

## **EMPLOYEE ADVISORY COUNCIL**

### **MINUTES - MARCH 28 - 29, 2002**

**Thursday, March 28, 2002**

**In Attendance:**

Lee Arisano, Lynne Bandy, Paula Berkley, Sherill Boline, Victoria Bullock, Minerva Castillo, Ofelia Aguilar Dominguez, Lorraine Etkin, Douglas Ferrier, Kimberly Hagara, Becky Hansen, Kevin Hawbaker, Deborah Herron, Janice Kramer, David Maldonado, Bruce Moore, John Poindexter, Robert Radnik, Jennifer Raeke, Gillian Rittman, Donna Royal, Frank Simon, Beverly Stern, Michael Swindle, Walter Tenery, Bob Vasquez, and Shirley Zwinggi.

**Employee Advisory Council Members Absent:**

Linda Cox, Dewayne Jennings, Mike Jimenez, Terri Reynolds, James Sparks, and Charles Washington.

**Others in Attendance:**

Kerry Kennedy, U. T. System Administrative Liaison to the Employee Advisory Council, Dan Stewart, U. T. System Administrative Support, John Poole, Director Human Resources, and Karen Harrison.

**Call to Order – Lorraine Etkin**

Ms. Lorraine Etkin welcomed the Employee Advisory Council (EAC) to their fourth meeting and called the meeting to order at 10:00 a.m.

**Welcome Comments—Dan Stewart**

Dan Stewart announced that Mr. John Poole is the new HR Director for UT System and that he would be addressing the EAC later that afternoon. Dan has served as Interim Director for the past 7 months and will re-assume his duties as Executive Director for Employment and Benefits Administration.

The Executive Committee presentation to the Board of Regents (BOR) on February 13, 2002 was impressive and well received by the Regents. Now that the EAC's identity has been established, the next step will be to follow through with the items outlined in the presentation to maintain the trust of the BOR and to show the progress of the EAC.

The ninth floor of Ashbel Smith Hall is undergoing remodeling and renovation to include state of the art technology for video/teleconference facilities. Completion is expected in early spring. If it is completed on time, the EAC will have its July meeting in the newly remodeled 9<sup>th</sup> floor.

**Announcements and Final Approval of October 25-26, 2001 Meeting – Lorraine Etkin**

Terri Brooks, U. T. Permian Basin, has stepped down as a member of the EAC. Michael Swindle is her replacement. Michael will be appointed to the Compensation Standing Committee. A new membership list reflecting these changes will be provided at the next meeting in July 2002. EAC minutes for October 25-26, 2001 were approved with the following changes noted:

- Change date to October 25-26, 2001
- Call to Order –change “second meeting” to “third meeting”.

**Dr. Harry Gibbs, U.T. M.D. Anderson – Discussion on Diversity**

Dr. Gibbs provided the EAC with a presentation on the research done on diversity at U. T. M. D. Anderson Cancer Center. His presentation detailed how organizations can use diversity to attract, retain and promote the maximum utilization of their human resources. Organizations that can capitalize on the cultural diversity in workgroups will gain a competitive edge. His research looked at population trends and health care disparities. At M. D. Anderson his research included interviews with senior management as well as focus groups throughout the institution. He recommended that we acknowledge that a problem exists and to actively promote change in how systems are organized around privilege.

Dr. Gibbs' presentation and slides will be provided to the EAC membership by e-mail.

**Open Discussion on Current Issues - Lorraine Etkin**

The Executive Committee of the EAC identified two (2) major issues to concentrate its efforts on:

- Tuition/Fee Reimbursement and Waiver
- Best Practice Compensation Program

As issues are analyzed, recommendations for action will be made to the Board of Regents.

Rather than having the issues investigated within the Benefits and Compensation Committees, the Executive Committee is asking that each EAC member select one of the issues that they would like to work on. A sign-up sheet was passed around and the following selections were made:

**Tuition/Fee Reimbursement Waiver**

Robert Vasquez  
Vickie Bullock  
Jennifer Raeka  
Beverly Stern  
Terri Reynolds  
Frank Simon  
John Poindexter  
Walter Tenery  
Lorraine Etkin  
Lee Arisano

**Best Practice Compensation Program**

David Maldonado  
Becky Hansen  
Gillian Rittman  
Lynne Bandy  
Deborah Herron  
Paula Berkley  
Kevin Hawbaker  
Michael Swindle  
Bruce Moore  
Ofelia A. Dominguez  
Shirley Zwinggi

When the Best Practice survey is sent out to all HR/HRS departments, each EAC member will also be sent a copy, making her/him aware that the instrument has been sent to the HRS Director and he/she may follow-up to ensure the survey is completed and returned. We would like to have this survey as an on-going item. There is no cost involved and it serves as a vehicle to identify what components are doing to retain and hire employees. Perhaps it will provide ideas to other components for retaining and hiring their employees.

The Tuition/Fee Reimbursement Waiver issue is to focus around standardizing component-wide fee waivers and tuition reimbursements. Concepts to be investigated for tuition/fee reimbursement waiver

- Accredited school, whether the degree is work related or not
- Accredited school, whether UT component or not
- Inspect other large systems such as California, Colorado and Arizona
- Provide documentation showing positive impact on employee retention and recruitment

If we can come up with a good, solid proposal before the next annual meeting with the Board of Regents, then we may move forward and send the proposal for their review. We do not have to wait an entire year. Other issues that were brought to the floor for discussion were:

- Photograph, Video and Comment Release forms – U. T. San Antonio – How photographs are used on websites or elsewhere as agreed by Releaser and are releases on file authorizing such use.

- Emergency Employee Grants– U. T. Austin – Similar to a student loan program format but as a Grant to an employee. For example, if an employee needs help paying a utility bill, the matter is investigated, and if the situation meets the criteria for assistance a check is cut for assistance. This program is possibly run through the Employee Assistance Program.

### **Introduction of and Report by U. T. System Administration Human Resources Director on HR Issues – John Poole**

Mr. Poole addressed human resource trends for 2002 pointing out the following:

- Global competition for businesses and applicants
- Career change is a way of life
- Outsourcing of transactional based activities (manual labor)
- Continuous learning is the key to career success
- Technology based programs
- The need for instant knowledge
- Quality of life – work/life balance
- Continued turmoil in economic markets
- Rising costs in employee related programs
- More/less Federal regulations
- Retirement program reforms

What U. T. System should seek to be is a Fortune 100 company, which are mostly non-profit companies with these common characteristics:

- Recognize and support in-house talents
- Have a big organization with a small-feel company environment
- Have a well trained workforce
- Provide communication
- Empower employees
- Provide access to top management
- Provide fair and frequent performance evaluations

### **Presentation of EAC Executive Committee Annual Report as presented to the U. T. Board of Regents – Executive Committee and Standing Committee Chairs**

An oral presentation and PowerPoint slide show was presented to the Employee Advisory Council. The presentation can be reviewed at <http://www.utsystem.edu/eac/News.htm>.

### **Breakout of Standing Committees**

#### **Prior to the Standing Committees going into sessions, Sherill Boline provided an update on the EAC Web page development:**

- Web page feedback form will be updated with language clarifying its official use in order to prevent misuse of the form.
- EAC employee member listing changed – search by component and the two members and the alternate are listed for each component along with appropriate addresses and telephone numbers. This listing will be passed out tomorrow for each member's review and correction, if necessary.
- Internet-based collaborative software – chat facilities. The environment has been stabilized. Lee Arisano and Sherill Boline will test this software and once it is completed, they will be sending it out advising everyone where to log in with login ID's and passwords for each individual.

All Standing Committees were adjourned by 4:00 p.m. Minutes are attached.

## **Friday, March 29, 2002**

### **Call to Order – Lorraine Etkin, EAC Chair**

The Chair called the meeting to order at 8:00 a.m. Kerry Kennedy addressed the EAC with the following comments:

- Excellent job by the Executive Committee at the Board of Regents meeting in February. The presentation was quite impressive and well presented on behalf of the EAC. Chancellor Miller sent a letter to Lorraine acknowledging his appreciation for the EAC's presentation, as well.
- Other issues at UT System that are of importance to the EAC include:
  - The new telecommuting policy (a great benefit to U. T. System employees)
  - A Management Leadership/Development program (being implemented by Dan Stewart). It is a Board initiative, but also something that UT System has wanted to put together. It is still in the preliminary stages.
  - Security Measures – employees are wearing badges for identification purposes, as well as a key access system for all UT System buildings.

### **Chair of Faculty Advisory Council (FAC) – Dr. Robert Nelsen—Discussion of FAC Issues**

The Faculty Advisory Council and Student Advisory Council were created about ten years ago. The FAC has been very supportive of the creation of the Employee Advisory Council. Dr. Nelsen discussed many Faculty Advisory Council issues as follows:

- Faculty Satisfaction Survey was developed, which was instrumental in the development of the Women's Minority Center at U. T. Dallas.
- Two new changes in Regents' Rules: (1) Professor and Associate Professor faculty may now be appointed one-half time, which will eliminate the Adjunct and Senior Lecturer titles; and (2) Clinical Professors, which have historically been only at medical centers, may now be appointed in any discipline for three-year terms. These changes in effect add another tier that will help with the next SACS Accreditation review.
- Compliance measures and Risk Assessment – the number of compliance measures and the amount of time required to address the measures is a continuing concern.
- Changes in Business Procedures Memoranda (BPM's), Handbook of Operating Procedures (HOP) and Faculty Handbooks are continually being made without faculty being advised of the changes in a timely manner; working on procedures for notification of policy changes.
- Social Security Numbers being fully buried and not used for identification purposes.
- Faculty Evaluation of Administration (Upward Evaluation) – requested change in Regents' Rules to allow faculty to evaluate Provosts, Vice Presidents for Business Affairs, Vice Presidents for Student Affairs, etc.
- Peer Evaluations – more use of this type of evaluation.
- Hospital Billings – How are hospitals billing; what percentage and what procedures are being utilized; improve recovery rates; simplify procedures.
- Tuition/fee paid for Graduate Students and Tuition/Fee paid for staff employees.
- Working for a "Term Tenure" at U. T. Tyler – working on same policy as Texas A&M has completed.

Dr. Nelsen looks forward to working with the EAC and he may be reached at [nelsen@utdallas.edu](mailto:nelsen@utdallas.edu)

The next EAC meeting will be held July 18-19, 2002 at Ashbel Smith Hall, 9<sup>th</sup> floor. The meeting following the July meeting has been scheduled on October 24-25, 2002 and will also be in Ashbel Smith Hall, 9<sup>th</sup> floor.

At the July 2002 meeting, the EAC will need to elect new officers and Standing Committee Chairs. The Executive Committee members serve one-year (1) terms. This item will be added to the July agenda. Nomination ballots will be mailed out prior to the July meeting and actual voting to be completed at the July meeting.

### **Short Breakout Session**

### **Reports of Standing Committees**

#### **BENEFITS**

Vickie Bullock provided the Benefits Standing Committee report. The Committee focused on the following issues:

#### Retirement

- Research indicates employee/employer contributions fluctuated from a high of 6.65% to a low of 6% with the current contribution at 6.4%. The employer contribution has been as high as 8.5% with the current rate at 6% as the low.
- The Committee decided that employee/employer contributions affect how much money is in the TRS fund, but does not affect the size of the retiree's annuity, thus this issue will not be investigated further.
- The TRS multiplier has been raised three times since 1941, twice in the last three years. The current multiplier is 2.3% and was adopted last September. The committee will continue to monitor the multipliers between TRS and ERS.

#### Sick Leave

- As of 9/1/01 TRS allows retiring employees to buy one year of service credit for 400 hours of unused sick leave. Research into other state ERS and TRS plans found no consensus on unused sick leave. Dan Stewart explained that TRS isn't funded to provide sick leave credit and to do so could cause unforeseen problems, such as a reduction in COLA for retirees.
- The Committee recommends that the EAC request Dan Stewart to write to TRS on our behalf encouraging their review of a pre-paid sick leave credit for retirement.
- The Committee will continue to monitor and research sick leave by investigating further into ERS, TRS and private corporations, compiling the information and report back to the EAC at the next meeting.
- HB 1545 will be investigated, which was passed in the last Texas Legislation, giving medical components the option to go to a PTO (Paid Time Off) rather than sick leave.
- A request was made from a M. D. Anderson employee to investigate the possibility of health benefits for domestic partners. U. T. Austin is looking into this as well as UTHSC Houston. The Committee elected to table this issue until a later date.

#### **COMPENSATION COMMITTEE**

Shirley Zwinggi provided the Compensation Committee report. The following items were discussed:

- The “Survey Monkey” was presented and uses of the repository were discussed. The instrument will be named the “Best Practice Compensation Survey”. The survey will be sent to HR Directors by April 15<sup>th</sup> and all U.T. System components will have until mid-May to complete the survey.
- The Committee recommends that the results of the survey be shared with the HR Directors meeting to be held in the fall.
- Survey information includes: Title of Program; Program Overview/Purpose; Campus; Contact; Estimated Cost (include man-hour cost); Measures of Success; Adaptability of Program to Other Recruitment Processes – Would you do it again?; and Other Information.

### **POLICY COMMITTEE**

Robert Vasquez provided the Policy Committee report. The following items were discussed:

- Policy Committee has created a matrix spreadsheet, as a tool for a “Higher Education Tuition Support Program”. Each component’s HOP (Handbook of Operating Procedures) has shown diversity within policies for benefits, eligibility, application processes, and rules for continued assistance.
- The benefits identified included tuition waivers, fee waivers, tuition and fee reimbursements, and scholarships.
- Eligibility requirements included regular, full-time employee; regular admission standards; supervisor approval; working on an undergraduate or graduate degree; employed six to twelve months at component; employed more that 20 hours per week; course hours allowed during work day and visa-versa.
- Application processes identified were pre-approval, request for waivers, applications and reimbursements.
- Continuation criterion: the maintenance of a grade “C” or better for undergraduate courses and a grade “B” for graduate course.
- The Committee’s research provided two possible resolutions: reciprocation agreements and utilization of UT TELECAMPUS. The proposals will be researched further to identify questions surrounding funding, regulation concerns and feasibility.

### **COMMUNICATION COMMITTEE**

John Poindexter provided the Communication Committee report. The following items were discussed:

- Prepare a news release identifying the issues before the EAC. Assistance to be provide by Julie Kniseley, with U.T. System Administration. Each EAC representative will receive the newsletter and will be responsible for distributing it at their component. Each Standing Committee will provide their issues to the Communication Committee for inclusion in the Newsletter.
- Working on enhancements of the EAC web site. Your feedback will be appreciated. Additional language is being added to clarify usage of the web site and feedback form. EAC issues will be listed on the web site to solicit additional information from our colleagues on each campus.
- Board of Regents EAC Presentation February 2002 will be included on the web site as well as the presentation given by Dr. Harry Gibbs.
- The design of a Certificate for EAC members and letters of appreciation to guest speakers. Dan Stewart

indicated that UT System already has certificates available for the EAC to use.

### **Roundtable Discussion of Issues From Component Staff Advisory Councils – EAC Members**

Following is a list of issues that were shared:

- U. T. System – Telecommuting Policy is a new policy that cannot be initiated until the mandatory training has been completed.
- U. T. San Antonio – HB 1840 is to combine UTSA and UTHSC San Antonio. This HB is the vehicle to do a feasibility study on this possible combination. TRS presented information at UTSA. Individuals can purchase 3 uncontested years toward retirement at the actuarial cost. This cost is very expensive at 6%/year.
- U. T. Dallas – Staff Council established a Staff Scholarship fund; Communication Committee sending out quarterly newsletter; parking an on-going problem; Benefit Committee working on creating a Retiree Association.
- U. T. H. S. C. San Antonio – Beginning first steps at implementing and forming a Staff Council.
- U. T. Permian Basin – Holding their first Staff Forum.
- U. T. Austin – Roll over current Staff Council one more year in order to add additional stability for the Council; Governance issues to be addressed by a Committee assigned by the President.
- U. T. Tyler – Administrative Review Committee includes representatives from faculty and staff and reviews of Vice Presidents are now being completed. A staff scholarship fund was implemented.
- U. T. El Paso – implemented a “Tea With The President”; the first Faculty/Staff/Student Forum to be held May 3<sup>rd</sup> in an effort to work together on common issues; new elections will be held in May.

### **Discussion of Agenda for July 18-19, 2002 Meeting**

Dan Stewart will look into having a representative from the Office of Facilities Planning and Construction on the July agenda to bring the EAC up to date on campus master planning issues.

### **Closing Remarks--Dan Stewart**

Security measures component-wide is an issue of importance. Background checks will be done on all positions and not only security sensitive positions. There is a draft policy out to all Chief Business Officers outlining what the law states as to which position is to be tested and what criteria is to be used. There will a screening process on all new employees and on current employees incurring a promotion in status. Eventually, all employees will undergo the screening process.

Lorraine Etkin adjourned the meeting at approximately 12:15 p.m.

Prepared By: Lorraine Etkin and Lee Arisano

Attachments to Minutes:

Minutes from the Standing Committee Meetings

**POLICY STANDING COMMITTEE**

MARCH 28, 2002

The Policy Committee met on March 28, 2002 during the scheduled breakout of standing committees. Members Present: Ms. Beverly Stern, Mr. Walter Tenery, Ms. Jennifer Raeke, and Mr. Robert L. Vasquez. Members Absent: Mr. Dewayne Jennings, and Mr. James Sparks. Mr. Brett Morris was present as our advisor.

The Policy Committee has progressed on its initiatives in building a matrix (spreadsheet) that will provide a discussion tool for a "Higher Education Tuition Support Program". Each component's "Institutional Handbook of Operating Procedures" related to an assistance program has been integrated into the matrix. This preliminary step has revealed diversity of the components policies in the areas of benefits, eligibility, application processes, and rules applicable to continuation of assistance.

Benefits include: Tuition waivers, fee waivers, tuition and fee waivers, tuition reimbursement, and scholarships. Number of credit hours covered by benefits range from three to six per semester.

From our discussion on benefits three questions were posed: 1) Are there funding issues that might surface? 2) Will Policy need to be crafted? and 3) Will legislative action be required? We were not sure how to answer these questions but will complete the matrix to determine if answers will surface.

Eligibility include: Regular full-time employee, must meet regular admissions standards, supervisor approval, must be working on an undergraduate or graduate degree, must be employed for six to twelve months, current benefited employee twenty hours or more a week, competition for limited scholarships, course hours allowed during working hours, course hours not allowed during working hours, and HR or presidential approval.

Application processes include: Pre-Approval, Request for waivers, applications, and request for reimbursement.

Continuation include: Maintain "C" or better for undergraduate courses, maintain "B" or better for graduate courses, sign formal agreements to remain in employment for proportionate period, meet academic standards.

The committee agreed that the matrix needed to be expanded for better clarification. Committee members will breakdown the benefits by defining the various payment options, gather associated costs, request data related to present usage (How many employees use the present program? – How much does the program presently cost? – How much does the component gain from formula funding?), poll component employees on their needs for an assistance program, and poll component employees on what would encourage them to use an assistance program. Each member was assigned components that they will contact for this information.

Access to completing a degree is another question that arose during our meeting. Two possible solutions for component employees to have access were discussed: 1) Reciprocation agreements between components might provide access to those not associated with an academic component, and 2) Utilizing programs offered through UT TELECAMBUS could provide every employee access to completing a degree program of their choice. As in any proposal there are questions of funding, regulatory concerns, and feasibility. We thought, Access might need to be reviewed as a separate issue.

Finally, Brett will research the Photo to web site question, to determine if there are any regulatory issues or concerns pertinent to the EAC. We adjourned at 3:50 p.m.

Submitted: March 31, 2002 – Robert L. Vasquez, Policy Chair

**BENEFITS STANDING COMMITTEE**

March 28, 2002

Present: Lynne Bandy – UT Tyler  
Vickie Bullock – UT Dallas  
Janice Kramer – UT San Antonio  
Bruce Moore – UT Austin

Gillian Rittman – UTHSC Houston  
Donna Royal – UTHSC Tyler

Absent: Mike Jimenez – UTHSC Houston  
Terri Reynolds – UT San Antonio  
Charles Washington – M.D. Anderson

Liaisons: Susie Gutierrez  
Jim Sarver  
Dan Stewart

Vickie Bullock called the Benefits Committee to order at 2:10 pm in Terri's absence. Minutes from October meeting were approved as written.

Gillian Rittman gave a report of the sub-committee on multiplier and matching funds. Research showed that employee and employer contributions have fluctuated quite a bit in the last 20 years from an employee high of 6.65% to a low of 6% with the current employee contribution set at 6.4%. The employer contribution has been as high as 8.5% with its current rate of 6% as the low. After some discussion it was concluded that since employee/employer contributions affect how much money is in the TRS fund but does not affect the size of a retiree's annuity that we would not continue to look at the issue. Jim Sarver reported that the TRS fund is healthy and not under funded.

Gillian also reported on the sub-committee's research on the multiplier used. Since 1941 when the multiplier was 1% it has been raised three times, twice in the last 3 years. The current multiplier of 2.3% was adopted this past September and is the same as ERS. It was also noted that many other state TRS and ERS plans have smaller multipliers. Recognizing that TRS is doing fairly well at this juncture the committee voted to continue to monitor the issue but make no recommendation at this time.

The other sub-committee looked at the issue of unused sick leave. As of September 1, 2001 TRS will allow a retiring employee to buy 1 year of service credit for 50 days of unused sick leave. ERS, on the other hand, allows a trade of 1-month credit for each 20 days of unused sick leave. Extensive research into other state ERS and TRS plans found no consensus on unused sick leave. Some systems credit sick leave toward retirement as ERS does with many different formulas as to how many days equal how much credit. Some systems pay terminating and retiring employees for unused sick leave at varying rates. A number of systems allow the purchase of sick leave credit as TRS does. Many systems were found to have no provision for unused sick leave. The committee felt it was important to think of ways to create incentives to value unused sick leave. Dan Stewart explained that TRS isn't funded to provide sick leave credit and to do so could cause unforeseen circumstances such as a reduction in COLA for retirees. He also reminded us that unlike ERS, TRS requires an employee to work only 4.5 months to get credit for the entire year. After much discussion the committee felt it would not meet with much success in putting forth a suggestion for a sick leave credit at this time. However the committee did decide to recommend that the EAC ask Dan Stewart to write to TRS on our behalf encouraging their review of a pre-paid sick leave credit at retirement.

The benefits committee is still committed to finding creative and flexible ways that unused sick leave can have a value to employees and will continue to research how other state TRS and ERS systems handle sick leave as well as private and public corporations. Donna and Vickie will look at TRS systems. Gillian, Charles and Mike will look at ERS systems. Bruce and Lynne will look at corporations. We will compile our findings and report them back to Terri by May 1, 2002. Vickie will also look at the recent HB 1545 passed by the Texas legislature that gives medical components the option to go to a PTO (paid time off) rather than sick leave.

The committee also addressed a suggestion by an employee at M.D. Anderson regarding health benefits for domestic partners. Bruce Moore reported that this issue is being addressed at UT Austin. Gillian Rittman also reported that a domestic partner benefit has been supported by the EAP at UTHSC Houston. Jim Sarver stated that the Texas Family Code defines who is an eligible dependant and any changes would need to go through the legislature. It was decided to table the issue for further discussion at a later date.

The meeting was adjourned at 3:55 pm.

Respectfully submitted,

Vickie Bullock  
EAC Benefits Committee Vice-Chair

**COMPENSATION STANDING COMMITTEE MINUTES**  
MARCH 28, 2002

Members Present:

Shirley Zwinggi  
Mike Swindle  
Minnie Castillo  
Kevin Hawbaker  
Kimberly Hagara  
Paula Berkley  
Douglas Ferrier

Members Absent:  
Linda Cox

Shirley presented the survey that Bunny put in "Survey Monkey." Discussion ensued on use of program or repository. Kimberley suggested that we use the word repository rather than program. Decision was made to make the title "Best Practice Compensation Survey". Components will have until mid May to complete the survey. UT System still needs to approve the survey.

The link to the survey will be a hypertext link. The survey will be sent to HR Directors and to the EAC representatives. Bunny Davis will make a few edits to the survey. When completing the survey, technical questions should be addressed to Bunny. Other questions need to be addressed to Shirley Zwinggi.

Kevin and Mike will cover issues of retention. Douglas and Minnie will cover recruitment. Paula will cover job family. Kimberly and Linda will cover merit and bonus. Other EAC committee volunteers will be assigned to each of the areas.

A template will be created for the purpose of compiling the data in a consistent format.

The survey will go to component HR Directors by April 15th and will be due back to Compensation Committee by May 15th. The compiled report is due by June 30th. Draft Best Practice Compensation Database due to EAC Council for July 18-19, 2002.

The Compensation Committee suggests that this information be shared with the HR Directors at their fall meeting. Professional printed presentation of information gathered to the Presidents and Business Officers of each component. It will be the decision of UT System when information will be presented to the Board of Regents.

Title of Program, Program Overview/Purpose, Campus, Contact, Estimated Cost (include man hour cost), Measures of success, Adaptability of program to other recruitment processes -would you do it again?, and Other information.

**COMMUNICATIONS STANDING COMMITTEE**  
Thursday, March 28, 2001

Present: Sherill Boline, Ofelia Dominguez, Becky Hansen, Deborah Herron, David Maldonado, John Poindexter, and Frank Simon

Absent: Robert Radnik

Guests: Julie Kniseley, John Poole and Tracy Spillar

Meeting to order at 12:22 p.m.

### **Press Releases**

The meeting began by John Poindexter, Chair, stating the objective of this meeting is for the Communications Committee to obtain information for inclusion in a press release to System staff. Further information about the focus issues of tuition and fee waivers, and compensation best practices from the chairperson of the Benefits, Compensation and Policy Committees will be obtained. It was agreed the press release should be dispersed in a timely fashion after conclusion of each EAC meeting. This Committee was directed to give press information to Julie Kniseley for editing. Julie will give to the appropriate person to circulate at all components.

With regard to future publications, it was decided to leave every meeting with an article to give Julie for preparation of a press release. In addition, each component representative is to take this information to their respective component for dissemination to staff.

### **Website**

It was decided there is need for a feedback mechanism on the website. The presentation given to the Board of Regents on February 13<sup>th</sup>, 2002 should also be included on the website. Discussion ensued over website coverage, including confidentiality and a link to the privacy policy. The end result of this discussion is that the Communications Committee will provide an outline for Julie after each meeting so she may write the press release and see to its' being put on the website. Press releases should be submitted for regular dissemination to all staff and should be archived.

Content of website should include:

1. A general description of what each committee does (from Guidelines).
2. Agenda and Minutes of all EAC meetings: Reverse to descending order (most current on top). Under Minutes, the date should be the link.
3. Specific wording changes were discussed. Sherrill will make these upon return to her office. Each Committee member agreed to go through the website and check out links. Suggestions for change(s) should be submitted to Sherrill.
4. Create an e-mail link on the name of each committee member and a link to contact all committee members at the bottom of each committee page.

Meeting adjourned at 4:14 p.m.

Recorder: Becky Hansen

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