

EMPLOYEE ADVISORY COUNCIL

MINUTES - OCTOBER 13-14, 2003

Monday, October 13, 2003

In Attendance:

Walter Tenery, Ehren Wixson, Glenn Worley, Lolita Cervantes, Juan Vicente Garcia, Sandee Goertzen, David Maldonado, Ofelia Aguilar Dominguez, Morgan Walker, Paula Berkley, Art Ramos, Bob Vasquez, William Hamilton for Daniel Kiley, Terri Reynolds, Lynne Bandy, Wendy Minix, Sandy Durr, Shirley Zwinggi, Eduardo (Pep) Valdes, Melanie Loving, Gillian Rittman, Randolph Scott, Diana Drouillard-Barrera, Minerva M. Castillo, Lorraine Etkin, Paula Holton, Barbara Graham, Donna Royal, Anne Seago for Phillip DuBov, Sherill Boline, Janet Cole

Absent:

Phillip DuBov, Michael Swindle, Daniel Kiley

Others in Attendance:

Brett Morris, Associate Director of Human Resources; Dan Stewart, Executive Director of Benefits Administration; Kathy Mayes, Administrative Associate; and Lynn Callison, Administrative Associate

Call to Order - Shirley Zwinggi

Meeting was called to order at 10:10 a.m. Each member introduced themselves giving the name of their component, title and number of years of service.

Welcome Comments - Dan Stewart

Administrative liaison to EAC - This group has thrived on humor and informality. A little known fact - Bevo's (UT Austin's mascot - Bevo) great great great grand daughter is Dan's pet - Classy. He thanked the group for being present. He stated that this group is able to make good recommendations because it understands the environment in which the recommendation is made.

Review and Final Approval of EAC Minutes from July 2003

Call for changes to minutes was made. Two minor corrections were requested. Bob Vasquez made a motion to accept the July 2003 minutes with the two amendments. Lorraine seconded the motion. Motion carried. Minutes will be moved to the EAC website since they have been approved.

EAC Budget Review

Sherill Boline reported that the EAC budget falls under the purview of the Office of Human Resources and it consists of different types of funds - Maintenance & Operations and Travel. Both of these use state funds but our official occasions account from which we purchase our food for meetings comes from local funds. In FY 2003, the M&O and Travel were combined. In FY 03 we began with a budget of \$33,600 and ended with a balance of \$16,639. Some components do not seek reimbursement and there were only 2 meetings since the March meeting was canceled. Official occasions started at \$2,000 and ended with a balance of \$.04. It costs approximately \$6,800 each meeting. In 2004, the beginning budget was \$31,150 - a 3% cut from last year and \$2,000 for official occasions. In order to stay within our budget we need to keep food costs down. The EAC Executive Committee decided that the continental breakfasts would not be so lavish and eliminate the hot buffet lunch for the October 2003 and March 2004 meetings. Suggestions for lunch were box lunches, pizza, potato bar, make your own sandwich deli trays, etc. The box lunch to go on the second day was also eliminated. The evening meal can be expensed through our regular per diem rates.

Members were instructed to provide a purpose and a benefit for the travel when submitting their paperwork to the individual business offices for reimbursement. Contact Janet Carpenter, 512-499-4588, jcarpenter@usystem.edu, regarding your travel reimbursement questions. Walter asked how long it took for a complete turnaround for reimbursement. It was pointed out that not all components submit the reimbursement requests right after the meeting. Dan suggested that if the reimbursement request is not complete by the next meeting that the EAC member from that component follow up on the request. Funds, if not used, by the end of the fiscal year are unavailable for use during the next fiscal year. Travel funds will cover the travel expenses for the trip to the Regents meeting in November.

Other options to reduce expenses were discussed - reducing the meeting to one day or starting at 9:00 or 10:00 a.m. It was decided that 1½ days for the meetings was necessary. It was pointed out that at each October meeting additional time would be needed because of the new member orientation. Time of the meeting needs to be flexible depending on the quantity of work that needs to be done.

Sherill suggested that perhaps the component presidents would like to sponsor a lunch and/or meeting once a year for the EAC - either take the meeting to a component or have the component pay for the expense of the lunch.

EAC members should go back to their respective institutions and familiarize themselves with the process of getting reimbursed in a timely manner.

Guest Speaker - Lori McNabb, UT Telecampus

Lori McNabb gave an excellent presentation about the UT Telecampus. Attached is a copy of her presentation.

Lunch Break

Draft Revision of Organizational Guidelines - Paula Berkley

Since the inception of the EAC occurred 2 years ago, the Executive Committee has made the decision to review the EAC Guidelines. Paula Berkley was charged with that responsibility. Sherill provided a sample bylaw that became the format for the revisions to the EAC Guidelines. Attached are the edited guidelines as submitted to the EAC for review and additional edits.

It was decided that use of the term bylaws instead of guidelines was not appealing so they will continue to be called guidelines. At the end of the document, the following information will be provided: year established, the amend date, and the approval date as well as the reason for the amendment.

An ad hoc committee was formed consisting of Paula Berkley, Sandee Goertzen, Barbara Graham, Paula Holton and Melanie Loving. The charge of the committee is to review the current guidelines and the draft guidelines and make edits as necessary. Shirley Zwinggi will assign a member of the committee to serve as Chair. Dan Stewart offered an OGC resource to assist us with the draft of the guidelines.

Committee Goals Template - Terri Reynolds

Terri Reynolds drafted a template to be used when making yearly reports. A copy of the template is attached to these minutes.

Breakout of Standing Committees

The EAC committee broke into Standing Committees in the following locations:

- Benefits, ASH 9 Grey Room
- Compensation, ASH 9 Board Room
- Policy, ASH 5 Conference Room
- Communications, ASH 3 Conference Room

Each of the committees adjourned once their discussions were over.

Tuesday, October 14, 2003

Call to Order - Shirley Zwinggi

Meeting called to order at 8:15 a.m.

Standing Committee Reports

Benefits Committee - Sandee Goertzen - Chair; Paula Holton, Vice-Chair

Present were: Lynne Bandy, Minerva Castillo, Ann Seago as alternate for Philip Dubov, Sandee Goertzen, Paula Holton, Terri Reynolds, Gillian Rittman, Morgan Walker

After self-introductions were made, Terri Reynolds, Chair 2003 initiated the first order of business, to elect a new Chair-Sandee Goertzen and Vice-Chair/Secretary-Paula Holton

At this time there is no further action on the EEAP (Employee Education Assistance Program), as it is held up in Academic Affairs, awaiting the decisions on tuition deregulation.

Terri revisited other issues from the July meeting:

- Ones that didn't seem worth pursuing after the research was done.
 - ORP vs. TRS. It was determined that it was better to stick with TRS
 - Sick leave buy back didn't seem worthwhile because of the costs added on
- Initial research into Wellness Programs such as the Lunch and Learn offered by UT System seemed to offer a benefit that wouldn't break the budget
- Also discussed were retiree benefits: access to campus, library privileges, and recreational facility privileges.

The committee decided to focus on Wellness Programs as a benefit and to determine what is offered at the various components. The aim is to compile information and perhaps share this information with the other components or later make recommendations.

Each committee member will contact two components as listed below:

Lynne Bandy U. T. Tyler, U.T.H.S.C. Tyler
 Minerva Castillo U. T. Brownsville, U. T.H.S.C. San Antonio
 Philip Dubov U. T. Austin, U. T. System
 Sandee Goertzen U. T. Dallas, U.T.S. M.C. Dallas
 Paula Holton U. T. MD Anderson Cancer Center, U. T. Pan American
 Gillian Rittman U. T.H.S.C. Houston, U.T.M.B. Galveston
 Terri Reynolds U. T. Arlington, U. T. San Antonio
 Morgan Walker U. T. El Paso, U. T. Permian Basin

A questionnaire was generated to provide standardized information. Results of the inquiries should be emailed to Sandee Goertzen by January 15, 2004 for presentation at the March meeting. The questionnaire is as follows:

- What Wellness Programs are offered?
- Who manages Wellness Programs?
- In house or contracted?
- How are wellness programs funded?
- Do you have RAP (Resource Allocation Program (through Workers Comp) funds at your disposal?
- How do you communicate with employees to offer Wellness Programs?

Wellness Programs could include: Special events, i.e. participation in walk/runs, wellness fair ; On campus programs; Off campus programs such as discounts on club memberships etc.

Cindy Hammond from System Administration HR presented the Lunch and Learn program they are offering. It is offered once a week from May-Dec. Presentations have included stress management, parenting, exercise

and fitness programs, yoga, nutrition, herbs and supplements, designing your own fitness plan. One program is a Wellness Fair with health screening provided by UTHSC San Antonio. Attendance ranged from 16-38 out of 490 employees. Research Allocation Program (RAP) funds support this program. The cost for Speakers ranged from \$60-\$250.

System Administration HR web page provides links to Wellness type publication from some of the health components. Health Leader (UTHSC-Houston), Cancerwise (UTMDACC), The Mission (UTHSC San Antonio). Cindy will provide the EAC Communication Committee with the above links and those to Blue Cross Blue Shield and Humana to add to the EAC web site.

Laura Chambers from EGI (Employee Group Insurance) presented an update from her office. EGI was launching that day an email to every employee with dependants on their health insurance plan a letter offering amnesty. The amnesty letter describes dependant eligibility requirements and offers amnesty to all employees until the end of November to drop ineligible dependants. Following the amnesty period an audit will be done and employees will be turned into their Human Resources for maintaining ineligible dependants. Hard copy amnesty letters will be sent out to all employees with undeliverable email and to those without email. The State Employee Retirement System has already had an amnesty period and approx. 3,000 dependants were removed. UT System is expecting around 500.

Request for Proposals are going out soon for the FY2005 Life Insurance Plan and the UT Flex Plan Rolled into the Flex Plan may be a debit card, but it will entail a roll out fee and a monthly fee. Flex Plan may include reimbursement of over the counter medication for Sept 2004. UT Select is performing well, however, this may be the last year for Blue HMO. Blue HMO and Humana are losing money.

Compensation Committee - Randolph Scott - Chair

Juan Garcia - Vice Chair The Committee revisited the Best Practice Document from the prior year. A survey was sent out to HR Directors so those programs that were new could be updated and/or revised. In doing this, we found out that some components felt this was "busy work." Bunny, U. T. System liaison, has agreed to bring this up at the next HR meeting in the spring of 2004 and will get back to the committee. Paula will send email to Bunny reminding her of this. The Committee will place this item on the July meeting agenda with recommendations for the life of this document.

Another issues that was addressed was HB 3442 and SB 1652. HB 3442 talks about imposing manager to employee ratios for state agencies by certain dates. Bunny Davis spoke to the definition of a manager which is still in flux at the time of this meeting. SB 1652 speaks to many different things. The committee will be focusing on the pay for performance clause and how that will be interpreted by the different components.

For the next meeting, the committee will report on the findings regarding HB 3442 and SB 1652 and research other entities on the non-monetary rewards programs. Members of the committee are to find examples of non-monetary rewards and submit them to Paula Berkley by February 1, 2004 for inclusion in a report that she will draft.

Policy Committee - Lolita Cervantes - Chair

Members Present: Ofelia Dominguez, Diana Drouillard-Barrera, Lorraine Etkin, Walter Tenery, Robert Vasquez, Lolita Cervantes Guest: Brett Morris, U. T. System

The committee met and elected Lolita Cervantes as the new Chair and Diana Drouillard-Barrera as Vice Chair for the fiscal year.

Committee discussed the proposal for Employee Education Assistance. Currently the proposal is still sitting on Executive Vice Chancellor Sullivan's desk. It was agreed that Walter would contact her to discuss any suggestions she may have on what E.A.C. is proposing and other possible questions we may want to ask in doing further research, such as are we going in the right direction, etc. Also, to make sure there is not some other reason it has not gone forward and to address any caveats that my have surfaced.

The committee also discussed addressing questions asked by Regents at last meeting. The decision was made to continue on and gather data from peer institutions, both in-state and out-of-state. Brett Morris remarked it might be difficult to get anything from private institutions since they may consider that proprietary.

Will produce survey with possible follow-up phone calls to peer institutions.

Committee will continue to collect data to substantiate proposal. So far, plan has been determined to be cost neutral and aid in employee retention.

Discussed tuition increases at components and questions asked about where funds are going and how used. There is very likely to be change in formula with tuition cost increases.

One hypothesis is that proposal is sitting until tuition increases are decided; will that have an effect on employee education assistance? Another option could be the on-line degree. Is it an option? Concern was expressed especially for employees of non-academic institutions (health science centers) not located close to academic institutions or UT System employees not in Austin. Currently, there are no agreements between components.

Some components have gone to the Legislature and gotten the power for their President to waive fees for a "class of students"; then "employees" would be considered a "class of students" at that institute.

Other topics touched on:

- Parking as a problem at various components and perception of problem across different campuses.
- That UT System and their policies may be used as "scapegoat" by some Administrations when problems arise, even though the problems may truly be legislature-driven.
- Differences among component staff advisory committees. All offered to be sources for those components just beginning to form theirs.
- Salary studies and perception that private sector pays better. When comparisons are made among like job duties, many times difference is determined to be small, if any.
- Our job is also to assist other committees in performing research to present their proposals to E.A.C. and Regents.

Communications Committee - David Maldonado - Chair

Glen Worley - Vice Chair David gave a brief history of the committee. Sherill Boline will send all members of the committee the results of a survey done by the previous membership concerning how staff at each component communicate - e.g. email, meetings, etc.

Problems identified: Need to get EAC information and news to various U. T. components in a timely manner; "universal access to IT" - realistic access to IT for all employees; Feedback mechanism for EAC representatives - 1-contact with EAC reps, 2-Web form (anonymous) 3-Coordination with component Staff Council - If no Staff Council then who is contact?; Need for more awareness of EAC

Goals of Communication Committee: Get EAC information out - Communication Committee will provide meeting summary to EAC Executive Committee for approval. Once approved, Chair of the Communication Committee will email a summary to all EAC representatives for distribution to constituents. Members of the Communications Committee will follow up with queries to make sure that information was passed on to "Communication Partners."; Produce letterhead for EAC - Sherill Boline will work on this; Raise awareness of EAC among administration of components by soliciting sponsorship of lunches or meetings of EAC; Revamp EAC web site - Members of Communication Committee will send suggestions on web site by November 10 via 1-Bulletin Board - Sherill will set up or 2-email. Sherill will also add links to UT health links - Health Leader, Mini Medical School, wellness programs.

Guest Speakers for EAC meeting suggestions: Jim Sarver - Health & Insurance; Dan Updegrove - U. T. Austin VP for IT to discuss IT issues facing staff; Kathy Shingleton - issues concerning competition for staff in the future - "War for Talent."

Find out how to distribute information: Committee members will contact components to find out how and the best way to distribute information.

Break

Dan Stewart

Dan Stewart gave an overview of the U.T. System Management Leadership Development Program that was started 2 years ago for executive management that encourages diversity. It is a program whose purpose is to look at all walks of life at U. T. System Administration - diversity, ethnicity, educational background, income level, gender, etc. and then taking this information and building on the skill sets of employees whether it be to provide the skills for those who need them or to enhance the skills of others. The idea was to provide a program that would benefit all employees rather than just the elite. The first class of 12 was made up of upper management and the second class of 12 consisted of mid-management. All were required to participate in an applied learning project relevant to their particular job. Training was provided by LBJ School of Public Affairs. Key to the success of this program is culture. It isn't just a matter of helping managers to become better managers, and leaders better leaders and employees better employees, but rather to change the culture - a culture that would be more interested in and actually participating in a more diversified work group. If you take an individual and give him the tools to be a better leader and he is working for someone, that's great, but it's not enough. What this program has shown is that to be successful the culture of the people employing the participants of the leadership program must change. So essentially two sets of evaluations are occurring - one is of the person participating in the program and the other is an evaluation of the supervisor of the participant. The supervisor must embrace the culture of a more unified workforce in order for the training of the employee to be of benefit to the institution.

Dan will present a status report on the program to the Board of Regents in November - where it's been, where it is now and where it's going. The Regents are interested in whether or not the program is portable to the components. It could be done passively - write down what it is, how it was done - successes and failures - and present it to the components for their consideration or another way would be to solicit attendees from the individual components or U. T. System employees could attend one of the classes at one of the components. U. T. System is made up of 15 components and if really unified, it seems natural that there would be a common training program.

U. T. System is looking at changing its appraisal/evaluation system as a result of the program. Chancellor Yudof is very supportive of the program and Cindy Hammonds pulls this program together each time.

Announcements: Shirley Zwinggi-

- Pictures will be taken in March. Please sign the picture release form and turn it in to Sherill.
- The next three meeting dates are: March 25-26, 2004; July 22-23, 2004; and, October 21-22, 2004 .
- EAC members may wear their component ID badges, but it is still necessary to check in at the security desk upon arrival.
- Meeting minutes will be mailed to each member for additions/corrections and subsequently will be approved via email. A simple majority is required for approval.
- Because of the change in membership and the new date of November for our meeting with the Regents, it was decided to have an informal luncheon rather than a formal presentation with the Executive Committee - Chair, Vice-Chair, Secretary, and Historian. It will be held in Odessa sponsored by The University of Texas - Permian Basin. Issues will be collected from the individual committees for discussion with the Regents.

Component Happenings Roundtable - 10:45 am

The following is a list of component institutions and the issues that are currently under discussion at the individual staff councils or are issues that are occurring on campus now:

U. T. Austin: Still the largest University in the U.S. Enrollment ran 52,000, less than last year. Tuition increase will occur in January. New construction includes a Museum of Art, a new wet lab, possibility of a hotel. Charitable contribution campaign under way. New employee emergency grant for \$750.00 can be funded through the charitable contribution campaign. Council drafted a new grievance policy. Staff Council has established lines of communication to Student Government and the Faculty Council. Staff Council and Faculty are collaborating on insurance issues. U. T. Austin has its own film production company - Burnt Orange Productions. It will make three films each year.

U. T. Arlington: UTA is growing by leaps and bounds - over 25,000 students. Three fine arts buildings are being built - a glassblowing facility, a clay facility, and a painting facility. A Museum of Natural History is going up and Chala Hall - a new dorm is being erected - named after the astronaut from U. T. Arlington who died in the space shuttle accident. Still in progress - buying property surrounding U. T. Arlington for student housing. They are expanding the distance education program. It is a very positive time for the University. We're changing the image of UTA from a commuter school to one where students live on campus - the dorm is going up, an apartment complex was purchased, 5 new parking lots have been created. Also, there is a workforce development building going up - a project with the community and UTA. It will house part of the UTA Human Resources, the Workforce Commission, Continuing Education, and a lot of the organizations that work with UTA will be in this building. Presidential search is still going on and will be complete by Spring 2004. Also need to hire a Provost and 2 Vice Presidents. Brand new intramurals building and a new chemistry/physics building are also being erected.

U.T. Brownsville: They are getting a Barnes and Nobel Bookstore. A new business and education building has been started. Student population is right under 11,000 - up 6%. UTB had layoffs but did lose some individuals who chose to take the incentive pay. They will host the BUGS Meeting. Looking for an AVPBA. They are at full capacity in their student housing and have a waiting list.

U. T. Dallas: Student population is 14,000. President Jenifer is retiring and a member of the Staff Council will be on the search committee. The Staff Council put together a cookbook for \$8.00 each to raise funds for the staff scholarship. They will also be selling poinsettias to raise funds. They awarded 5 scholarships last year. They are getting ready for their annual fall forum to be held in November. Because of all the new buildings on campus, the Staff Council is forming an ad hoc committee to review the district lines - how the representatives are set up.

U. T. El Paso: U. T. El Paso has started a shuttle service to assist with the parking problem. Tuition will increase next semester and again in the fall. It is one of the top ten schools in the nation with the athletic graduation rate being 23% higher than the average of the student body. U.T. El Paso now has a women's softball team. The Staff Council awarded 5 book scholarships in August to staff - \$100 each semester. 18,500 students enrolled with a big increase in the graduate school. HR training is going to merge with Professional and Continuing Education. Staff Council recently had an Info Fair at which the staff was given an opportunity to ask questions of upper management and the book scholarships were awarded at this time. Laid off 30 people due to budget cuts.

U. T. Pan American: President Miguel Nevarez will retire this year. Art Ramos, Chair of the Staff Senate also serves on the search committee for the President. New Education Complex is under way as well as the RAHC. Parking is tight and there has been a 10% increase in students. Some changes are occurring as a result of legislation such as the Texas Academic Skills Program.

U. T. Permian Basin: Enrollment increased to 3,000 students. There was another addition to the trailer park, one of which was a classroom to assist with the increased enrollment. New dorms will soon be started that will house 198 students. Dr. Watts has stepped up the enrollment. They continue to work with the same number of staff.

U. T. San Antonio: Student population is about 25,000. Parking is a problem - 1000 spaces were added last year, 1000 will be added this year and then parking garages will be used. New buildings include a wellness center; a childcare center; a health science engineering building, a 1000 capacity dorm, and the university center will expand. Bioresearch coordination and consolidation continues with the United States Air Force. They anticipate converting two bioresearch labs to three labs. There will be a lab out at Brook's City Base. Best news is that there have been no staff lay offs due to the economy. Terri Reynolds is on the Tuition, Deregulation and Fees Committee and they are looking at raising fees in a scaled type format.

U.T. Tyler: Regent Riter's death is a huge loss to all of U.T. Tyler. Enrollment has increased tremendously. They had to turn students away because there was not enough classroom space. Housing is full capacity with UT students. New apartments, a dormitory, an engineering building are being planned. The Patriot Center was dedicated and they currently have 11 sports. The new nursing facility has just been completed and a new 250-space parking lot is being built. Parking continues to be a problem.

U. T. Southwestern Medical Center at Dallas: It's growing. New facilities include a 16-story research facility, a

3 story facility for Radiation Oncology, and a new student center. Children's Medical Center where they separated the conjoined Egyptian twins is affiliated with U. T. Southwestern. VP for Human Resources is retiring and will be a huge loss for them.

U. T. Medical Branch in Galveston: For the second year in a row, UTMB has recently been voted as one of the best places to work in the Houston-Galveston area. Office administrative staff recently gave 5 donations to area businesses that work with UTMB. UTMB has expanded its presence in the capitol with an arrangement with the City of Austin to operate a women's "hospital within a hospital" at Brackenridge. NIAID selected UTMB as one of the hubs for a regional center of excellence in emerging infectious diseases and biodefense. More recently, UTMB was selected as one of only two sites for a national biocontainment laboratory. New construction is going on - childcare center, work out facility, new research buildings. State employee charitable campaign - recently achieved 37% employee participation and raised more than \$600,000.

U. T. Health Science Center San Antonio: U. T. Health Science Center and UTSA have jointly developed a new program called the San Antonio Life Sciences Institute that will create a new degree program. In conjunction with this the Research Imaging Center received a large 28,000 lb \$3 million magnet that will be used for research. A Science Expo for high school students will be conducted in November. Human Resources is now totally automated. The People Soft conversion continues. Out at the Texas Research Park a new building is going up - The Sam and Ann Barshop Center for Longevity and Aging Studies. The Children's Cancer Research Institute is almost complete. They are looking for a new director for the Institute of Biotechnology/Molecular Medicine to replace Dr. Wen-Hwa Lee.

U. T. Health Science Center Houston: new nursing and student services building for completion in summer of 2004 - first new building in 30 years ground was broken for the Institute of Molecular Medicine to be completed in 2005 200000 square feet of research space and the funds are in hand. Administrative reorganization budget cutting is still underway. Striving to keep focused. They are 18 months into the People Soft HR System implementation. The Medical School Dental Branch and the School of Public Health will be undergoing accreditation within the next 18 months. Still having some transportation subsidy, but not at 100% like last year. 800 people are enrolled in the program. Founders Fund Fest was just held and was quite well attended. Each of the schools has a tuition scholarship called an Adopt-A-Student Program. 4-5 \$1,000 scholarships are awarded to dependents of classified staff. Construction to repair the \$60 million of damage done to the medical school as a result of tropical storm Allison is underway. Monies were finally received from FEMA in order to complete the repairs. Trying to add 300-500 new apartments to the current housing - there is a waiting list of 1,200.

U. T. Health Center at Tyler: Recently opened up the 3rd floor of the ambulatory care center and 4th wing of the biomedical research facility will open soon. New president is getting acclimated. President Calhoun has established the Council for Corporate Culture and that has representatives from faculty, research, employees and they are to represent all areas of the University and bring back recommendations. He is also continuing the tradition of Town Hall meetings. He is very open, up front, very frank and we are very appreciative of his interaction with us.

U. T. M. D. Anderson Cancer Center: Many new buildings are underway, each requiring staff which will impact employee health. They are expecting a 50% increase in employees within the next 5 years- There are 13,000 employees now and with an additional 50% that will make 19,500 employees. They have been very successful with patients this year, revenue wise but it has brought with it stress related issues. The wellness group has purchased elliptical trainers to put out in the high stress areas and encouraged employees to take a 5-minute stress break. They haven't received all of the flu shots and they have been struggling with that issue. SARS issue may surface again.

U. T. System: The Chancellor has been here for a little over a year and in that year many changes have occurred. Some reorganization has occurred and it has been a little challenging for employees to maintain fine performance and positive attitude. The last meeting occurred during budget crunch time but all components were able to complete their budgets and they were submitted and by next year it will be evident how well the People Soft conversions went. Sarbanes-Oxley Act of 2002 resulting from the Enron debacle is rearing its head. It holds executives in high positions responsible for their financial condition of their companies. Business officers and auditors from each of the components have come together in a task force to look at the Sarbanes-Oxley Act and determine which pieces of it are modifiable for adoption by U. T. System and each component. Our chief administrative officers will be held more accountable. The hiring freeze continues at System.

Closing Remarks - Dan Stewart

A lot of important things going on at each of the campuses. The loss of Dub Riter was tremendous to U. T. Tyler and U. T. System and prayers go out to his family. U.T. System is looking at a couple of initiatives: Deregulation Bill 1652 was passed and it allows a lot of things that were previously not allowed. It allows for a paid time off policy. System has special authority to reconfigure that with the idea of attracting and retaining employees. MD Anderson has already done this and they just received Regental approval. It means looking at the vacation time, sick leave and the sick leave pool. Four components are assisting Dan with this. A consulting firm might be engaged to see what the best approach would be. It would result in a Paid Time Off Policy for System under which each of the 15 components would have a paid time off plan. It may not be useful to all components but surely to some. A memo was sent out to all employees on the Insurance Dependent Amnesty Program. All personnel who have dependents on their insurance plans who should not be there have an opportunity to remove them without any action against the employee. Audits will be conducted and those who do not take advantage of this may have to pay back insurance premiums.

Dan presented plaques to former Chairs - Lorraine Etkin and Walter Tenery in appreciation of their service to the Employee Advisory Council. Dan recommended that the former Chairs be automatic invitees to other meetings.

Agenda Topics - Shirley Zwinggi

Any topics for March or July may be sent to me via email.

Closing Remarks - Shirley Zwinggi

Thanks to all new members - you took an active part in the proceedings. Thanks to Kathy and Lynn. This meeting wouldn't have happened with out these two ladies. Meeting adjourned at 12:00 noon.

Respectfully submitted by: Paula Berkley, Secretary, EAC

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