

EMPLOYEE ADVISORY COUNCIL

MINUTES - JULY 17-18, 2003

Thursday, July 17, 2003

In Attendance:

Lynne Bandy, Paula Berkley, Sherill Boline, Victoria Bullock, Minerva Castillo, Philip Dubov, Lorraine Etkin, Douglas Ferrier, Kimberly Hagara, Becky Hansen, Deborah Herron, David Maldonado, John Poindexter, Robert Radnik, Jennifer Raeke, Terri Reynolds, Gillian Rittman, Donna Royal, Irene Salazar (non-voting member), Randolph Scott, Beverly Stern, Walter Tenery, Bob Vasquez, Morgan Walker, Charles Washington, Glen Worley (non-voting member) and Shirley Zwinggi.

Absent:

Ofelia Aguilar Dominguez, Kevin Hawbaker, Dewayne Jennings, James Sparks, Michael Swindle, and Emilia Taylor

Others in Attendance:

Jim Sarver, Director, Employee Group Insurance; Brett Morris, Assoc. Director of Human Resources; John Poole, Director of Human Resources, Kathy Mayes, Admin. Associate; and Lynn Callison, Admin. Associate.

Before the Call to Order - Lorraine Etkin

Lorraine Etkin walked around to each member of the Committee and had each member mark their nametag with either a red mark to signify three-year appointments, a green mark to signify two-year appointments or a black mark to signify a new incoming member not yet eligible to vote. A roll call took place and then a total listing of the committee was passed around for additions and/or corrections so that the web site could be amended. Walter made the announcement that the meeting was being recorded.

Call to order - Walter Tenery

Walter Tenery, Chair of the Employee Advisory Council (EAC) called the meeting to order at 9:35 a.m. Walter welcomed the EAC and then introduced John Poole.

Welcome Comments - John Poole, Director, Human Resources

Dan Stewart, who would ordinarily be at the meeting as the U.T. System Administrative Support for the EAC, would not be joining us. His father passed away. John Poole told us that Jim Sarver would be here for Dan. Dan and John did talk to one another that morning and Dan had wanted John to discuss the budget and how it impacted the EAC and the components in general. One recommendation was that someone on the EAC could take a more active role in monitoring the EAC budget. Human Resources (HR) had maintained the budget for the EAC. Different options were discussed in HR to save as much money as possible for the EAC. These options included reducing the cost of the hotel rooms by having a contract with a hotel that included the Faculty Advisory Council and the Student Advisory Council meetings; reduce the cost of food by selecting something other than a hot meal for our lunch on Thursday; and to discuss the possibility of shortening the meeting time. On a financial note, John told the EAC that we have been very conservative with our funds and we are now the model by which the other two councils have been asked to emulate. In closing John stated that they very much appreciated the initiatives that we were working on and he hoped we had a very successful meeting.

Announcements - Lorraine Etkin

Lorraine planned to send either flowers or a basket of fruit to Dan and his family to express our sorrow at the passing of his father. If anyone wanted to donate, talk to Lorraine during this meeting. A card would be made available tomorrow for everyone's signature. Also, Lorraine is planning to make a signature quilt for the EAC.

Please make sure your address is current on the EAC list.

Comments From the Chair- Walter Tenery

Walter told the council that the issue of an EAC member taking more of an active roll in the financial side of these meetings was discussed in the Executive Meeting. Sherill Boline explained the issues and that as a committee we need to live within our budgetary means. The person selected would be responsible to report back to HR and to the EAC committee. A motion was made that the person to do this task should be the vice chair. It was voted on and passed by the EAC. The guidelines would be changed to reflect these new responsibilities.

John Poole commented on the fact that some component representatives were having a problem getting the reimbursements from their Business Offices. John will send a letter to the component's Chief Business Officers to explain that the EAC has a budget for travel.

Review and Final Approval of EAC Minutes from Oct., 2002 - Walter Tenery

The minutes for the October, 2002 meeting were reviewed and approved. The dates for the next meetings were set at October 13-14, 2003 (Monday and Tuesday), and March 25-26, 2004 (Thursday and Friday).

Elections of New Officers - Walter Tenery

Walter introduced Shirley Zwinggi to read the guidelines for the election of officers for the EAC. After the reading of the guidelines, it was confirmed that the outgoing members would still be able to nominate candidates and that they would be able to vote. All eligible individuals could self nominate. The elections took place. During the election process Sherill was asked to explain the role of Historian. Shirley Zwinggi was elected Chair, Sherill Boline was elected Vice-Chair, Paula Berkley was elected Secretary, and Terri Reynolds was elected Historian.

Break

Discussion - Walter Tenery

Before the presentation to the committee by the Executive Board the committee had a discussion about where to have our evening social event. Threadgills was selected. A headcount was made of the people going to the restaurant. Everyone was asked to meet in the hotel lobby at 6:15 p.m. to walk to the restaurant for a 6:30 p.m. reservation.

February 2003 Presentation to the Board of Regents and Update on Progress of Proposed Education Access for Employees - Walter Tenery / Executive Committee

The paper version of the slide presentation to the Board of Regents and information on the Education Access was provided in the packet of information given to the EAC. Both the slide presentation and a News Release about the presentation are on the EAC web site. The web sites are:

<http://www.utsystem.edu/eac/News203.htm>

<http://www.utsystem.edu/eac/EAC-BOR%20Presentation2-2003.ppt>

While we were waiting for technical help with the projector, we discussed the dates for the July 2004 EAC meeting. It was decided that the July meeting would take place on July 22 - 23, 2004.

The Executive Committee presented the same report that they gave to the Board of Regents.

Walter Tenery described how we set out to identify goals that would help our employee populations and U.T. System as a whole. He listed the goals for the Regents as follows:

- The EAC Web Site
- The Historical Records Repository
- The Education Access for Employees
- The Best Practice Document

Sherill Boline described the EAC web site, its feed back mechanism and its form on the web. The form was processed so that follow up would occur with the employee. Follow up was key to the success of the web site. We plan to use this resource to guide the Council in future years. Document repository was also discussed. Information collected by the Council and its committees have been cataloged and stored on U.T. System's Administration's document management repository.

Shirley Zwinggi described the Best Practice Document developed by the Compensation Committee. Surveys were used to collect the data. Two examples were shared with the Regents. They were the 90-Day Satisfaction Survey at U.T. Health Center at Tyler and the Going the Extra Mile (GEM) program at U.T. Medical Branch at Galveston. The Document will be updated yearly.

Terri Reynolds described the Education Access for Employees issue. Educational opportunities for U.T. employees are offered only sporadically throughout individual components and there was no consistency System-wide. Many of the issues were addressed.

Walter wrapped up the Regents meeting presentation and asked for questions from the floor. The presenters were asked if the Regents had any questions. The Regents asked for more information from the committee (information was provided and a copy was in the meeting packet). Chancellor Yudof made the comment that the tuition deregulation would have to be passed in the legislature in order for this program to be considered. Walter commented that the Regents came to the EAC Committee members and told them what a wonderful job we had done.

A discussion ensued about the Best Practice Document and its availability on the HR web site. The document was formally published in May.

Report on Key Issues - Walter Tenery

New EAC Member Transition Plan - There was a discussion about the orientation that we need to plan for the new members in the October meeting. Several suggestions were made and they include:

- The nametags (table tents) need to be printed on both sides so that they could be seen more easily around the room
- Provide a list of everyone's name in the meeting packet
- A description of the committees and their charter needs to be updated on the web
- A list of items that the committees are working on would be informative
- Put as much of the orientation information out on the EAC web site
- Have the Chair send an email to all the new members introducing herself
- The web information is nice but a hard copy document should be sent to each of the new representatives so that they can bring it with them to the meeting

Proposal to Disband the Communication Committee - John Poindexter

At the last EAC meeting a proposal was brought forward to disband the Communication Committee. At that time it was decided to table the proposal. The history behind the proposal was that the Communication Committee felt that they were a little burned out. One of the members felt strongly that there was nothing more that they needed to do and that they fulfilled their purpose. The Committee then brought this proposal to the full EAC Committee. The chair of the Communication Committee has since had many conversations with other EAC members and the feeling now is that this committee is important and it still has much to do. As part of the discussion many issues were discussed that included:

- Members would like to be able to help out on other committees if their committee wasn't working on a hot topic
- News releases are sent to each component by Judy Kniseley's office at U. T. System, via the Communication Committee. The chair had made sure that the news releases were sent to each of the members so that they could make sure that the information was disseminated to the right person for distribution

The members of the EAC voted to retain the Communication Committee.

Social Security Numbers Ad Hoc Committee Update - Walter Tenery

There is a task force chaired by Florence Mayne to look into the use of social security numbers (SSN) on campuses (information about this task force was provided in the packet for the meeting). The task force is looking at ways to reduce/remove the use of SSN as a unique identifier due to the advent of identity theft. Although this is a good idea, there will be a cost associated with this change. Computer systems will have to be changed to meet this need. One of the problems has been that the SSN was the unique identifier for students, employees and patients and there are no other universal identifiers. Problems listed include: concerns that once a number was used it is kept on a computer screen instead of having the screen turned off and people are not shredding paper containing SSN. Walter asked the EAC to let him know of any concerns so that he could send them forward to the task force.

Lunch Break

State Comptroller's Instruction on Reimbursements to Components for Committee Meeting Expenses - Kitt Krejci, Assistant Director, Business & Administrative Services

The EAC was given an instruction sheet on how to get reimbursed. See attachment.

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.

Friday, July 18, 2003

Continental Breakfast - 7:45 am

Call to Order - Walter Tenery 8:10 am

Sherill Boline had some announcements to make. She gave the Committee evacuation information about leaving the building in case of an emergency, she announced that M. D. Anderson Cancer Center was named the number one cancer center in the nation by US News and World Report and she announced that the new Executive Committee needed to meet in the back of the room for pictures at noon.

Standing Committee Reports

Benefits Committee - Terri Reynolds - Chair

The Benefits Committee was called to order at 1:20 p.m. The Chair reported that the Regents have requested that more information about the Educational Benefits be given to Dr. Sullivan. The Employee Educational Assistance Document given to Dr. Sullivan was provided in the EAC meeting packet. The Regents requested that the committee look into other education Systems to see how they provide this benefit. The Chair of the Policy Committee developed a questionnaire however it was decided not to use the questionnaire until more information was received from Dr. Sullivan. Therefore the Benefits committee recommends that the EAC follow up with Dr. Sullivan to be able to continue with this proposal. It may be that the current financial climate would cause problems for this request.

Several other issues were discussed for consideration for the entire EAC committee to pursue. One was the use of Wellness Programs. Cindy Hammond (U.T. System liaison) offered to be a resource for wellness issues in general. She told the committee about Lunch and Learn seminars. Another issue discussed was how to better market benefits that employees know little about, among them were the 403B program. Wellness programs and informing employees of benefits are not costly and might be good programs to pursue. John Poole commented that a new person would be hired to market and promote the benefits for employees including information about the 403B.

Compensation Committee - Paula Berkley- Chair

The Compensation Committee discussed the Best Practice Document (BPD). It is located on the EAC web server and is available for HR Directors or their designee. A survey was sent to the HR Directors so that programs that are new can be added and those that are no longer in effect could be identified and removed. All those involved with the document felt that it is useful but the issue that remains is who will maintain it and keep it current. Bunny (U.T. System liaison) has volunteered to discuss this issue with John Poole but currently the fate of the document is undecided.

Other issues discussed were pay for performance, lump sum merits, and leadership development. Randy Scott discussed asking UT System to consider a leadership development institute, possibly a degree tract for an academic development degree. Questions raised included what was available for the components and were there any programs online already? He commented that this would be a way to grow our people from within and also to attract people from the outside.

Paula commented that the Department of Labor is looking to change the Fair Labor Standards Act and that this could impact our institutions. Senate Bill 1370 will have a financial impact to our institutions. A comment was made that we, as a committee, should consider sending something to the Chancellor to express our concerns and disappointment with this Bill. This Bill impacts a great number of employees across the System. We should also send something out in our News Release that we are paying attention and that we have done something to express our concerns. The Governmental Relations people and the department heads at UT System Administration worked hard at getting the financial information ready for the bills that were in front of the legislature. Our concerns were not with UT System but with the legislature. A motion was made and carried to send a letter to UT System and the Board of Regents stating our concerns about the adverse impact to our employees from Senate Bill 1370 and information should be sent out in our News Release so that employees know we have taken this action. Jim Sarver will be asked to give us impact statistics to include in the News Release.

Policy Committee - Bob Vasquez - Chair

The Policy Committee discussed the Best Practices Document (BPD) with Brett Morris. Brett mentioned that we might want to consider a BPD with payroll issues or financial issues. The committee also discussed the Paid Time Off issue and Senate Bill 1605. The committee discussed ideas for the EAC to look into for the new year. It is very important to find out what we are going to do with the Employee Educational Assistance Program. Another idea discussed was the addition of links to our EAC website for employees at all components. There are stress management web links, Employee Assistance Program web links and Wellness links that are free. It would only take the time to add the link to our web site, so there is no real cost. The Policy Committee felt that their mission needed to be restated. The committee is there to help any of the other committees by doing research for them on their projects.

The Chair of the Policy Committee felt that the issue of where the BPD would be maintained needed to be decided. It was a living document and it needed to be taken care of. We all agreed that the EAC cannot continue to maintain it. There was a discussion about the intent of the document and how employees should be able to see the information.

Communications Committee - John Poindexter - Chair

Becky Hansen read the committee minutes in John's absence. John asked the two eligible returning committee members to seriously consider taking over the role of chairperson of the Communications Committee for next year. There was a long list of "brainstorming goals". Please see attached Communications minutes for the list. The press release should contain the following information: Communicate election of officers, guest speakers, the fact that half the Council rolled off membership, new member information, BOR presentation and orientation packet for new members. The Communication Committee, with help from the Executive Committee, would be putting together the Orientation Packet. A suggestion was made to invite a speaker from a successful communication program to find better ways to communicate to the components.

Impact of 78th Legislative Session on Higher Education - Carlos Martinez, Assistant Vice Chancellor for Government Relations and Academic Affairs - Speaking for Roger Starkey

In spite of all the financial issues that were before the legislature we did remarkably well. Even so there are cuts that will impact the different campuses. Of the 5,700 bills introduced, their office tracked 1,200 bills. Tuition deregulation allows the governing boards to have the authority to set tuition but there will be controls on the boards. Indirect cost reimbursement allows general academic universities to retain 100% of the indirect costs on research grants. This amounts to over \$86 million in the next biennium. The Legislature also passed a bill that would end a series of onerous state regulations. These will help make Texas higher education more efficient and cost-effective. They also granted authority for several institutions to finance vitally needed construction and renovation projects through tuition revenue bonds. The Legislature approved a "B on Time" program that provides zero-percent loans and loan forgiveness plans for undergraduate students who graduate within a prescribed period of time. Monies will be put aside for a pool of money to be used for loans. If the student meets the criteria the loan can be forgiven. There is an effort to clarify this legislative intent.

Carlos was asked about the special session. He stated that it was not going all that well. All of it seemed to be concentrating on redistricting. The top ten percent automatic admissions rule was being discussed with members of the House but since redistricting was such a hot issue it would not be a prime time to get any action on that.

Budget Impact - Alan Werchan - Budget Manager

He was currently working on the FY2004 budgets to be sent forward to the board. The Governor mandated a 7% reduction in the FY2003 funding. That amounted to a \$104.1 million reduction in our general revenue. \$71 million had to come from the components. There was a hiring freeze, travel restrictions, and other impacts. The new legislative session started with a 12.5% reduction and worked backwards from that by adding funds back into the budget. In the end there was a 0.5% cut to the academics needed for operations offset by the indirect cost. There was a discussion about the different add-ons and take backs. The health components averaged 5.2% cuts to the budget. Group health insurance information was given to the group. The state's share of premium sharing was reduced by about 15%. They vetoed the Excellence Funding at the academic institutions. However, tuition changes would help the academic components. But these changes would not take place until January 2004. There was a discussion of what percent of each component's budget was from general revenue. Overall it's about 21% but it was different for each component.

Legislative Session - Brett Morris, Associate Director of Human Resources

They tracked over 125 bills that pertained to Human Resources but only 10 of the bills passed. This session was very active in the last week or two and they had some surprises. For example, HB2425, a Comptrollers legislative bill, had a provision for the calculation of accruals for vacation. It was increased by one hour. HB89 created additional categories for paid leave. HB264 could increase the employer ORP contribution rate from 6.0% up to 8.25% for non-grand fathered employees. HB174 required that employees in state military forces (National Guard) be given the same benefits and protections as those in U.S. military service. HB3442 imposed manager to employee ratios for state agencies meeting a progressive schedule to reduce the number of managers per the number of employees. The definition of manager was still to be determined. HB3459 restricted a new employee's participation in TRS until the ninety-first day of employment. Since ORP participation was dependent on the same rules as TRS, this also applies to ORP. SB674 allowed for state compensatory time for a state employee who was a commissioned police officer. SB1370 was a complicated bill about group insurance and will be discussed by Jim Sarver. SB1652 was the deregulation bill and provides for a number of changes including the permissive authority for U.T. System to have their own 457B program; provided for the reduction from one year to 30 days for the reemployment of TRS retirees; provided an exemption for across-the-board salary increases if the institution had a pay for performance system in place; provided for the increase from three years to 10 years for retirees to be able to get group insurance for those employees hired on or after Sept. 1, 2003; provided that the alternate paid leave program that was approved for clinics and healthcare entities on an earlier bill could now apply to all of U.T. System in lieu of the current state leave program; and it provided for group health insurance for post doctoral fellows. SB1800 expanded and defined state employee entitlements when called to active duty for the state military forces or a member of the reserve component of the U.S. Armed Forces. HB3208 stated that a member who was eligible to retire and receive a service retirement annuity on or after August 31, 2003 and before September 1, 2005 was also eligible to receive a one-time lump sum payment, a 25% retirement incentive. However, this only applied to those employees in the Employee Retirement System.

Break

The Secretary gave information about the donation to the Alzheimer's Association.

Impact of SB 1370 - Jim Sarver - Director, Employee Group Insurance (EGI)

System does not lobby but does act as a resource for the legislators. This was an unusual legislative session. Every session that Jim had been involved in had something added to the health insurance program to improve it for the employees. This session was all about budget and nothing was added. The provision for health insurance was decreased by 15% at a time when the cost of health care was increasing 12-15%. This was a challenge to EGI but they met the challenge by shifting the costs to the employee and using contingency reserve funds to supplement the cost of the difference. This bill covered ERS, TRS, A&M and U. T. U. T. had the luxury of having the reserve to help with this but the others did not. Instead ERS and A&M had to do mid-year changes. This bill required a ninety day waiting period for new employees, reduced the funding for part time employees (defined as anything less than 40 hours per week), and changed the retirement eligibility for health insurance by changing the number of years of service and the age at which you are eligible to receive health insurance, regardless of what the retirement rules are. HB1652 was intended to create the same status of service to retire with U. T. insurance as with ERS. You have to have 10 years of service to receive the health insurance. Our current rules state that we can retire with 5 years of service with the last 3 years coming from a U. T. component in order to be eligible to receive health insurance once you retire. HB1652 grandfathered the current employees. SB 1370 did not have that provision. This would impact 10,000 employees. Texas A&M has gone to the Attorney General to say that this is contradictory and they are asking for a decision. U. T. System's Office of General Council looked at the two bills and did not see a conflict. The

focus of the legislature was on ERS with its 0.5 million people and they wanted to reduce the cost of health care even though we cannot control the community. The good news is that we have a good health care program; the vendors are doing a good job for us, short-term disability is now available, and we have a reserve that will mitigate the cost to our employees for the next few years. Options about student health coverage were discussed. High dollar claims (>\$100,000) were discussed. Wellness programs might help a little.

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. Southwestern Medical Center at Dallas: Shirley Zwinggi reported that her campus was reviewing patient satisfaction and making changes to improve. The Program was sponsored by donor funds and should last five years. They are very committed to improving patient satisfaction. Their new building should be finished in January 2004.

U. T. Austin: Glen Worley reported that he was the new Chair of the staff council in U. T. Austin and that they were going through the same changeover as the EAC. They are trying to get more interaction between their Faculty Council and Student Government. There are over 11,000 employees at their component but the misconception is that there are only about 500. They will be asking for representation on the Faculty Benefits Committee. Only about 120 positions will have to be eliminated due to the number of people retiring. HR department will assist the 120 employees in finding mission critical jobs. Phillip DuBov reported that the Staff Council has put through a new grievance policy. It is now at the President's Office. System mandated that a new social security number policy be developed. There has been a lot of extra work done on this project. It's not just electronic but hard copy information. The general library at U. T. Austin has just hired away the Texas A&M library director. This will be a very good thing for U. T. Most employees are not aware that they can have access to the Austin library by just asking for it at their own library.

U. T. Dallas: David Maldonado reported that the Staff Council established a Staff Scholarship Fund and they are responsible for keeping money in the fund. To do this they are recycling inkjet cartridges and selling a cookbook. Two new buildings will be opening in August and there is an agreement with TI.

U. T. Medical Branch in Galveston: Jennifer Raeke reported that one of the old buildings on campus has been taken down. This will allow better access to the campus. They are still working through the budget cuts from the Legislature with about a \$50 million cut. They are in the running for a national bio-level-4 containment lab. There are four places competing for this honor and two will be selected. They are going to kick off a comprehensive five-year fund raising campaign. Becky Hanson reported that there are several searches for Chairs and Directors for the centers. They are also remodeling several buildings. Their Staff Council does a community project every month and for the last few months they are doing a blood drive.

U. T. Pan American: Paula Berkley reported that they have broken ground on their Regional Area Health Center (RAHC). They also recently purchased Oracle administrative software system.

U. T. Health Science Center San Antonio: Robert Radnik reported that they removed the fountain and were going to build a new administrative student services building right in front. They also paved over some more green space for more parking. Minerva Castillo reported that they were adding policies for network security and loading security software for all the computers.

U. T. San Antonio: Terri Reynolds reported that they were fortunate that they didn't have to lose any positions. They have two buildings going up and the Academic Building should be ready next summer.

U. T. Permian Basin: Bob Vasquez reported that they opened up new housing with 32 new beds and they have two more trailers added. In the fall they are to start a 200-bed facility for the campus.

U. T. El Paso: Morgan Walker reported that they had ground breaking for a new academic services building and two more buildings. Parking will be an issue. The cutting back of allowing international students to come to the US is impacting their big international student program. There are Title Nine issues that they are working on with women's sports. Irene Salazar reported that their Staff Council is having an Info Fair for

faculty and staff. They have book scholarships available.

U. T. Health Science Center Houston: Gillian Rittman reported that their component was having budget problems and they were restructuring. They reduced their force by 175 people. They have three new buildings that will be on-line soon, the first in 30 years. These include the School of Nursing building, Institute for Molecular Medicine, and Mental Science building. They were working on getting some new clinical space. They were still recovering from tropical storm Allison and they have received money from FEMA and from System. They will be moving the animal facility and installing flood gates. Randy Scott reported that administratively they were going to PeopleSoft FMS software. All of the business processes were changing. All leadership will have an annual evaluation that includes planning for the next year's progress and identification of potential leaders for the campus. Eventually it will go to classified and faculty.

U. T. Tyler: Deborah Herron reported that they will be moving into a new Nursing building and Patriot Center. There is a new parking lot and the fee for it has doubled. They went to a four, ten-hour day schedule for the summer.

U. T. Arlington: Beverly Stern reported that the upper management has gone through a transition. The President left, the provost will be leaving, and chief business officer will also be leaving. The Staff Council worked on a project in the spring called Fan Fair. Donations were given to the project to purchase fans for needy people. It was coordinated with Meals On Wheels. Walter Tenery reported that five buildings would be coming on-line soon. They include a new science physics building; a workforce development center; a new dormitory with 400-500 beds; fine arts facility with glass blowing, metals, pottery and painting; and a natural history museum.

U. T. M. D. Anderson Cancer Center: Lorraine Etkin reported that we have seen a dramatic increase in the number of patients. Although good for the revenue it causes a challenge for the staff. We were at 100% occupancy for several days. This impacts the staff with stress and we were trying to make access to the Employee Assistance Program easier. We should be receiving the Mobile Medical van soon so that we can bring our programs to all the off-site buildings. Charles Washington reported that the Office of Institutional Diversity established the Diversity Council for the institution. Construction of an Ambulatory Treatment Building is almost complete. A Proton Therapy building has been started.

U. T. System: Sherill Boline reported that since we were last together we've had the Legislative Session. Much of the time was devoted to the U. T. Arlington issue. Budget issues will consume most of August. There has been a re-organization at U. T. System Administration. The offices under Kerry Kennedy in Business Affairs that have a System-wide role will continue to answer to the Executive Vice Chancellor for Business Affairs. Those offices that have more of a System Administration focus only now report to Vice Chancellor of Administration, Tonya Brown. Sherill has been accepted into the second class for the Management and Leadership Program. Although this is very time-consuming, it has been very interesting. The applied learning project that she is involved with has to do with an intranet. She asked for information from the group.

Discussion of Agenda Topics for October 2003 Meeting - Walter Tenery, chair EAC

Walter asked for suggestions from the floor. They included: wellness, the fall-out from the latest legislative agenda, Barry Bales from the L. B. J. School about Leadership, Chancellor Yudof, the Communication Committee had a list for consideration, Texas Tomorrow Plan information. The Board of Regents has changed the dates for presentations to them. The EAC will be presenting in May of each year.

Farewell to Out-going Members - Walter Tenery, chair EAC

Walter gave a brass key chain to all members of the EAC Committee and all of the out-going members received a certificate for their service.

Closing Remarks and Presentation of the Gavel to 2004 EAC Chair - Walter Tenery, chair EAC

Walter commented that we had a wonderful two years and it is thrilling to work with this group of people. Walter presented the gavel to our new elected chair, Shirley Zwinggi. Shirley thanked Walter for all the work he has done this year.

Closing Remarks by Jim Sarver for Dan Stewart

Jim thanked us for all our work and said that Dan appreciated all the work we had done for the EAC. Jim said that both he and John Poole enjoyed working / interacting with us as well.

Closing Remarks - Shirley Zwinggi, Incoming Chair

Shirley asked that the committee assignment forms be turned in to Sherill. She also thanked Lynn and Kathy for all the work that they have done. Kathy asked that the visitor tags be turned in to the guard's desk.

Respectfully submitted by: Lorraine Etkin, Secretary, EAC

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