

UNAPPROVED
July 31 and August 1 EAC Meeting Minutes

Day 1: July 31, 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 8:00 a.m., Chair Michael Swindle called the Executive meeting to order. Michael requested a review of each subcommittee's progress with its issues.

Olga Garcia, Chair of the Special Projects Subcommittee, indicated the Employee of the Year award would be wrapped up by the end of the meeting so that the information could be shared with EAC. In terms of wellness, Olga indicated that every institution has activities/ initiatives associated with employee wellness. Her group is interested in continuing to provide information on this vital issue.

Rochelle Pena, Chair of the Compensation Subcommittee, indicated that her committee intended to send out a survey on compensation practices. What became clear after generating the survey was that most of the answers to the questions (as framed) were governed by federal or state law. Thus, she deemed the issue as complete. In terms of emergency leave, personal emergency leave does not exist. Only the institution can deem an event/hazard worthy of emergency leave. In terms of the Family Medical Leave Act (FMLA), the key question worthy of inquiry and investigation was "Are you an employee after FMLA runs out?" The answer may affect whether certain kinds of leave can be used/earned after FMLA is exhausted. She indicated she would check with her committee to see if issues can be wrapped up.

Kim Caperton, Chair of the Communications Research Subcommittee, hoped to address the question of how are institutions communicating with new and existing employees. She felt the subcommittee may have new information to add to the Best Practices document.

Dexter Jones would be getting an update from Sarah Gonzales (Chair of the Professional Development and Retention Subcommittee) on the status of the issues before the committee.

Dan Stewart indicated that the EAC agenda has been sent to HR offices in an attempt to enhance communication between EAC and system institutions.

The next meeting will be October 16 and 17, 2008, at the main campus of UTSA. The March meeting will be on the 5 and 6, 2009, in Austin, Texas. Meeting adjourned at 8:40 a.m.

Main Meeting

Members Present

Loretta Barker, Gary Cook, Paul Summers, Ann Tate, Teresa Yarbrough, Randy Scott, Juan Andres Rodriguez, Rochelle Pena, Jesse Manciaz, Melanie Loving, Andrea Liner, Cindy Espinoza, 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, Derrick A. Ozuna (alternate for Patricia Dunn), 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; Kathy H. Mayes, UT System, Administrative Associate; Rolando Roman, UT System, Wellness Program Coordinator

Chair Michael Swindle called the meeting to order at 9:00 a.m. on July 31, 2008, and welcomes entire group.

March minutes were reviewed by group. One change was indicted by Debra Linzer. Randolph Scott motioned that minutes be accepted as amended. Motion was seconded by Chris Dickson. Motion passed.

Dan Stewart, UT System Liaison to EAC and Assistant Vice Chancellor for Employee Services, was invited to make comments to the group. He cautioned members to stay within crosswalks since the Austin Police Department was issuing tickets for jaywalking. He also indicated that Mikki Prescott, Administrative Project Coordinator at UT System, would be taking over the duties that Jana Pankratz used to facilitate for EAC.

Dan commented that the EAC should move toward formalizing the process for communicating with our institutions after returning to campus. The EAC agenda had been sent to Human Resource staff; thus, it may make sense to make an appointment with HR to update the departments on the topics discussed at EAC.

Regarding UT System, Dan briefed the group on the Chancellor search. A company has been contracted to conduct the search for a candidate which will complement the great staff UT System employs. A timeframe has not been set for completion of the search. In the meantime, Dr. Shine will continue serving as Interim Chancellor.

In terms of benefits, Dan updated the group on a number of initiatives. The tuition assistance plan proposed by EAC is still viable (for details see [August 2007 EAC Minutes](#)). The proposal will be reviewed by the new chancellor so that recommendations can be offered. In terms of insurance, current benefit design/contracts are working well. When increases occur, they are not comparable to what other entities are experiencing. Wellness as a theme for our individual institutions should be embraced by staff in order to mitigate costs in this area. In the upcoming year, UT System negotiated enhanced benefits for colonoscopy procedures. Colonoscopies will not be subject to the usual deductible and other fees associated with this procedure.

In terms of future issues that might be considered by legislature, Dan reminded EAC that medical coverage is not guaranteed for retirees. To maintain that privilege would cost the state billions. This benefit may need to be modified so that it can be continued. A different retirement plan for future employees may develop.

The topic of health pay plans was introduced. Some employers (not UT System) are going to this type of plan to control costs (a set amount of money is given to the employee so that he/she can secure a health plan individually) for both employees and retirees.

The House and Senate have 5 legislative entities investigating how pharmacy programs are administered and how much employees are paying. Dan indicated that negotiations with insurance companies are ongoing throughout the year regarding the hospitals and physicians within an insurance's network.

After the elections process was explained by Michael, Dan tested the group using a tool developed by the Management Leadership and Development Program. Vice Chair Dennie Clemons was the EAC High Scorer with 14 correct answers (way to go, Dennie).

Rolando Roman, UT System Wellness Program Coordinator, made a PowerPoint presentation on the benefits offered to employees and the importance of employee wellness. He also graciously agreed to meet with Olga Garcia's Special Projects Subcommittee after lunch on the issue of wellness. His presentation ended with a call to EAC members to make a commitment to be leaders by example, to "remind and educate" our constituents of the policies and resources available at our institutions should they desire to address smoking behavior, and to share the "Living Well: Make it a Priority" campaign at our institutions (see [UTSystem_EAC_July_31_08 attachment](#)).

After breaking for lunch, Michael called the meeting to order at 1:08 p.m.

EAC Vice-chair Dennie Clemons reported on the UT Health Science Center Classified Staff Workshop. Workshop is hosted at an off-site venue. Speakers are part of the workshop, and the event is funded with the majority of the funds allotted to Staff Council for the year (24,000). Dennie shared the Publisher Program from the last workshop with the council (see [Workshop_Workbook Final attachment](#)). Dennie also shared the details of a scholarship program for children of classified employees entering in the fall as a freshman in college. Supporting this scholarship involves fundraising throughout the year.

EAC Officer Elections

Michael asked Secretary Terrie Garcia to run elections since she is not a returning member. For each officer election, one vote was submitted by each of the eligible 28 voters, and votes were tabulated for each officer position by Dan Stewart, Kathy Mayes, and Terrie Garcia.

Chair

Prior to meeting, Chris Dickson, Michael Swindle, and Dennie Clemons had accepted nominations for chair.

Randolph Scott moved that nominations for chair be closed. Motion was seconded by Danielle Fournier.

Michael Swindle was elected as chair by the majority.

Vice Chair

Sarah Gonzalez was nominated prior to the meeting. Chris Dickson was nominated from the floor by Rochelle Pena, and his nomination was seconded by Derrick Ozuna. Danielle Fournier was nominated from the floor by Erin Waneck, and her nomination was seconded by Derrick Ozuna. Dexter Jones was nominated from the floor by Michael Swindle, and his nomination was seconded by Rochelle Pena. Dennie Clemons was self-nominated and was seconded by Rochelle Pena.

Chris Dickson moved that nominations for vice-chair be closed. Motion was seconded by Michael Swindle.

After the first round of voting, a runoff occurred among three candidates: Dennie Clemons, Danielle Fournier, and Dexter Jones.

After the second round of voting, a runoff occurred between candidates Danielle Fournier and Dexter Jones.

Danielle Fournier was elected vice chair by the majority in the second run-off election.

Secretary

Prior to the election, Derrick Ozuna was granted permission from his institution to run for an EAC officer position. Derrick Ozuna was nominated by Olga Garcia, and his nomination was seconded by Danielle Fournier. Karen Martinez was nominated by Ann Tate, and her nomination was seconded by Melanie Loving. Randy Scott was nominated by Dennie Clemons, and his nomination was seconded by Rochelle Pena.

Debra Linzer moved that the nominations for secretary be closed. Motion was seconded by Chris Dickson.

Derrick Ozuna was elected secretary by the majority.

Historian

Olga Garcia was nominated by Erin Waneck, and her nomination was seconded by Michael Swindle. Dexter Jones was nominated by Teresa Yarbrough, and his nomination was seconded by Cindy Espinoza. Chris Dickson was self nominated, and his nomination was seconded by Jesse Manciaz.

Michael Swindle moved that the nominations for historian be closed. Motion was seconded by Dennie Clemons.

Olga Garcia was elected historian by the majority.

Elections for officers ended at 2:40, and members were dispersed to their subcommittees.

Day 2: August 1, 2008

Executive Meeting

Members Present

Michael Swindle, Dexter Jones, Danielle Fournier, Olga Garcia, Kim Caperton, Rochelle Pena, Derrick Ozuna, and Teresa Garcia

Guests: Kathy H. Mayes, Administrative Associate, UT System

Michael Swindle called the meeting to order at 8:15 a.m. He reminded the group that the Board of Regents' Presentation would be on either November 12 or 13 at UT El Paso. He then asked for an update from the chairs of each subcommittee.

Rochelle Pena indicated that her committee had first spent the bulk of its time looking at compensatory practices for exempt employees and went as far as developing a survey for possible distribution to the group. What became clear after reviewing the survey was that many of these practices were regulated by state law. Two institutions (UT System and UTSA) offer straight compensatory time to exempt employees, but it is costly (and has to be approved in advance).

Rochelle's recommendation would be that each institution work with its employees to allow for equalization of time. That would result in higher morale and less employee burnout, resulting in an effective and efficient staff. Her recommendation to EAC is that "EAC members work in conjunction with Human Resource staff to educate supervisors on best practice models to recognize additional hours dedicated by exempt employees during crunch times, resulting in equalization."

In response, Michael suggested that he would like to provide the Board of Regents with a statement on workload review or a documented practice that works at one institution and can be shared with all institutions.

The second issue discussed by Rochelle's subcommittee was emergency leave. Her subcommittee's research indicated that the use of emergency leave is specific and related only to death in the immediate family and university catastrophe. It cannot be used for family catastrophes.

Dexter Jones reported on the Professional Development and Retention Subcommittee. As officer liaison for the subcommittee, Dexter reported in Sarah Gonzalez's place. The leadership development issue was tabled, and he did suggest that the issue be looked at by a new EAC subcommittee at a future time. He also indicated that information would continue to be gathered on career ladders. Then, the subcommittee would be in the position to recommend a practice.

Kim Caperton reported on the progress of the Communication Research Subcommittee. Her first recommendation was that all employee satisfaction results be shared with EAC. She also indicated that continuing development of iTunesU as a mode of communication is well supported. For the Board of Regents' presentation, she argued for ensuring that communication across all UT System components be facilitated.

An additional area of research would be conducted by Kim's committee through the Human Resources departments at each institution. Each EAC member would be asked to survey their institutions. Those answers would be compiled with the goal of generating an addendum to the Best Practice Document.

Olga Garcia summarized the work of the Special Projects Subcommittee. Her first recommendation to the Board of Regents would be to encourage institutions to consider options like flex time in allowing employees to take part in exercise/wellness activities and to encourage supervisors at institutions to support healthy activities/practices whenever feasible.

Olga also indicated that the proposal for the EAC Member of the Year Award was ready for review by the entire EAC. Chris Dickson would be presenting and summarizing the document for consideration.

Michael then thanked each chair for his/her work and adjourned the meeting at 8:50 a.m.

Main Meeting

Members Present: Loretta Barker, Gary Cook, Paul Summers, Ann Tate, Teresa Yarbrough, Randy Scott, Juan Andres Rodriguez, Rochelle Pena, Jesse Manciaz, Melanie Loving, Andrea Liner, Cindy Espinoza, Efrain Molina, Danielle Fournier, Kim Caperton, Pep Valdes, Olga Garcia, Chris Dickson, Erin Waneck, Laurie Thompson, Debra Linzer, Derrick A. Ozuna, 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 called the meeting to order at 9:10 a.m.

iTunesU Presentation

Dr. Adol Esquivel, iTunesU Coordinator at the UT Health Science Center at Houston, presented on podcasts and shared his experience on developing the platform for the use of iTunesU at his campus ([see itunespresentation attachment](#)). He also led a discussion on issues related to intellectual property.

Michael discussed the Campus Life Student Committee and indicated that the tuition cap at UT Austin came under criticism from both faculty and staff since the fee increases were well supported by that campus. EAC members then discussed state formula funding.

Michael then called for subcommittee reports.

Communications Research Subcommittee

Kim Caperton, chair of the subcommittee, indicated several issues were closed. Power Point of the committee's results was presented ([see UTEAC CommRsSch Report July 08 attachment](#)).

Compensation Subcommittee

Rochelle Pena, chair of the subcommittee, summarized the two issues her committee researched. The first was emergency leave; her committee decided this was not an issue since regulations are set by the state. The second issue was compensatory time for exempt employees. The basic concern with this topic is inequity in how this time is handled across System. Her committee calls for best practices in assuring equitable workloads.

Professional Development and Retention Subcommittee

Dexter Jones, reporting for Sarah Gonzalez, announced that both discussion on career ladders and leadership development is ongoing and should be explored by a future subcommittee. He recommended that the Management Development and Leadership Program be part of that discussion. Guidance provided to employees who have lost their jobs (often due to a reduction in workforce) is also inconsistent across institutions. This may also be another topic for a future subcommittee.

Special Projects Subcommittee

Olga Garcia, chair of the subcommittee, asked Chris Dickson to report on the EAC Member of the Year Award. Chris introduced the proposal ([see EACaward attachment](#)) and asked that each member review the proposal and provide feedback to him or to Michael. The proposal will come up for a vote at the October meeting in San Antonio. New members should be briefed on the proposal to allow them to make an informed decision.

Olga then reported on the wellness issue ([see EAC08notes attachment](#)). The discussion centers on House Bill 1297 (20 minutes of exercise/3 times a week for state employees). Her subcommittee would argue to the Board of Regents that flex time to participate in wellness

activities should be encouraged by managers and human resources. Her committee was concerned that management support may be an issue for some employees. Dan Stewart focused the discussion on the key question, which is whether HB 1297 is mandatory or simply gives an option to state employers.

The wellness discussion ended with an invitation extended by Debra Linzer to each EAC member. She asked that each member add a 20-minute healthy exercise/habit/activity to his or her weekly schedule. Then, members are asked to report their experiences to the group. The invitation then took the form of a motion with a second by Dennie. Motion was approved by acclamation.

New Business

The topic of tracking issues before EAC was introduced. Erin Waneck discussed the need for a document on the website which would track issues coming before the council and how issues are resolved. Dan Stewart suggested that issue be assigned to a subcommittee in October.

After some discussion, Andrea Liner motioned that a subcommittee with the historian as chair would be created in October to review the website and investigate the feasibility of a historical timeline tracking EAC issues. The motion was seconded by Kim Caperton. Motion was put to a vote and carried.

Announcements

Chris issued an invitation to the group to visit the UT Dallas Staff Council website (www.utdallas.edu/staffcouncil) and participate in the Jail n Bail fundraising activity. After a short discussion, a motion to adjourn was made at 11:35 a.m. by Michael Swindle and seconded by Debra Linzer. Motion passed.

The next meeting of the UT System Employee Advisory Council will be held in San Antonio, Texas, on October 16 and 17, 2008.

Respectfully Submitted

Teresa R. Garcia,
EAC Secretary 2007-2008