

EMPLOYEE ADVISORY COUNCIL

MINUTES - JULY 18 - 19, 2002

Thursday, July 18, 2002

In Attendance:

Lynne Bandy, Paula Berkley, Sherill Boline, Victoria Bullock, Minerva Castillo, Deborah Cornwell, Ofelia Aguilar Dominguez, Philip Dubov, Sandra Dur, Lorraine Etkin, Douglas Ferrier, Kimberly Hagara, Becky Hansen, Kevin Hawbaker, Deborah Herron, Mike Jimenez, David Maldonado, John Poindexter, Jennifer Raeke, Terri Reynolds, Gillian Rittman, Donna Royal, Frank Simon, Michael Swindle, Walter Tenery, Bob Vasquez and Shirley Zwinggi.

Absent:

Lee Arisano, Linda Cox, Dewayne Jennings, Bruce Moore, Robert Radnik, James Sparks, Beverly Stern, Charles Washington.

Others in Attendance:

Dan Stewart, U. T. System Administrative Support, John Poole, Director of Human Resources, Kathy Mayes and Lynn Callison.

Call to order – Lorraine Etkin

Lorraine Etkin, Chair of the EAC called the meeting to order at 9:35 a.m. Lorraine welcomed everyone to the newly renovated ASH 9 conference room and noted there were a few new faces in the group. Although the room was very attractive, the configuration of the tables made having a good discussion difficult. It was decided to move the tables so that everyone could see one another.

As part of her comments Lorraine announced that she would not be running for chair again this year (2002-2003) but she planned to remain very active in the committee.

Welcome Comments – Dan Stewart

Dan announced Kerry Kennedy would not be able to attend the meeting. He was attending the National Association of Colleges and Universities Business Officers (NACUBO) meeting in Vancouver, British Columbia. Dan introduced Kathy Mayes from the office of Employee Group Insurance and Lynn Callison from Human Resources. Kathy would be assisting with taking the minutes in the absence of Lee Arisano. Lynn had assisted Dan and Kathy in the preparation of the meeting. Karen Harrison had taken a position at U.T. Austin and it was hoped that she would be able to join us for lunch.

Since the elections for new officers would be held today, Dan felt that there were issues that affected the election that needed to be discussed. If changes were made to the guidelines it would take a $\frac{3}{4}$ approval vote to amend them, if we waited 30 days it would take an approval of $\frac{2}{3}$ of the voting members. On page 5 under Elections #6 the guideline stated, "The incoming Chair, Vice-Chair, Secretary and Historian assume their offices at the conclusion of the meeting at which they are elected". It was decided that the incoming officers would take over their office at the end of the second day and therefore we would be following the guidelines as stated.

The other issue was that the guidelines state, "Each officer shall serve until his or her successor is elected". Frank Simon stated that the U. T. Austin Staff Council holds their elections at the beginning of the meeting but new officers are not announced until the conclusion of the meeting. Dan stated that in his judgment the incoming chair should take over the balance of the election process and the committee assignments for the coming year. However, the committee decided that the officers would not take over until the end of the meeting.

Dan was also concerned with the fact that the guidelines state "Nominations for Vice-Chair, Secretary, and Historian are made from the floor". With this in mind, Dan felt that any nomination made before the meeting, with the exception of Chair, could not be counted. The meeting proceeded using the nomination information received electronically.

No decisions were made about the guidelines and it was determined that we would think about the wording overnight. If amendments were made to the guidelines a vote approving the changes would need $\frac{3}{4}$ of the members approval and also the approval from the EAC System Administration Liaison, Kerry Kennedy.

Dan reviewed the election rules (including how the votes would be counted) with the members of the EAC. However, there was only one nominee for each of the offices. Therefore, the officers were elected by a show of hands. Lorraine passed out a tally sheet to be used to select the preference for membership in the standing committees.

The committee discussed the fact that 16 new members would be attending their first meeting in October 2003. There were several suggestions about how to orient the new members. One was to invite the members to the July meeting. Another was to have them arrive the day before the start of the October 2003 meeting and have the EAC officers hold an orientation to familiarize the new members with what the committee was working on and how the committee operates. In discussion it was brought to the committee's attention there would only be 16 members to handle ongoing issues, including preparation for the February Board of Regents meeting, until the new members were oriented. No final decision was reached on this issue.

Announcements and Final Approval of March 28-29, 2002 Minutes

Lorraine asked for edits and/or approval of the minutes from the March 28-29, 2002 meeting.

- Paula Berkley brought to the committees attention on page 5, under the first bullet, the number of unused sick leave hours should be 400 not 50 as noted.
- Sherill Boline pointed out that John Poole's title should read Director of Human Resources.
- Jennifer Raeke and Shirley Zwinggi's names were misspelled on page 2 of the minutes.

Lorraine asked for acceptance of the minutes with the corrections and the minutes were approved.

It was announced that the next meeting of the EAC would be held on October 24 & 25, 2002. After a discussion it was decided to hold the March 2003 meeting on March 27th and 28th. Kathy Mayes will check the availability of the ASH 9 conference room and reserve it for the March meeting.

Lorraine announced that Lee Arisano had resigned from the EAC effective immediately. Lee accepted a new position and has moved to California. Therefore the nomination for Lee to be secretary for this year had to be removed from the nomination form.

Nominations from the floor were opened for all positions. Since there were only one nominee for each position, a motion was made to accept the nominations as listed on the tally sheet with the exception of Lee Arisano for Secretary and Lorraine Etkin for Chair. The motion was seconded and the committee voted on each of the offices and they were accepted by acclamation.

- The 2002-2003 elected officers are:

Walter Tenery	Chair
Shirley Zwinggi	Vice Chair
Lorraine Etkin	Secretary
Sherill Boline	Historian

Dan Stewart read and presented certificates of appreciation to the 2001-2002 EAC Executive Officers.

Walter Tenery collected the forms for the members' preferences for the standing committee assignments. These would be tallied during the morning break.

Morning Break

Standing Committee

The committee assignments were handed out after the break. Lorraine announced that everyone received his or her first choice. Since Shirley Zwinggi is on the Executive Committee she can no longer hold the position

of Chair of the Compensation Committee. New elections in the Standing Committees would be held during the breakout sessions. It was also announced that Walter Tenery had chosen not to be assigned to a standing committee. Once the new U. T. El Paso member was known a committee assignment would be made.

Open Discussion of Current Issues

The EAC would like to have a list of topics and speakers to select from for upcoming meetings. It was decided that the Communication Committee would keep the list and would also be the point of contact for any suggestions. Dan Stewart was asked to assist in the search for speakers.

Dan was also asked about the HMO plan. Was the HMO plan gone for good or would there be one available later? If the plan returned would there be an increase in premiums? Dan said that there would not be HMO plans in the El Paso, Tyler, Midland and the Valley areas. UT Select does provide a larger network of providers. Dan Stewart explained that the national trend is to change to a PPO plan. On average the premium cost of plans increased 25-30%, with the plan for Texas A&M increasing approximately 25%. The Employees Retirement System (ERS) will also increase approximately 25%. U.T. System was able to negotiate an average 12-14% increase (UT Select plan) that is clearly lower than other health plans. The communications from Kerry Kennedy and the office of Employee Group Insurance (EGI) were well received and very helpful. With Annual Enrollment underway EGI had fewer complaints this year than from years past. Surveys from the campuses were positive and no major complaints have been received. UT Select will operate with a 14% rate increase with no major changes in both the health and the prescription drug plans. HMO plans are not getting the discounts that they have had in the past.

Michael Jimenez complimented EGI on how good the negotiations with vendors and communications have been with the components this past year. Remember that the employee only insurance plan is free despite what has been happening in the industry.

A question was asked to explain the function of the System Wide Insurance Advisory Committee. Dan explained that the membership of that committee included one benefits eligible employee (voting member) elected by the benefits eligible body of each component, and one benefits eligible employee (non-voting) appointed usually by the President of the institution. Their primary duties include examining the insurance plan designs and to make recommendations of any changes. This committee is statutorily required.

Terri Reynolds suggested a member from the EAC attend the System Wide Insurance Advisory Committee (SWIAC) meetings and give a report at the next EAC meeting. Dan will ask Jim Sarver or Donna Royal to give a report since they are directly involved with SWIAC. Dan noted that if a member from an outside committee were to attend the SWIAC meeting other committees would be expected to open their meetings to all other committees as well.

Sick Leave Pool continues to be an important topic with components. Each component interprets the guidelines in a different way. Some employees do not contribute to the pool because of the perceived abuse of the program. Other components do not approve leave for the care of a family member outside the household. Education and consistency is very important to all employees. The word "catastrophic" is a key word in the description of sick leave. The word has a different meaning medically then it does in layman's terms. There is a legislative law specially addressing the sick leave pool. A request was made to have someone speak to the committee regarding the sick leave pool and its legal issues.

Suggestions to the Communications Committee for speakers will help in making these arrangements in the future. The committee asked for suggestions from Dan on any issues he felt would be of interest to the committee.

Parking is a very big issue at most campuses. Examples of how parking is being addressed include:

- Money to subsidize van pool/mass transit
- Building new parking garages
- Building new buildings with parking included as part of the building. The downside is that some campuses are building on parking lots

Lunch

Lorraine called the to meeting order. Walter Tenery was asked to give a report on the meeting with

Chancellor designee Mark Yudof and on the meeting with the Faculty Advisory Council (FAC).

Attending the meeting with Chancellor designee Yudof on June 18th were Walter Tenery, John Poindexter, Shirley Zwinggi, Terri Reynolds, Bob Vasquez and Sherill Boline. Walter asked each committee member who attended the meeting to give his or her impression of the interaction with Chancellor designee Yudof. All members stated Chancellor designee Yudof was very comfortable, relaxed, personable and treated everyone with great respect when speaking to the group. The EAC members gave him an overview of the EAC and the Standing Committees. Points of interests were:

- Best Practice Program
- Benefits comparison between Teachers Retirement System (TRS) & ERS
- Leadership development
- Performance measurements
- A fee waiver and tuition plan for employees
- Accountability
- Improvement and support of staff retention
- Medical components having difficulty with our own faculty being in our insurance plan, which are concerns from these component Presidents.

Walter felt that the committee would have a good working relationship with Chancellor designee Yudof. Yudof plans to interact with the committee and is interested in educating our employees.

Walter was not able to attend the FAC meeting. He was waiting to hear from Dr. Robert Nelson, chair of the FAC. Walter would be attending and speaking at the next FAC meeting on October 3rd & 4th. Walter requested that each committee provide one or two issues they would like him to mention at the FAC meeting in October.

At this point the breakout sessions began.

Friday, July 19, 2002

Call to order – Lorraine Etkin

Meeting was called to order at 8:05 a.m. Lorraine introduced the guest speaker, Dr. Robert Harkins, Director, Parking and Transportation Services at The University of Texas at Austin. Dr. Harkins spoke to the committee regarding parking issues at U. T. Austin. The presentation included information about their strategic plan, their goals, and the cost of providing parking on campus. Road closings were also mentioned to provide space for garages in fiscal year 2003. As an example, the cost of a project currently under way was approximately \$20 million. That calculates to about \$20,000 per parking space. The cost includes video cameras and updated safety features placed in the parking areas. Dr. Harkins talked to the committee about negotiating a contract with Capital Metro that allowed free bus rides for all employees and students. He believed that this benefit helped reduce the parking problem on campus. Dr. Harkins provided a copy of the PowerPoint presentation to each member of the committee.

Dan gave a review of the Management and Leadership Development Program at U. T. System. Dan announced the names of the individuals attending the first class. There were high-level employees included in the first group. In the future other individuals in other job titles would be considered. The cost of the first 12-member class will be \$25,000. The program would encourage all job levels to improve their management skills and to give them the opportunity to excel within System. Chancellor elect Yudof was aware of this program and was encouraged with the progress being made to help our employees improve.

The kiosk meeting at M. D. Anderson did not take place as expected. Lorraine will gather information and report back to the EAC at the next meeting.

Standing Committee Reports

Benefits

Terri Reynolds was elected Chair and Vickie Bullock was elected Vice-Chair. The committee did the following:

- Brought new members to the committee up to date on the train of thought of comparison of TRS and ERS sick leave buy out

- Divided up into sub-groups to research other state and private organizations sick leave buyouts
- Gillian researched various ERS programs in different states. She found some states provided no support and others supported the sick leave buy out completely. Texas was among the best
- Vickie researched various TRS programs and found the same held true. Texas was among the best
- Lynne researched private corporations and found some offer no sick leave at all but they do offer paid time off. Employee is given a certain number of hours as paid time and when that time runs out they have short-term disability.
- The committee offered no recommendations at this time. They will continue to monitor.
- Vickie researched HB 1545 regarding paid time off. This bill allows medical components to move from their current sick leave policy to a paid time off policy. The only component considering this at this time is M. D. Anderson. The bill states that as of 2005 this will be available to academic components.
- Discussed the tuition and fee waivers reimbursement issues. Terri handed out the report from the policy committee for discussion. Policy and Benefits standing committees met to discuss the issues. A draft/report will be presented at the October meeting.

Policy Committee

Bob Vasquez was elected chair and Ofelia Aguilar Dominguez was elected vice-chair. The committee did the following:

- Discussed what the committee was trying to accomplish as a policy committee.
- Looked at the handbook of operating procedures.
- Discussed the survey to UTEP and UTPB that showed employees would use an Employee Tuition Assistance Program. The survey also asked what would encourage you to use a program like the tuition assistance. The number one answer was family. We are looking for programs to support employee benefits, which include full tuition and fees and number of hours taken each semester.
- Discussed "paid time off". A request will be made to ask Jim Dorn or John Odom to speak at a meeting regarding paid time off at M. D. Anderson. It was decided to invite them later next year.

Communications

John Poindexter was elected chair and Becky Hansen was elected vice-chair. The committee did the following:

- Discussed how to find a mechanism for identifying future speakers and justification for having them come to the meeting. They compiled a list of names and issues for a pool that the Executive Committee could recommend to Dan and others for future meetings. These included: Shirley Bird Perry and Barbara Brier on Women and Minorities, Randy Wallace on Funding Information, and Steve Hartmann on West Texas Lands Information, featured attractions from campuses, leadership development, Every Child Every Advantage, minorities and adversities, Regent Cindy Krier, Tom Scott on legislative issues, Armando Diaz on what is going on in Mexico, Darcy Hardy with UT Telecampus, Clair Goldsmith on System wide issues such as licensing and contracts, Charlie Chaffin with Audit System to discuss compliance issues. The committee wanted to encourage each EAC member to submit suggestions for topics to be considered by the executive committee.
- Discussed the feedback from the EAC Press Release. It was received at U. T. Health Science Center San Antonio, U. T. Tyler and U. T. San Antonio. Monty Jones from U. T. System Administration will help with the next press release.
- Each standing committee member will contact 2 campuses to get information on how they would get the word out to their employees regarding the EAC.
- Videoconferencing is an option to use if a speaker is unable to travel to the meetings. The cost would be less than travel expenses.

Compensation

Paula Berkley was elected Chair and Kimberly Hagara was elected Vice-Chair. The committee did the following:

- Decided that the goal for the committee is to have a database of best practices
- Sent out a survey in May and the committee reviewed the information received. The information will be presented to the EAC during the October meeting
- Asked for volunteers to help in gathering information from their component on retention, merit and recruitment of their employees

- Requested suggestions for presentations

Open for Discussion – Items for the October Agenda

- Discussed the report that needs to be ready for the Board of Regents
- Will ask Tom Scott to speak to the EAC regarding legislative issues
- Dan to give report on the 1st MLDP class
- Suggestion to give sub committee updates before breakout sessions on Thursday and a final report given on Friday. This will allow each committee time to discuss and prepare a better report
- Request to have agenda and minutes out to the committee sooner.

Open for Discussion:

Lorraine stated she is unable to send Dr. Gibbs presentation by email. Lorraine will send a disc to Sherill and Sherill will place it on the web.

Discussion of guidelines were addressed as follows:

- Elections will be held on Friday mornings
- Motion made by Mike Jimenez and second by Frank Simon to eliminate #6 under the election section of the guidelines. Reason for the change is to allow the elected official to take their position when the election results are announced. The committee voted and approved the elimination of #6 as stated above.
- Motion made to change the wording of #5 under nominations. Remove the words “from the floor” and replace with “the same as for the chair”. Committee voted and approved the change.

Committee discussed the option for the July meeting to invite new members to attend and get acquainted with the group and its process. This would require each component to have their elections earlier and a cost to be considered for bringing these members in a day before the rest of the committee. Another option would be to bring the new EAC members in a day earlier for the October meeting and the Executive Committee could hold an orientation. Nothing will be done with the guidelines at this point. A recommendation was given to Dan to consider that when those individuals are invited to the meeting in October 2003 that they be invited the night before and have an orientation meeting with the Executive Committee.

In Dan's closing remarks he stated the committee has done a very good job in working with the Board of Regents and he anticipates working with the new chancellor will go just as well.

Security is another issue Dan feels is very important at all components. Background checks are being addressed strongly with the threat of bio-terrorism and cyber-terrorism. Having speakers to address these topics might be very informative.

A round table discussion allowed each component to let everyone know what was going on at his or her component.

The meeting was adjourned at 12:08 p.m.

Karen Harrison joined the group for lunch.

Respectfully Submitted:

Lorraine Etkin, Secretary

Dated: October 11, 2002

Attachments:

Standing Committee Minutes

Benefits Standing Committee

Minutes for July 18, 2002

Present: Terri Reynolds, Chair (UT-San Antonio)
Vickie Bullock, Vice Chair (UT-Dallas)

Lynne Bandy (UT-Tyler)
 Minerva Castillo (UTHSC-San Antonio)
 Doug Ferrier (UT-Brownsville)
 Jennifer Raeke (UTMB-Galveston)
 Gillian Rittman (UTHSC-Houston)

Susie Gutierrez – System Liaison

Absent: Phillip Dubov (UT-Austin)

Meeting convened at 1:40 p.m.

Minutes of the March 28th meeting were approved as amended.

Three of the members attending were new to our committee so we briefly brought them up to date on what we were researching. (ERS/TRS comparison, Sick Leave Buyout, etc.)

Since reports were pending from the March meeting, these were presented prior to election for Chair and Vice Chair.

The committee had divided into subgroups to research how other state and private organizations and corporations handle sick leave in hopes of finding creative and flexible ways that unused sick leave can have value to System employees.

- Gillian looked at various ERS systems from across the country. She found that there were vast differences between all of the systems researched. However, in comparison, ERS in Texas seemed to be among the best of all considered.
- Vickie checked on comparable TRS systems from other states. Her findings were much the same as Gillian found with ERS. All in all, it seemed Texas has one of the best options to offer.
- Lynne contacted private corporations and found that some offer no sick leave at all, but offer paid time off. Employees are given only so many hours paid time off and if those run out, short-term disability kicks in. Others such as Trane and IBM pay all sick leave, but no one accrues sick leave.

Benefits Standing Committee

Minutes for July 18, 2002, cont.

Given these results, it became apparent that we were better off to keep what we have and make no recommendation at this time. We will continue to monitor these systems to make sure nothing changes along these lines.

Vickie did some research on new HB 1545 (Paid Time Off) [Copy Provided]

This new bill makes it possible for medical components to move from their current vacation/sick leave policy to a "paid time off" policy. The only component even considering this option is M.D. Anderson. Vickie spoke to the HR Director there and he indicated they are still in the data gathering stage and do not have a set time line for implementation of this policy, but it will not be prior to September 2003. HB 1545 also states that as of 2005 this option will also be made available to academic components.

Because of the way this bill is written and the fact that no precedent exists, this committee recommends that we monitor the situation at M.D. Anderson during its initial implementation of this policy and report back to the EAC, as information becomes available.

Elections were held. Terri Reynolds was nominated as Chair of the committee and was elected by acclamation. Vickie Bullock was nominated as Vice Chair and also elected by acclamation.

Discussion then began on how best to begin our focus on a proposal for recommending tuition and fee

reimbursement or waiver. Terri handed out copies of a report from Robert Vasquez and the Policy Committee. This report explained legislation and Board of Regent's Rules and Regulations as well as Handbook of Operating Procedures from individual components.

During this discussion it was decided that we should work together with the Policy Committee and invited them to join us for the remainder of the afternoon. Together we continued the discussion of how best to formulate an acceptable report to the Board of Regents. I will let Bob fill you in on the rest of the discussion as it falls on that committee to gather more data and provide it to us so we can draft an issue paper. We will present this draft to you at the October meeting for your approval prior to submitting it to Dan Stewart and Kerry Kennedy. With their support we will be ready to make a recommendation to the Board of Regents early next year.

We adjourned at 4:10 p.m.

Communication Standing Committee

Minutes for July 18, 2002

Present: Sherill Boline, Deborah Cornwell, Becky Hansen, Deborah Herron, David Maldonado, John Poindexter and Michael Swindle

Support: Julie Kniseley and Tracie Spillar

Absent: Frank Simon and Robert Radnik

Meeting called to order at 01:45 p.m.

The first item of business was to elect Chair and Vice Chair. Nominations and votes were taken from the full committee for the respective positions. John Poindexter was elected as Chairman unanimously. Becky Hansen elected as Vice Chair unanimously.

The next item of business was to identify future speakers and the justification for each. A brainstorming session was held and the following individuals were identified:

- Women and Minority Committee, Development - Shirley Bird Perry or Barbara Breier
- Funding information (Where it comes from and where it goes) - Randy Wallace
- West Texas Lands Information (Acreage, environmental impact, oil statistics, lease properties, etc.) - Steve Hartmann
- Featured attractions from campuses
- Leadership Development
- Committee on Minorities and Diversity
- Every Child, Every Advantage Program
- Motivational speaker - Regent Cyndi Krier
- Marketing of the EAC
- Legislative package/issues - Tom Scott
- UT – Mexico partnership - Armando Diaz (UT HSC – San Antonio)
- Administrative issues
- UT TeleCampus - Darcy Hardy
- System-wide Information Technology issues (i.e. licensing contracts, network security, bandwidth) - Claire Goldsmith
- Director of Audit at System Administration about compliance issues - Charlie Chaffin

It is also strongly encouraged that EAC members submit suggestions for topics and speakers. Regarding the communication vehicle identification at components, feedback from the EAC press release was only received

from UT - San Antonio and UT Tyler. This is not only the responsibility of each campus' Public Affairs Office, but also that of the EAC representatives from the respective campuses. Julie reported there is no standard across components for dissemination of information. Her office developed a mailing list by calling each campus. The first contact was made with the Public Affairs Office and leads taken from there.

It has been determined that the best scenario is to have the Communication Committee members call the offices of University Advancement/Public Affairs for their assigned campuses (below), tell them we need their help and urge them to publish future information. The importance of the EAC, which was established by the Board of Regents, needs to be explained to the appropriate public affairs staff so they are aware their help is needed to disperse information as it comes out.

Also discussed was that some campuses have a news feed service where EAC news releases could be easily published to be made available on web pages and other news sources. It was determined that Monty Jones will write the next press release regarding elections and other items of interest from this meeting. As many angles of contact as we can find at an institution increases the possibility of getting information to the employees. There are other sources of distribution at the campuses besides the public affairs contacts such as email, the web, newsletters and newspapers. These sources should be utilized to their full extent.

It was decided that each Communication Committee member would accept responsibility for calling two components and those component were assigned as follows:

Sherill Boline – UT System and UT Brownsville
 Becky Hansen – UT Medical Branch Galveston and UT MD Anderson Cancer Center
 Deborah Herron – UT Tyler and UT Health Center Tyler
 David Maldonado – UT Dallas and UT Southwestern Medical Center
 John Poindexter – UT San Antonio and UT Pan American
 Robert Radnik and Deborah Cornwell – UT Health Science Center San Antonio and UT Health Science Center Houston
 Frank Simon – UT Austin and UT Arlington
 Michael Swindle – UT Permian Basin and UT El Paso

It was discussed that there would be a cost involved to bring speakers in. As an alternative, the use of video conferencing was discussed as a cost effective means to obtain this goal. There are now videoconference capabilities in the ASH 9th floor meeting room and these should be taken advantage of. Most components have the capability to videoconference with System Administration. However, the available time slots are limited and need to be scheduled well in advance. There is a slot open October 25th from 10:00 a.m. to 12:00 p.m.

The video conferencing discussion brought about a discussion on the UT TeleCampus Program. This was determined to be a win-win situation. There was concern about the funding process of students between components. On the positive side of this issue, these funds are, in essence, staying within System. The retention rate of employees is enhanced and career goals are met, thereby increasing the Return On Investment of UT System employees.

Meeting adjourned at 03:15 p.m. Recorder: Becky Hansen

Compensation Standing Committee

Minutes for July 18, 2002

Present: Shirley Zwinggi, Michael Jimenez, Paula Berkley, Kimberly Hagara, Kevin Hawbaker, Bunny Davis

Absent: Linda Cox and Wenonah Nelson

Committee approved Paula Berkley as Chair and Kimberly Hagara as Vice Chair.
 The goal of the committee is to have a "best practice" document.

The Committee divided into three subcommittees: Retention - Linda Cox, Michael Jimenez and Paula Berkley; Recruitment - Shirley Zwinggi and Kevin Hawbaker; Merit - Kimberly Hagara and Wenonah Nelson. Kimberly and Paula will work on an index, formatting and create a finished draft product to present to the entire EAC at the October meeting.

A template was decided upon and it will be sent to all EAC members for additional input. These are to be returned to me by September 1, 2002. I will then submit them to the appropriate subcommittee for their review and completion. When they have completed the templates they are to be returned to Paula so that they can be incorporated into a final "best practice" document. The final is draft is to be completed by October 20, 2002.

It was decided that additional information was needed on the following subjects:

- Staff Development/Leadership Development
- Child Care
- Subsidized Transportation
- Employee Scholarship
- Tuition Assistance
- Wellness Program
- Flex Time
- Applicant Referral incentives
- Applicant sourcing ideas - Virtual career fair, work school program
- Sign on bonuses

It was also decided that we had enough information on the following subjects:

- Work Life
- Recognition Programs - Incentives
- Employee Discounts
- Morale events - School sponsored activities - Lunch w/President, BBQ, Ice Cream Social, etc.
- New Employee Orientation
- Merit Policy
- Merit Pool
- Achievement Programs
- Performance based compensation

Policy Standing Committee

Minutes for July 18, 2002

The Policy Committee met on July 18, 2002 during the scheduled breakout of standing committees. Members Present: Ofelia Dominguez, Donna Royal, Lorraine Etkin, Sandy Dur for Dewayne Jennings and Robert L. Vasquez. Members Absent: Beverly Stern, and James Sparks. Mr. Brett Morris was present as our advisor. Walter Tenery was a visitor.

Those present elected Vasquez as Chair and Ofelia Dominguez as Co-Chair. Both accepted the respective positions.

Mr. Vasquez handed out a report on the committee's progress of the Higher Education Tuition Support Program. He reviewed the progress of the committee's project to bring all members up-to-date. The report is comprised of: a Regulatory Review of the Texas Government Code, UT Board of Regents Rules and Regulations, and Component's Handbook of Operating Procedures; results from two schools usage, cost and formula funding; and recommendations to the EAC for strategic plans.

Discussion:

Is it the committee's intent to standardize a program for all components? Standardizing a program for all components would probably not be a good idea. Many of the components have good programs in place and standardizing may jeopardize those in place. A general standardize program that components could implement to each ones need would be best.

What are the elements of an assistance program? According to the Texas Government Code the key element of the program is "Effective State Administration". Defining this would be key in presenting to the Board of Regents. Another key element is cost to components and U.T. System. Calculated in the cost would be formula funding.

Who benefits from implementing an assistance program? The survey results from the two schools revealed that employees would like to have a program available for themselves and their families. Components could benefit through recruitment and retention. U.T. System would benefit by developing leadership throughout the system. Focus on employees only was the consensus.

When a medical school employee takes courses at other institutions (say ceramics) how does that course benefit the institution? This is better for learning, the employee feels better that the institution allows for a learning environment outside of the component's setting. Just by attaining any degree an employee will improve. The capability of an employee to take on additional responsibility is one form of effective state administration.

How many degrees can an employee gain through an assistance program? As long as an employee is in good standing there should be no limit. There may need to be rules limiting the amount for degrees beyond first bachelor's, master's or doctoral.

Where would the changes in policy need to originate? Change in policy may need to begin with the legislature. This would depend on how much of change would be necessary. Based on the regulatory review changing the policy to include all employees not just selected ones would be legislative. Changing policy to maintain current rules would probably begin at the Regents and progress through components. To determine where the policy needs to change the EAC must develop a program that is acceptable to all components. Bringing in an Educational Specialist (Academic Affairs) to answer any educational questions may provide answers to where the policy needs to be changed. Many, many questions keep coming up regarding this issue. At some point the questions need to cease and a proposal developed.

Timing is a major factor in getting this question to the EAC. The EAC has an opportunity to make a difference in promoting this issue to the Board of Regents in February. Meeting with the Benefits committee to discuss a plan of action was suggested. The Benefits committee must have been on the same page, because the two committees got together at 3:20 pm.

Discussion:

The committees highlighted what each was working on and agreed to eliminate any duplicate efforts. Both agreed to implore John Pool's help in providing a matrix that shows "x" benefits for employees compared to "x" benefits for the component. Dan Stewart recommended that the committees collect data on 1) Cost of turnover, 2) Longevity of employees using an existing assistance program, 3) Promotional aspects for employees using an existing assistance program, and 4) Income range of employees using an existing assistance program. We would compile data on three or four components and extrapolate across the System. The results would show the "x" benefits for components.

The Policy Committee will compile the data and provide the results to the Benefits Committee where both will review the results and draft a presentation that Loraine Etkin would help put together. Both committees agreed that a presentation will be available for the October, EAC meeting. Once the EAC has reviewed the results and determined the issue is worth pursuing, the data will be presented to Dan Stewart to pass on to Kerry Kennedy for his review and suggestions.

The Committees adjourned at 4:05pm.

Submitted: July 25, 2002, Robert L. Vasquez, Policy Chair.

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