts, UTPB President; Dan Stewart, UT System Liaison to EAC and Assistant Vice Chancellor for Employee Services; Kathy H. Mayes, Administrative Associate; Tonya Brown, UT System Vice Chancellor for Administration; John Slettebo, UT System Director of Police; and Phil Dendy, UT System Director of Risk Management.

Chair Michael Swindle called the meeting to order at 8:58 a.m. on March 6, 2008, and welcomes entire group. Each member is asked to introduce himself/herself to several UT System guests. Kathy Mayes and Dan Stewart introduced themselves.

Michael encouraged the group to review NEW travel reimbursement form on website (<http://www.utsystem.edu/eac/EAC%20Travel%20Reimbursement%20Form%20-%20Kim%20Tucker.pdf>) and indicated that the 60-day turnaround on reimbursements would be enforced strictly. Michael was pleased to announce that the EAC account was audited by UT System, and the account was clear.

Minutes were reviewed by group. Changes/additions were indicated. Chris Dickson, EAC member, motioned that minutes be accepted as amended. Motion was seconded by Dennie Clemons, EAC member and Vice Chair. Motion passed.

Dan Stewart, UT System Liaison to EAC and Assistant Vice Chancellor for Employee Services, was invited to speak to the group. Dan highlighted the outstanding level of service offered by UT System institutions and used one institution as an example. As a sitting board member of a national benefits association, Dan referenced the UTMB Telemedicine program, which was recognized as the most innovative national program that serves the community.

Regarding UT System benefits, Dan emphasized the need for each EAC member to work with his/her institution to communicate the existence of a monthly newsletter that comes to every UT System employee from the benefits office. The newsletter is called *A Matter of Health* and includes timely information on topics like insurance insights, fund options, wellness news and initiatives, and explanations of benefit processes like insurance rate determination.

Dr. David Watts, University of Texas of the Permian Basin President, welcomed the group. In his address, President Watts told the EAC about the area. In Texas, approximately 70% of oil production and reserves comes from the Permian Basin area, and only about 1/3 of the oil has been extracted. President Watts also highlighted UTPB. There has been about 50% growth over the last six years at UTPB, and the institution offers its students a quality education at a low cost.

The group thanked President Watts for hosting our council. Dan was then invited to continue his discussion by Michael.

Dan stressed the reactive function of EAC and presented a topic for EAC feedback. An area of concern for UT System is how to remain competitive in attracting and retaining employees. A benefit area which might be enhanced is that of **supplemental** retirement options (not primary retirement programs like Optional Retirement Program or TRS). One proposal in circulation is that of having an opt-in fund for retirement (equivalent to a 457b). The proposal would redirect 1% of the employee's pre-tax wages into one of several funds, which the employee could choose from or be defaulted into a wellness option. Employees could opt out of this program at any time. Dan did point out that legislative changes would have to occur for this benefit to materialize, so the earliest date for implementation would be September 1, 2009. Dan then invited feedback.

Several members communicated the need for successful communication of this benefit statewide. Communication should occur in as many forms as possible (electronically, through the newsletter, paper copies to home). Many members also felt that helpful financial advisors participating in this program would make movement into the benefit less stressful for current employees. Dan then communicated the importance of the system websites like <http://www.utsystem.edu/ut4u/>, and the UT System Benefits page <http://www.utsystem.edu/benefits>, which describes Voluntary Retirement Programs and contains a number of benchmark tools which can help all UT System employees make informed investment decisions. Some members felt that the opt-in benefit program should be larger than 1%, but Dan felt 1% was a good start. He also stated that any employee can opt-out of this benefit at any time.

Dan then spoke of the upcoming effect of Gatsby 45 on how retirement premiums are reflected as a UT System liability. He also indicated that pharmacy benefits are being analyzed, especially in terms of the Pharmacy Benefit Manager since the manager does affect local retail pharmacies.

Tonya Brown, UT System Vice Chancellor for Administration, was introduced to the group. She described some of the enhancements and challenges made evident by recent university events like the shooting that occurred at Virginia Tech. She explained that the UT System Police Department officers are the first responders on all campuses and are full-service police agencies available 24/7. They are charged with protecting over 270,000 staff, faculty, and students on campus any given day. As one enhancement, she would be previewing a training video which has been purchased for distribution and use throughout UT System institutions.

John Slettebo, UT System Director of Police, was introduced. He explained the training academy that all UT System officers attend. The requirements for graduating from this academy exceed that mandated by the state. In the 22-week academy, officer candidates are introduced to a number of topics including laws of arrest, code of criminal conduct, fire arm training, and active shooter response. There are over 450 officers throughout the campuses.

The issue of recruitment and retention of police officers was introduced. A system-wide compensation study for law enforcement positions is being conducted because of difficulty in retaining officers once they have completed training. These officers are being heavily recruited away from UT System institutions. The DVD training video dealing with active shooting situations was then previewed. It is titled *Struck by Lightning* and has been sent to all campuses for unlimited distribution. EAC members previewed the DVD and offered comments.

Phil Dendy, UT System Director of Risk Management, was introduced. He presented a PowerPoint presentation that explained the office of risk management at UT System and how that office works with individual risk offices located on each campus (see [Phil Dendy's EAC Report](#)).

After lunch, Michael introduced several topics for council business.

One topic was the call for nominations for officer positions. This would give candidates for chair the opportunity to submit short biographies to the group. Officers would be elected at the next meeting in July (Kathy will be looking into July 17/18 based on member preference. The alternate date would be July 24/25).

Vice Chair Dennie Clemons discussed roles and duties as indicated in EAC's organizational guidelines ( [http://www.utsystem.edu/eac/EAC\\_Guidelines.pdf](http://www.utsystem.edu/eac/EAC_Guidelines.pdf) ). Dennie referred members to the October meeting packet, which contains not only the guidelines but also information of when members roll off (though those members may be reappointed). Each officer then shared his/her experience with the council.

Michael stressed the importance of officer positions and urged members to get the nomination process started.

Michael announced that the October meeting would be hosted by UT San Antonio. EAC member Sarah Gonzalez was given three sets of dates to work with in October 2008: 9/10, 16/17, and 23/24. Thanks UT San Antonio!

Kathy then presented the UT4U website with retirement information and tools to the group, so that members could more easily call attention to it at their institutions. A discussion of the retirement tools occurred.

Michael then called for members to break into subcommittees. Several members were not assigned to a committee at the October meeting. Loretta Barker sat with the Compensation Management and Practices Subcommittee; Rick Peterson and Valerie Sinor sat with the Special Projects Subcommittee; and Derrick Ozuna and Ann Tate sat with the Communication Research Subcommittee.

After a discussion of the evening's agenda, members broke into subcommittees.

Day 2: March 7, 2008

#### Members Present

Loretta Barker, Ann Tate, Teresa Yarbrough, Randy Scott, Juan Andres Rodriguez, Rochelle Pena, Jesse Manciaz, Melanie Loving, Andrea Liner, Cindy Espinoza, Aziza Young, Efrain Molina, Karen Martinez, Danielle Fournier, Kim Caperton, Lindrea Sealy (alternate for Nancy Sutherland), Pep Valdes, Olga Garcia, Chris Dickson, Erin Waneck, Laurie Thompson, Debra Linzer, Sarah Gonzalez, Derrick A. Ozuna (alternate for Patricia Dunn), Valerie Sinor, Rick Peterson, Michael Swindle, Dennie Clemons, Dexter Jones, and Teresa Garcia

Guests: Dan Stewart, UT System Liaison to EAC and Assistant Vice Chancellor for Employee Services, and Kathy H. Mayes, UT System Administrative Associate.

Chair Michael Swindle calls the meeting to order at 9:10 a.m. and asks for ad hoc committee reports.

#### Communications Research Subcommittee

Kim Caperton, Chair of the subcommittee, indicated several issues were closed. System-wide survey issue was dropped because several institutions are already doing surveys. Kim stated it would be helpful to EAC if the council was a recipient of the results of surveys whenever possible. Issue of employees with limited computer access was addressed. After conducting research by reaching out to human resource departments, a report would be made in July. The issue of iTunes U was discussed. iTunes U is a great resource, but there are legal issues involved. Danielle Fournier reported on iTunes U research process (see [Danielle Fournier's iTunes U Report](#)). Kim commented on the amount of research subcommittee dedicated to issue, including a report presented by Efrain Molina which might provide a framework for future implementations of iTunes U (see [Efrain Molina's iTunes U Report](#) and its attachment titled [Attachment to Efrain Molina's Report](#)).

### Compensation Subcommittee

Rochelle Pena, Chair of the subcommittee, announced that her subcommittee had completed a survey on compensation practices and practices related to exempt/non-exempt status. The survey would be loaded into Survey Monkey to be completed by human resource departments. Her subcommittee will be researching emergency leave practices. The committee reviewed the EAC's Best Practice Document (located at <http://www.utsystem.edu/eac/BestPractices.htm> ). She indicated a need for the document to be updated. Time and Effort reports were also discussed by subcommittee and may be taken up at a later time.

Discussion among EAC members indicated there was no standardized form for timekeeping across institutions. It could be that a document describing best practices for timekeeping may be developed.

### Special Projects Subcommittee

Olga Garcia, Chair of the subcommittee, announced that the issue regarding endowed scholarships was dropped. Her subcommittee is still highly interested in investigating avenues for encouraging wellness and would be contacting Rolando Roman of UT System about a wellness practices inventory for institutions. Olga indicated her subcommittee had reshaped the outstanding award program to recognize an outstanding EAC member. EAC members would nominate EAC members for the award, and all EAC members would vote. This issue would continue to be discussed.

EAC members demonstrated support for wellness programs. Dan pointed out that UTMB and MD Anderson have exemplary wellness programs, and there is strong support from the Chancellor and Board of Regents for wellness enhancement efforts. Research indicates every \$1 spent on wellness activities returns \$5-\$7 to the employer.

### Professional Development and Retention Subcommittee

Sarah Gonzalez, Chair of the subcommittee, announced that her subcommittee spent much of its time looking at career ladders. The focus was on career ladders as related to training and enrichment activities. A survey would be going out to members. Diversity practices were also being looked at. The subcommittee is interested in which practices are working at campus institutions and which are not. Lay off policies at the different institutions will be reviewed by the subcommittee.

Michael opened up the discussion to council business and opened the floor for motions.

Rochelle made a motion for members to review the best practices document on the EAC website (<http://www.utsystem.edu/eac/BestPractices.htm> ), note updates, and send changes to Historian Dexter Jones ([dexter.jones@uthct.edu](mailto:dexter.jones@uthct.edu) ) at least one month before next meeting. Motion was seconded by Chris Dickson. Michael asked for discussion and a vote. Motion carried unanimously.

Randolph Scott gave a history of the best practice document and of its use as a resource.

Michael introduced the Sharepoint discussion site (first item under <http://www.utsystem.edu/eac/resources.htm> ). Site was not being used. Several members indicated they had either never received a password or lost their password. After surveying members, it was determined that the Professional Development and Retention Subcommittee would like to use the site to share documents. Michael indicated he would discuss access for the group with Jana Pankratz, UT System Deputy to the Chancellor.

Juan Andres Rodriguez introduced the Survey of Organizational Excellence and commented on the usefulness of the tool/survey. Dan indicated that the survey measures employee perception of the workplace, and 15-20 questions of the survey can be tailored to the institution.

Chris informed the council that a proposal to add a faculty regent to the Board of Regents exists. This may become an area of interest in the future.

Michael then made his Executive Committee Report. At the Board of Regents' presentation, the tuition proposal and research on both the strategic plan and grievance/ombudsman practices were presented. Chancellor Mark G. Yudof appeared supportive and interested in the issues presented, especially EAC perception of strategic plan. The information regarding communication of grievance policies and plans was well received, and past Vice Chair Glen Worley developed a wonderful analogy related to across the board training. Members were informed by Kathy that the Board of Regents contacts her to receive EAC meeting and officer updates.

Dan was invited by Michael to discuss legislative updates.

Dan indicated pharmacy legislation/bills may be coming up. There is still interest in a consolidated system. Regarding benefits, A & M has expressed interest in joining UT System to enhance its negotiation power, but UT System's superb rating could be affected by mergers of this sort. There are also issues related to tuition and TRS financial risks.

UT Pay Flex was discussed. Members were interested in what happens to forfeited funds when members do not use all their benefits. Dan indicated these funds are used to pay for administrative costs associated with managing the fund.

After a short discussion, a motion to adjourn was made at 10:45 a.m. by Chris Dickson and seconded by Debra Linzer. Motion passed.

The next meeting of the UT System Employee Advisory Council will be held in Austin, Texas.

Respectfully Submitted

Teresa R. Garcia,  
EAC Secretary