

EMPLOYEE ADVISORY COUNCIL

MINUTES - MARCH 25-26 , 2004

In Attendance:

Walter Tenery, Ehren Wixson, Glenn Worley, Lolita Cervantes, Juan Vicente Garcia, Sandee Goertzen, David Maldonado, Ofelia Aguilar Dominguez, Irene Salazar, Paula Berkley, Bob Vasquez, Daniel Kiley, Terri Reynolds, Lynne Bandy, Wendy Minix, Sandy Durr, Shirley Zwinggi, Eduardo (Pep) Valdes, 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, Michael Swindle, Velinda Reyes for Art Ramos

Absent: Philip DuBov, Melanie Loving, Art Ramos

Others in Attendance:

Dan Stewart, Executive Director of Benefits Administration; Kathy Mayes, Administrative Associate; Becky Hanson, Past EAC member from UTMB

Call to Order – Shirley Zwinggi

Meeting was called to order at 10:00 a.m. Thank you to UTMB for making all the preparations for our meeting.

Welcome Comments - Dan Stewart

Administrative liaison to EAC – UT System is preparing a list of deregulation issues. If any members have a deregulation issue please provide it to Dan. Compliments to the EAC on the issues such as “Education Tuition Assistance” which it has brought to the attention of U. T. System and the Board of Regents and for their efforts in general.

Shirley Zwinggi – Campus Life Committee Update

The Campus Life Committee chaired by Regent Craven met in November 2003 in Odessa and discussed the following:

Overview of Permian Basin campus

SSN Task Force – BPM 66

Education Tuition Assistance report to be issued in May

This is an important committee in which the Chair of the EAC can collaborate on issues affecting all groups. To get on the agenda to discuss issues, contact Vice Chancellor Brown at U. T. System.

Welcome to UTMB – John D. Stobo, MD, UTMB President

[See Power Point presentation.](#)

Discussion of revised draft of Organization Guidelines

Brief discussion regarding the changes. A motion was made and seconded to approve the Guidelines. The motion carried and Dan Stewart, EAC Liaison, approved the Guidelines as submitted.

They will be posted on the EAC website.

EAC Budget Review and Volunteer Initiative – Sherill Boline

Balance Available - \$20,265

Official Occasions Expenses (food) - \$288 (86% of food budget available)

M&O/Travel Expenses from July 2003 - \$2,500 (65% of the budget available)

The United to Serve Campaign will be held in conjunction with the National Point of Light Foundation during the National Volunteer Week – April 18-24. The campaign is being coordinated by the Student Advisory Council. Its purpose is to expose students, staff and faculty to opportunities to volunteer in multiple arenas. Each component will have special events during National Volunteer Week. Regents, Presidents and congressmen will be joining the UT family in this effort. EAC members should convey this information to their campuses.

Changing Employment Populations

[See Power Point presentation.](#)

Employee Insurance Group Update – Dan Stewart

Insurance continues to be an issue that U. T. System is concerned about.

Trend is 12 to 25% increase annually.

U. T. System is attempting to keep its increase to 10% or lower.

An independent consulting firm reviewed the insurance programs of some of the largest institutions and found comparatively that U. T. System is the best out there. Each component will receive information about the survey that can be sent to employees.

Every effort is being made to reduce costs. Two ways this can be accomplished is to: make sure that only eligible employees and dependents receive benefits. Since the beginning of the Amnesty program, 6,700 individuals have been taken off U. T. insurance; and, we are looking at the health problems of the 20% that drive the claims. Efforts are underway to educate patients to reduce their health care costs. Other cost cutting measures include deferral of benefit coverage and decreased eligibility. An effort to encourage the use of UT Flex is under way. In September 2004 each insured employee will receive a debit card that can be used in conjunction with their UT Flex Account. Benefits include the ability to purchase over the counter drugs and payment of medical/dental co-payments can be expensed using the debit card. The drawback is that employees have to be better informed about what can and can not be expensed to the account. Flex Accounts are viewable on line at www.ee-commerce.com. Unused funds remaining at the end of the year are still forfeited, but with the ability to purchase over the counter drugs and the ability to know what your balance is at any given time, employees can take better advantage of the service.

Standing Committee Reports

Benefits - Present were: Sandee Goertzen, Chair, Paula Holton, Vice-Chair Secretary, Lynne Bandy, Minerva Castillo, Ann Seago as alternate for Philip Dubov, Terri Reynolds, Gillian Rittman, Irene Salazar

The component responses to the Wellness Program Questionnaire were reviewed. No information was available on UT Austin or UT System. Ann Seago said she would work with Philip Dubov or get the

information herself. Terri Reynolds provided verbal information for UT San Antonio.

Sandee observed a discrepancy between Academic and Health components. The emphasis at academic institutions is on student programs which are funded by student fees and these programs may or may not be available to staff.

There was discussion on how best to communicate the importance and cost effectiveness of Wellness Programs to the components.

Examples of Programs that could be implemented with little expense would be to offer

Weight Watchers

Health screenings

Brown Bag lunches, with invited speakers from the community

Offer flu shots

A Wellness Committee could oversee such programs rather than a paid staff position.

Action Plan

To use the Wellness Program Questionnaire to design a report showing which wellness programs are offered and by how many of the components, distinguishing only between Academic and Health components. Introduce the report with the benefits of having an active Wellness Program. This Report would then be distributed to EAC members to take back to their staff councils and possibly sent to the Academic Affairs Committee of the Board of Regents. The committee felt that by showing what is being offered at other institutions the staff councils would be better armed to initiate programs at their institutions.

This report will be presented to the entire committee at the July meeting requesting approval for EAC members to follow through on the above plan

Communication - Sherill Boline suggested the Web Board might be useful for other EAC committees when discussing specific issues rather than email. She is willing to work with other committees to set this up for them if interested. The Communications Committee used this to send their comments on the EAC site so that all committee members could see the comments instead of emailing each other.

Sherill also passed out copies of the Web Trends show usage of the EAC site. She reported the UT System web site redesign was still at least six months away, so she suggested we proceed with changes to our site instead of waiting on the redesign. Sherill will work on mock-ups for the changes and send them to members of the Communications Committee for their input. She will also send a link of the Regents' committee to all EAC members.

Discussion of effects tuition deregulation

UT Austin – University formed a task force to look into tuition deregulation and students were educated as to value of staff and importance to support their compensation as well as building maintenance and faculty compensation. This resulted in a greater awareness of staff issues and more communication. Other components reported similar situation. Everyone agreed that UT System did a great job in producing information on tuition deregulation and getting it out. It was agreed that it was very important to be transparent with information and get out the bad news with the good.

Electronic information access to all staff

Not all staff members have email access, but many without email do use web based HR services such as

electronic time sheets, insurance enrollment, payroll information, etc. Effective communication will require knowing the target audience and tailoring communication methods appropriately. For example, email to majority of staff and paper copies or flyers to others.

Communicating with staff issues:

- Access to computer
- Language
- Personal preference for method of communication
- Computer skills
- Supervisor or department head approval

Electronic communication with staff appears to be evolving, but committee feels that there will always be some people that require other means.

Sherill has provided all EAC representatives a copy of the report to the Regents with the suggestion that it be given to the component president in a face-to-face meeting. This will allow the EAC members to bring up local issues. Each president does an annual self-evaluation that is sent to UT System.

Component spotlight

After discussion on posting some of the best practices of each component, Sherill suggested that one component at a time be showcased in a "component spotlight". Each spotlight would stay on the EAC site for around two months. The spotlight would be written to emphasize employee-oriented issues, developments, and improvements. For example, UTMB will be the first component for the spotlight and will mention the employee satisfaction survey, employee wellness programs, and some of the other things mentioned at this meeting. UT Austin will be featured in the next component spotlight. Other EAC members are encouraged to contact the Communication Committee to volunteer to provide information for a spotlight. Otherwise, we will be contacting you.

The committee adjourned at 4 PM.

Compensation - Members present: R. Scott, Juan Garcia, Paula Berkley, Janet Cole, Sandy Durr, Barbara Graham. Members absent: Melanie Loving
 1) Because of the continuing interest in non-monetary compensation committee will collect information in two ways: 1. Janet Cole to draft a letter for Shirley's signature to pass thru U. T. System to component presidents asking for list used on their campuses. 2. Chair of Compensation with Sherill's help will via email request information from EAC membership. Goal – to provide list of currently used non-monetary compensation. 2) What does compensation committee align with from U. T. Regents? Non-monetary compensation – campus wide compensation – Finance & Planning Committee. Proposal to EAC is to distill topics of interest and invite UT Regents to EAC meeting in future. Topics: non-monetary compensation, benefits, etc. 3) Carry over topic from last meeting in utilization and maintenance of Compensation Best Practices document. Need an update from Bunny, U. T. System, about the value to HR of the BP document and also the number of hits to that document on our website. Issue at July meeting will be whether to update/maintain document or remove it to our archives. 4) By legislative action via SB 1652 a manager to staff ratio was mandated. Dan Stewart and Sherill indicate that U. T. System appears compliant with the law for the March 31, 2004 deadline. This issue may merit further review for later deadlines. 5) Compensation committee wanted to go on record about their concern about any reduction to funding for higher education in the next legislative session. Employee compensation, recruitment and retention would be negatively impacted if funding does not at least match the growth in cost of living.

Policy – The committee discussed Dr. Sullivan's letter that was sent to all Presidents of the academic components that included the research and survey prepared by the members of the Policy Committee from the prior year regarding tuition assistance for their employees. This letter from Dr. Sullivan indicated that the tuition assistance would be a neutral cost to the Universities and a benefit to the employees. Lolita informed the committee that Dan Stewart had briefed the Executive Committee regarding this issue during their morning session that at this point the Advisory Council should put this item on hold until further findings that will be forthcoming from the U. T. Office of General Council.

The committee members agreed that as a committee we should address issues or concerns that the Regents may be addressing in their standing committees. Members selected which Regent Committee they will review in order to find topics of interest for the Policy Committee of the EAC that can be brought to the July meeting. Following is a list of the Regent Committees with the respective Policy Committee member that will research the pending issues:

Academic Affairs Committee Ofelia Dominguez

Audit, Compliance & Management Review Donna Royal

Facilities Planning & Construction Dan Kiley & Walter Tenery

Finance & Planning Bob Vasquez & Arturo Ramos

Health Affairs Lorraine Etkin & Diana Barrera

Ad Hoc Committee Lolita Cervantes

Task Force:

Closing the Gaps Cap. Funding Bob Vasquez

Admissions, Tuition & Fin.Aid Bob Vasquez

The Committee members will bring research done regarding these committees to the July EAC meeting for suggestions for the next fiscal year's Policy Committee to use as groundwork for the work to be done during their tenure as well as for input regarding items to be addressed at the November Regent's meeting by the EAC

Update on M.D. Anderson Cancer Center's Wellness Program – Bill Baun, Wellness Coach

[See Power Point presentation.](#)

Board of Regents Presentation & Report

See Council Report to Board of Regents on EAC website.

Component Roundtable

El Paso

Searching for new coach

Preparing for 90 th year anniversary

Projected growth for fall – 19,000

Construction of 4 new buildings

Staff Council Elections this year

United to Serve Campaign participation

UTB

Hosted the Board of Regents

Opened a Barnes & Noble on campus

Referendum for new recreation center passed for 2005

Business & Education Complex planned for 2006

UT Southwestern

Completed capital campaign

14 story research tower completed

Collaborative research between engineering and biology – Cecil Green donation

UT Health Science Center San Antonio

Dr. Cigarroa reappointed to panel – 1 of 400 scientists

Animal imaging center opened – 1 st in Texas using state of the art technology

Attracted 189 million in research dollars.

37 million grant for subcortical strokes – cutting edge of research

New Children's Cancer Research Center in operation

Recruiting faculty for Pediatrics

In final stages of academic administration bldg.

114 doctors out of 35,000 made best doctor's list

UT Tyler

New apartments under construction

New baseball field under way

2 new parking lots planned

President Appreciation Week – April 19-23

UT Health Science Center - Tyler

Meditech On Line Program

UTSA

Growing pains due to construction

Limited resources

Tuition deregulation committee participant

Steve Murdock – new faculty member that was appointed as the Texas State Demographer

UTPA

Involved in the implementation of Oracle Administrative Software System

Working to implement BPM 66

Preparing for a new president

Education Complex under construction

New day care facility planned for opening in January of 2005.

UT System

Adopting the spirit of Sarbanes-Oxley – each component will assign an individual to certify their accounting records.

An independent auditor will audit all of U. T. System and its components.

Chancellor's Council hosts an annual meeting at the Erwin Center – for donors of \$10,000 or more – this year for the first time there will be a live teleconference feed from all the Health components.

Lunch and Learn successful

Launched new website for TAKS test – tutorial for preparing for the exam.

UT Dallas

Student population over 14,000

Presidential search under way

Staff Council made \$900 in balloon sales and \$1,000 in poinsettia sales

Redistricting created 1 new district and elections are under way for next year.

2 faculty are Nobel Laureates

Reviewing People Soft, Oracle, and Banner

UT Permian Basin

Greater participation in university committees such as the Budget Goal Priority Group and the Administrative Council, Tuition Advisory Council

Trying to do more with less

Growth is being emphasized

Reduced the amount of space for faculty in the Mesa Bldg. and re-keyed the building

Constructing a 115 bed apartment building.

UT MD Anderson

Paid time off policy

Wayfinding initiative to address continued growth

UT Arlington

Growing – 9 buildings under way including, Chala Hall, a 300 unit apartment complex and 3 new fine arts buildings

26,000 student population forecast for next fall

Providing 4 employee scholarships and 2 dependent scholarships – on average, \$700/mo.

UT Austin

Employee emergency fund – staff may apply for a one time \$750 grant

Raised \$30,000 for staff emergency fund

Reduced parking costs for employees that normally use alternative transportation but that occasionally must drive their own car.

Staff Council improved relationships with Faculty Council

60,000 electronic books available to all UT components

UTMB

Enjoyed hosting the EAC meeting

Highlights deferred; refer to UTMB's President's presentation

UT Health Science Center – Houston

The Staff Council worked on university goals for inclusion in the Texas Compact.

House Medics program will be part of the United to Serve campaign.

Per-Se Technologies have been hired to handle patient billing.

Cooperating with the city in a hazard mitigation plan.

Filtering software installed due to recent publicity related to pornographic sites being accessed.

School of Nursing will open by June 2004.

A new supercomputer was recently installed at the School of Health Information.

Dr. Shine will visit Houston campus on April 16, 2004.

The HSC Medical School accreditation is this year.

The Dental Branch accreditation is next year.

Dean searches are under way for the Medical School Dental Branch and School of Public Health.

Treating cardiac muscle with adult stem cells successful – received a \$25 million donation

Discussion of agenda topics and officer elections for July 2004 meeting, review of alternate location and future plans – Shirley Zwinggi

The Executive Committee will encourage EAC members to run for office. Nominations for all offices will be made prior to the meeting so that everyone will be able to know who is running for office and what their qualifications and experiences are. Nominations can be made from the floor the day of the election with the exception of the Chair. Each nominee will be permitted to speak briefly about his/her ideas.

Agenda topics for the next meeting can be sent to Shirley. Next meeting: Austin – July 22-23.

[BACK TO TOP](#)
[EAC HOME](#)