

APPROVED  
MINUTES  
EMPLOYEE ADVISORY COUNCIL  
March 5-6, 2009

PRESENT: Kim Caperton, Dennie Clemons, Gary Cook, Cindy Espinoza, Danielle Fournier, Michael Gannaway, Olga Garcia, Lewis Garrison, Sarah Gonzales, Joel Helmke, Billie Jaco, Dexter Jones, Charles (Chuck) Machner, Jesse Manciaz, Karen Martinez, Efrain Molina, Rochelle Pena, Juan Rodriquez, Shirley Rowe, Randy Scott, Douglas Stark, Paul Summers, Michael Swindle, Ann Tate, Laurie Thompson, Kim Tucker, Erin Waneck, alternates: David Maldonado (UT Dallas), Aris Obar (UT-Tyler), Arturo Ramos (UTPA)

VISITORS: Kathy Mayes, Sarah Hart, Dan Stewart, Associate Vice-Chancellor for Employee Benefits, Phil Dendy, Director of Risk Management, UT System

**Executive Committee Called to Order 8:05** by Chair, Michael Swindle

The chair then asked the ad-hoc committee chairs to review the topics on which they were working. Those were

**EAC Projects:** Gary Cook, Chair

Branding

Best Practices Document, it's use and value

**Wellness:** Paul Summers, Chair

UT Wellness Initiative

Status of HB 1297

**Institutional Issues:** Erin Waneck, Chair

Ombudsman, UT Austin and UT Dallas

**Professional Development and Retention:** Sarah Gonzales, Chr

Job listing

Resource sharing/ training across UT System

The chair thanked the ad-hoc committee chairs for their work and progress toward addressing the issues put forward.

Meeting adjourned at 9am

**Regular Meeting Call to Order** by Chair, Michael Swindle, at March 5, 2009, 9:15am.

**Welcome New Members**

Several new members at this meeting: Charles (Chuck) Machner and Douglas Stark from UTMB, Joel Helmke from UT MDACC, Aris Obar from UT Tyler, and Billie Jaco from UTHSC-Tyler

Introduction of all the members

### **Review of Minutes**

Motion was made to accept minutes for the October 16-17, 2008 meeting by Dennie Clemons. Second: Dexter Jones. Passed by all members voting

### **Committee Issue Review**

The Chair then asked for a review of the issues being worked by the ad hoc committees. This review updated the membership and introduced the committee work to the new members.

#### **Institutional Issues, Erin Waneck, chair**

Ombudsman issue....powerpoint presentation

#### **Professional Development and Retention, Sarah Gonzales, chair**

System-wide Position Posting

Resource Sharing for employee training and compliance training

#### **Wellness Initiative, Paul Summers, chair**

Wellness....Rolando.Roman of UT System meeting with committee in afternoon

Use of sick leave for wellness.

#### **EAC Projects, Gary Cook, chair**

Branding

Leadership training

Vision/Mission

Best Practices Statement

**Legislative Issue Review (Dan Stewart)** Legislature is in session and UT System is following many bills through the legislative process. Several of the bills are of importance to the university and EAC membership.

### **New Business**

With the current budget tightening and economic climate, Michael Swindle initiated a discussion of ideas for cost cutting by EAC. The topics included:

Teleconferencing instead of face to face meetings

Reduction of costs of travel

Strain on telecommuting resources

No decisions were made, but there was a general feeling was registered about the value of face to face discussions of issues and exchange of information.

### **Lunch**

### **Special Guest Speaker – Phil Dendy, Director of Risk Management**

**Committee Working Breakout Meetings 2:30-4:30**

**Return to hotel 5pm**

## **Day 2, March 6, 2009**

### **Executive Committee Meeting 8:10am**

#### **Review of issues:**

Gary Cook. New topic: Team building at first meeting of year

Paul Summers: Living well website.

Erin Waneck: Diversity—Dexter; Flextime/Leave without pay

Sarah Gonzales: system-wide job posting; training (online & classroom)

Michael Swindle: Guidelines for Hosting EAC Meetings

### **Call to Order, Friday, 3/6/09 by Chair. 9:08**

#### **July 30-31, 2009, next meeting, Austin**

### **Committee Reports**

#### **Wellness:** Paul Summers, chair

Committee grew from 3 to 7, New members: Joel Helmke, Billie Jaco, and Iris Obar

Committee decided not to pursue the issue of using sick leave for wellness – some employees don't have any sick leave to use; some UT System employees don't accrue sick leave; will see what comes from the UT System incentive program.

HB1297 issue - Model wellness program forthcoming from UT System.

( Incentive for Wellness) – stay tuned for future updates.

Please visit the UT System Living Well Website ([www.livingwell.utsystem.edu](http://www.livingwell.utsystem.edu)) for information on wellness, etc.

#### **Professional Development and Retention,** Sarah Gonzales, chair

New committee member: Douglas Stark

Resource Sharing, training, etc Online courses, Compliance, Supervisory training, Proprietary training issue with licenses, Classroom and Online as type of training Position posting across campuses

Diversity training on the various campuses

Motion to post on our EAC website link to all of the job postings at all of the components' websites. After discussion, unanimous vote was to add this to link to EAC website.

#### **EAC Projects,** Gary Cook, chair

1. New committee member: Charles (Chuck) Machner

2. Branding, assessed need for specific EAC logo and letterhead, committee decided that there was no need at this time, ...Committee recommendation: No specific change be made

3. Leadership Training...not enough time during the EAC meeting in schedule; However, committee suggested perhaps ½ to 1 hr of team building at first meeting of year.

4. Review of Mission Statement: Good policy to review periodically. Committee decided that the current statement accurately reflects our mission & role

5. Best Practices Document: Originally created in 2003, Recommend the current document be archived. Committee addressed the question: "Should new Best Practices be established?" and answered "probably not."

6. Website: committee would like to make sure that the website is current. Committee specifically noted the need to post the documents associated with the issue of the tuition assistance which includes a communication to the Chancellor.

**Institutional Issues, Erin Waneck**

Erin Waneck presented Ombudsman issue earlier in powerpoint

Jesse Manciaz reported on the issue of leave without pay: leave approved by chancellor or president or designee

Dexter Jones ...Diversity in Leadership. Tasked by the group to define what are leadership positions at the various UT campuses

Dennie Clemons working on data collections about the issue of transferring of employees within the institution

Michael Gannaway working the issue about UT police officer pay

Rochelle Pena researching issue of the equity treatment for employees who work shifts that are not the typical 8-5 when called for jury duty.

On behalf of the EAC Projects committee, Gary Cook made a **motion** to not update the **Best Practices Document**, but instead to archive it as it is. Second by Ann Tate. Passed unanimously by those members present

**Agenda Items for the July EAC Meeting:**

**July Election and Meeting Information.** Michael Swindle reminded the membership that the Officer Elections are at the July meeting. He reviewed the procedure and referred the membership to the Guidelines that are on the EAC website. He also announced that the July meeting would be July 30-31, 2009 in Austin

Michael Swindle made a motion to **revisit Tuition Assistance** issue which was seconded by Dexter Jones. Michael assigned it to EAC Projects committee

**EAC Employee of the Year Award.**

**Adjourn at 11am**

**Minutes submitted for approval,  
Minutes approved at July EAC Meeting  
Randolph H. Scott  
Secretary**