

EMPLOYEE ADVISORY COUNCIL

MINUTES - OCTOBER 24-25 , 2002

Thursday, Oct. 24, 2002

In Attendance:

Lynne Bandy, Paula Berkley, Sherill Boline, Minerva Castillo, Ofelia Aguilar Dominguez, Philip Dubov, Lorraine Etkin, Douglas Ferrier, Sandee Goertzen, Kimberly Hagara, Becky Hansen, Dewayne Jennings, Deborah Herron, Mike Jimenez, David Maldonado, Emma Miller, John Poindexter, Robert Radnik, Jennifer Raeke, Terri Reynolds, Gillian Rittman, Donna Royal, Frank Simon, Beverly Stern, Michael Swindle, Walter Tenery, Bob Vasquez, Morgan Walker and Shirley Zwinggi.

Absent:

Victoria Bullock, Kevin Hawbaker, Janice Kramer, Wenonah Nelson, James Sparks, Amelia Taylor.

Others in Attendance:

Kerry Kennedy, Executive Vice Chancellor for Business Affairs, Dan Stewart, Executive Director of Employment and Benefits Administration, John Poole, Director of Human Resources, Kathy Mayes and Lynn Callison.

Call to order - Walter Tenery

Walter Tenery, Chair of the EAC called the meeting to order at 8:45 a.m. Walter welcomed the Employee Advisory Council (EAC). Walter introduced Kerry Kennedy.

Welcome Comments - Kerry Kennedy

Although Kerry Kennedy had many items to discuss he realized, once he saw the agenda, that others would cover many of those items. Therefore he talked about security sensitive positions and liability insurance coverage. Each component has the responsibility to define its own security sensitive positions. There are two changes to the requirement. System is requiring that each applicant sign an authorization form to allow components to have the records searched. The second change is that System is requiring that no applicant start work until the record check is complete. Kerry also talked about officers' liability insurance. The liability insurance coverage ended in September 2002 and U. T. System has decided to become self-insured.

Welcome Comments - Dan Stewart

Dan talked about the first Regents' meeting in February 2002. It is now time to deliver for this next presentation to the Regents. We talked about the changes that are occurring now that we have Chancellor Yudof. He said that Jim Sarver would be taking over for him as Director of Employee Group Insurance. Dan also presented an official EAC gavel to the Committee. The gavel was engraved and provided by Walter Tenery for the use of the Employee Advisory Council Chair.

U. T. Legislative Agenda for the 78th Legislature - Tom Scott

Tom Scott talked about the elections coming up in November and he felt that there would be new leadership in the State Senate and maybe even in the House. He talked about the state budget and how hard it was to maintain current service levels at the current cost. There may be a shortfall of funds by as much as \$1 billion. The most expensive item is health care. Medicaid and state employee health care costs far exceed the budget, and the revenue side may be challenged. Systems of Higher Education are looking at common issues. Some budget cuts are projected. Deregulation is still a hot topic and they are looking for non-monetary ways to attract and retain employees. Some items include changing the number of vacation hours accrued each month and tuition discounts for employees and possibly for their family members. Tom Scott discussed the option to move from the Optional Retirement Plan (ORP) plan to the Texas Retirement System (TRS)

plan. TRS has a guaranteed annuity and in the current market this may be an option for some employees. There are penalties to pay so this option may only be a good option for short-term employees. There is no actuarial break to buy into this plan.

The deregulation plan discusses tuition relief for employees. Tom Scott would like the information that we are collecting on this subject. Some campuses are able to reduce or wave the component's portion of the tuition by the component paying for this from another source of funds. The System portion is still being charged. Formula funding is another issue. This is an amount that is paid to the institution for each student registered. Tuition /fee reductions are a means for components to attract and retain employees. Reducing employee turnover is a cost benefit for a component. Once the EAC has figures on the cost benefit, we will share them with Tom. The cost benefit has to be weighed against the lost revenue for the campus.

Review and Final Approval of EAC Minutes from July 2002 - Walter Tenery

The minutes for the July 2002 meeting were reviewed and approved with minor corrections.

Break

Committee Discussions Regarding Information Development

Before the discussions began, Walter introduced the following new members: Morgan Walker from U.T. El Paso, Emma Miller from UT Brownsville, and Sandee Goertzen, the alternate from UT Dallas. Dan Stewart was asked to speak to the issue of ORP conversion to TRS. He has had experience with ORP, ERS and TRS issues. He talked about the deregulation to allow the ORP transfer to TRS and how the general employee on campus would perceive it. Each retirement plan has a team of experts that review the plan and look at what would happen down stream. They look at the number of employees in TRS, the aging employee population, who will retire, who will still be employed, how many dependents they have, and they even look at when you are going to die, male versus female. The TRS plan has cost of living adjustments and a guaranteed annuity. That is what makes it attractive. However, it would be so expensive to pay for time to join TRS from ORP that there will probably not be many people who will take advantage of this even though the law would allow it. The deregulation would allow someone to prospectively join TRS and have to start from scratch even to be vested. As a group, the EAC understood the issue but we all felt that the average employee would perceive this as just one more benefit for the people in ORP.

A count was made of the people going to the restaurant Threadgills and 16 people were planning to attend.

The EAC committee broke into two groups to discuss the two major topics we are planning to present to the Regents. These topics are the Best Practice Document (BPD) and Employee Educational Assistance Program (EEAP). There was some discussion about who should go to which committee and it was determined that the Policy and Benefits standing committees should discuss the EEAP and the Communication and Compensation standing committees should discuss the BPD. See those committee minutes for details of the breakout sessions.

Open Discussion - Walter Tenery

While we were waiting for Chancellor Yudof, Walter used that time to have an open discussion with the EAC. It was pointed out that we had modified the guidelines at our last meeting and in doing so we needed written approval from Kerry Kennedy. Dan Stewart volunteered to get that information for us before the end of the meeting. We talked about the EEAP issues and what we wanted to present to the Regents. We know that we have to have clear and accurate information. The Best Practice Document has moved forward but there are still concerns about who will maintain the information and keep it updated. The HR Directors will be given this information at their November meeting. The BPD presentation to the Regents will be for information only and the EAC is not asking for approval or money. However, the EEAP will need to be funded in some way and this presentation will be a request with several proposals for the Regents' consideration.

Chancellor Mark Yudof

Chancellor Yudof spoke about U. T. System and about how it is a very diverse system with multiple missions. Our customers include but are not limited to students, healthcare patients, Texas taxpayers/residents, parents, the State Legislature, the Board of Regents, etc. We are a complex system that needs to centralize legal services, investment management, planning and construction. We need to speak with one voice when it comes to legislative affairs. The roles of a chancellor are: to facilitate cooperation between components, to

stimulate change, to address new accountability issues, and to foster component interaction. Chancellor Yudof feels that we have not yet capitalized on all the possibilities that exist with leveraging. He has begun putting together his leadership team. Some of the people included are: Teresa Sullivan, Executive Vice Chancellor for Academic Affairs; Tonya Moten Brown, Vice Chancellor for Administration at System; Dr. Geri Malandra, Executive Associate for Accountability and Performance, and Ed Sharpe, Vice Chancellor for Educational System Alignment. He also plans to develop a new position of Vice Chancellor for Research and Technology Transfer.

Chancellor Yudof spoke about the fact that we need to do a better job with the legislators and the voters in Texas. As part of that effort we will be doing criminal background checks on security sensitive positions. There will only be a couple of mandatory titles, with any other titles to be determined by the individual campuses.

He has established a committee on Campus Life issues to discover where the issues lie for the Faculty Advisory Council, the Student Advisory Council and the EAC. He felt that this year would be a tough legislative session. We need to reposition UT System with the legislature. As a service institution, he feels that we are over regulated. We need to protect access to education, but this year we will probably see a rise in tuition. Retention of indirect costs is an issue for academic components and using this money to help technology acquisition is still something that Chancellor Yudof will be working on. He is concerned about the cost of healthcare for employees. Healthcare costs are out of control in this country.

In open discussion Chancellor Yudof said that San Antonio Health Science Center and UT San Antonio would not be joining together. He agrees with this decision although it was not a unanimous one. We talked about parking and air quality on campuses. He admitted that he knew little about the topic but said that building a parking garage is still a hard sell. Chancellor Yudof feels that educating employees is a very good idea. He suggested that we look at other college systems that have provided this for their employees to find out the cost. He mentioned concern that being in one institution using another institution for education might be considered a scholarship. He did clearly understand the advantage of moving a talented employee from one position to another, rather than having to hire someone from the outside. Educating that employee would be a benefit to both the employee and to the component by reducing the turnover rate. He said that he would welcome any statistics that we found in our investigation but that we needed to remember that tuition is only a portion of the total cost for a student.

Lunch

Report of Meeting with Faculty Advisory Council (FAC) and Board of Regents Ad hoc Campus Life Committee - Walter Tenery

Please refer to the handout titled FAC Meeting 10/4/2002. Walter commented that the members of the FAC were very interested in the work that the EAC was doing. He stayed for their meeting and noticed that the FAC was very disorganized and that they were not results oriented.

Please refer to the handouts titled: Issues Under Consideration by Faculty Advisory Council Committees October 3-4, 2002 Meeting; The University of Texas System Student Advisory Council, Issues Under Consideration by SAC Committees as of October, 2002; The University of Texas System Special Regental Committee on Minorities and Women, Review of Past Areas of Focus and Interest; and The University of Texas System Employee Advisory Council, October 9, 2002, Items in Process for Research and Evaluation.

Walter provided an overview of the Student, Faculty, and Staff Campus Life Committee (CLC) of October 9, 2002. In it he commented that the Best Practice Document that we are working on received much interest from the Regents. The CLC committee is in the development stage at this time. The Regents want to make sure that they only get involved with items that they can provide added value to and not look into issues that are being addressed in our separate councils. Sherill Bolin (EAC Historian) also attended the meeting. Sherill noted that the FAC and the SAC was structured to mirror the structure of the Regents committees. Once there is an issue that needs to be discussed with the Regents, the committee leader would get in touch with the corresponding chair of that Regent's committee and discuss the issue with that Regent before it ever got to the formal presentation. Sherill wondered if that was a benefit to those councils.

Regent Hunt (Finance and Planning) invited the EAC to come to him with issues. Certainly the EEAP would be something we could talk to the Finance and Planning Committee about. After much discussion, it was determined that we should present to the whole Regents' committee and then ask to meet with the Finance

and Planning committee in January 2004. That is, if the Regents feel that that committee is the appropriate committee to help us. We need to make sure that our numbers are correct. We should have Tom Scott's staff look at our numbers to make sure they are valid. The Higher Education Coordinating Board has a web site that Sherill feels we should take a look at.

Sherill commented that the SAC seemed to have a large number of items that they were working on. Also of concern, there was a press release about the Campus Life meeting and for some reason the items listed for the EAC were Best Practices Document and daycare. Since daycare was only mentioned in a long list of items Walter mentioned, he was surprised to see daycare listed. We are uncertain where the CLC committee will go from here.

Breakout into Standing Committees - 1:30 pm

Adjourn - 4:00 PM Reminder to meet at Threadgill's at 5:45 PM

October 25, 2002

Continental Breakfast - 7:45 am

Call to Order - Walter Tenery 8:10 am

Walter announced that there would be a change in the agenda for today. He recommended that we break out into the two large committees at 8:15 a.m. and then at 8:45 a.m. come back together and discuss the outcome. Then we will break out into the four committees at 9:00 a.m. While we were waiting for the room assignments Bob talked about getting the numbers from the EEAP looked at. He asked if Sherill would ask the financial analyst in her department to look at our numbers to make sure our formulas are correct. Once that is completed, we should ask Dan Stewart and Kerry Kennedy to look at the figures.

Break into Standing Committees to Confirm Presentations to EAC - 8:15 am

The group broke into the two working committees.

Call to Order - Walter Tenery

The next meeting will be on March 27th and March 28th, 2003. It was decided that the meeting after that would be on July 17th and 18th, 2003. Walter would like to be contacted with any agenda items for the next meeting. The report about the Regent's presentation will be included in the agenda for the March 2003 meeting.

Standing Committee Reports - 9:15 am

Communication Standing Committee Report: John Poindexter supplied the current list of names for consideration for presentations. John would like to have additions brought to his attention. John made the announcement that the Communication Committee would like to be disbanded because they felt that their job had been completed. A survey has been conducted and the results will be reported at the March meeting. The survey will tell where the news release needs to be sent for each component.

The recommendation to the EAC was to incorporate the Communication members into other committees and to have a Communication Committee only when there was a project to do. Even though the Committee realized that this would require a change in the guidelines they still wanted to proceed. Although it was mentioned that communication was still a major problem for non-computer literate employees, the Committee felt that they would not be able to change anything at the component level. The EAC discussed a different role for the committee or getting them involved in other projects. In the end it was decided that the Communications committee put a proposal together on this subject and present it at the next EAC meeting. The guidelines would have to be changed if we approved their proposal.

Benefits Standing Committee Report: Terry Reynolds shared with the whole committee that we have an Employee Educational Benefit proposal for the Regents. Other items for discussion were wellness center and childcare issues. The next question is where do we go from here. What should we do with these issues?

Policy Standing Committee Report: Robert Vasquez told the committee that some of the next topics the committee will be working on include Paid Time Off (PTO) and childcare.

Compensation Standing Committee Report: Paula Berkley mentioned the Best Practice Document.

Break

Component Happenings Roundtable - 10:15 am

The following is a list of component institutions with a description of the issues currently being worked on at the individual Staff Councils. Components without Staff Councils listed items of concern.

UT M. D. Anderson Cancer Center: The institution is conducting an employee survey, results to follow; travel time across campus for meetings is still an issue; and seeing the president's name in the paper associated with problem companies is still a problem.

UT San Antonio: The number of students continues to climb with 22,500 this year; there are four new buildings going up; UTSA Television has started; a new informational CD was produced about the campus; a new recreation wellness center is being built; and even though evacuation chairs are on the roof of all new buildings, no one was able to find the key when an incident occurred, so safety wardens will be assigned for each building so that this doesn't happen again.

UT Health Science Center San Antonio: A new Staff Council is being formed; new programs are expanding the campus including Children's Cancer Research Center (CCRC) and Regional Academic Health Centers (RAC); and information security is an issue.

UT System: New building security is an issue; arrival of Chancellor Yudof; and there will soon be more parking spaces.

UT Southwestern Dallas: There is a new building; student housing is an issue; security; new state of the art Recreation Center is built, students voted to increase student fees so that students are free, employees pay a fee.

UT Medical Branch in Galveston: Security is an issue; and the Houston Business Journal voted UTMB the third best employer to work for.

UT Permian Basin: There is a 12% increase in the student population and a corresponding lack of housing; new trailers were purchased to meet that need; in the fall there will be a new housing facility.

UT Pan American: Childcare is an issue on campus; there is a new Visitor's Center; and there are now parking problems.

UT Dallas: The Staff Council had a float in the parade; Chancellor Yudof will be coming next week; there is a staff scholarship fund; there are new buildings; and there is an increase of students to 13,500.

UT Brownsville: There are almost 10,000 students and they expect 20,000 by the year 2010; there are new buildings; the bond issue failed; parking problems persist; Mexican students still have issues with INS; the Ramada Inn and Best Western motels will be converted to student dorms.

UT Austin: Issues include: parking; insurance for domestic partners, seeking an exemption for Higher Education; even though the cap for students is 48,000, there are now 52,273; they worked on an emergency preparedness exercise and learned a lot through the exercise; received an award for being one of the best Human Resources departments in the country; 403B - no load funds; a review of the grievance process took place and should include peer review; implementing staff emergency loan program through the campus EAP; staff educational benefit proposal with a family benefit for those employees that don't use their own benefit; and renovations of old buildings are on hold.

UT El Paso: Students are increasing; compliance training is taking place; they purchased land for parking; they are building more buildings; even though they are considered a commuter campus, they are trying to keep the students on campus with a recreation center and food places.

UT Arlington: There are new apartments/housing for students, and a Fine Arts building; once a year the Staff Council adopts an elementary school for under privileged students and puts together money for gifts at Christmas time; classroom space is at a premium; the Staff Council have put together staff scholarships for continuing education.

UT Tyler: There is an increase in students also; issues include: have new buildings, athletics, parking, the campus purchased a Subway franchise with the proceeds going back to running the food service.

UT Health Science Center Houston: They are paying for van pool drivers for one year only; they did a survey and will see the results soon; there is a scholarship fund for the children of employees; they are celebrating their 30 year anniversary with special events; they are working on strategic plans for flood issues since there is no insurance or FEMA; the School of Nursing will be opening in the Fall of 2003; the Institute of Molecular Medicine will have a ground breaking soon; other buildings will be started soon; automated external defibrillators (AEDs) will be purchased for all buildings.

Closing Remarks - Walter Tenery, chair EAC

Walter complimented everyone on their commitment to do the work for this committee. Lunch was delivered and the meeting was adjourned.

Respectfully submitted by: Lorraine Etkin, Secretary, EAC

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