

EMPLOYEE ADVISORY COUNCIL

MINUTES - JULY 22-23 , 2004

In Attendance:

Walter Tenery, Ehren Wixson, Glen Worley, Lolita Cervantes, Juan Vicente Garcia, Sandee Goertzen, David Maldonado, Ofelia Aguilar Dominguez, Irene Salazar, Paula Berkley, Daniel Kiley, Terri Reynolds, Lynne Bandy, Rick Peterson for 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, Art Ramos, Melanie Loving

Absent: Wendy Minix, Bob Vasquez

Others in Attendance:

Dan Stewart, Executive Director of Benefits Administration; Kathy Mayes, Administrative Associate; Jim Sarver, Director Employee Group Insurance; Angel Cruz, Director for Information Security UT Austin; Barbara Holthaus, Attorney, Office of General Council

Call to Order – Shirley Zwinggi

Meeting was called to order at 10:00 a.m.

Welcome Comments - Dan Stewart, Administrative liaison to EAC

UT components need to collaborate with their HR Directors;

Provide regular reports to their Staff Councils; and Gain general acceptance of tuition assistance for staff by the component so that it can be brought forward to the Campus Life Committee.

New legislative session will be difficult since money is tight. They have already asked that UT System cut its 2005 budget by 5%.

Annual insurance enrollment is under way.

Shirley Zwinggi – Elections

Guidelines were reviewed and elections held. New officers are:

Chair – Sandee Goertzen

Vice Chair – Pep Valdez

Secretary – Janet Cole

Historian – Glen Worley

Computer Security – Angel Cruz, Director for Information Security, UT Austin

See Power Point presentation.

EAC Budget Review, Campus Life Committee Update and Volunteer Initiative Update – Sherill Boline

Official Occasions Expenses (food) - \$1,600 (80% of food budget available)

Travel - \$11,000 (60% of travel budget available)

M&O - \$1,000 (3% of the budget available)

FY O5 budget is \$29,850 for travel, \$2,000 for official occasions

Sherill Boline attended the Campus Life Committee Meeting for Shirley. The meeting was cut short due to time constraints. Very interesting presentations were given on the U. T. Police and U. T. Police Academy.

The Volunteer Initiative was very beneficial and will be continued next fiscal year.

Employee Insurance Group Update – Jim Sarver

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

Trend remains 12 to 25% increase annually.

U. T. System is paying part of the health care cost increases to spare the employee the entire brunt of the costs. At some point in time, U. T. System will not be able to do this.

Continued efforts will be made to reduce costs. 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.

Another cost cutting measure being considered is to require retirees to pay higher premiums.

Standing Committee Reports

Benefits - Present: Lynn Bandy, Minerva Castillo, Sandee Goertzen, Paula Holton, Terri Reynolds, Gillian Rittman, Irene Salazar, Ann Seago Visitor: Jim Sarver

The meeting was called to order and we discussed where to go with the tuition assistance benefit proposal. It was well received by the Regents but no response or action has been taken that we are aware of. We will wait to hear from Dan Stewart regarding its status and what if any action the committee should take.

Irene Salazar from UT El Paso told us how she and Ofelia Dominquez shared with their Benefits officer the wellness initiatives that were presented to the EAC at the March meeting in Galveston. With a \$100 dollar budget, they were then able to organize a Wellness Fair for \$40.00. The Wellness Fair was well received and

attended.

Jim Sarver from EGI told us about his plans for the coming fiscal year to initiate a Core Wellness Program to roll out to all of the components. The assumption is that Wellness Programs may help stem the tide of increasing insurance costs. He is planning to redesign the EGI web site to more of a Wellness site with health links. The Benefits committee will provide him with the results of our Wellness questionnaire as a jumping off point for his Core Wellness Program initiative.

Communication – Present: David Maldonado, Chair; Glen Worley, Recorder; Arturo Ramos, Rick Peterson for Wendy Minix; Michael Swindle; Ehren Wixson, Pep Valdes

Component highlight feature on EAC website - The Communication Committee agreed that the EAC should put up a "Component Highlight" feature on the EAC website. This would change on a quarterly basis. Pep Valdes volunteered to put something together for UTMB and send it to the other committee members for approval.

U. T. System website changes - The Committee wants to know the status of the U. T. System web site enhancements. Sherill reported at the March EAC meeting that these would be forthcoming.

Communication on campus – There was a discussion on how best to disseminate EAC information to each component. Several EAC members present a summary of the EAC meeting to their component's staff council and the staff council members are charged with passing this information along to their constituents in whatever method they use on that campus. The Committee thought that it would be helpful if it prepared a brief summary, or meeting notes, after each EAC meeting that could be distributed to EAC members, which in turn could be sent to their local HR departments, staff councils, public information officers, etc. These meeting notes would provide a brief summary of the major events or discussions of the EAC meeting and would contain a link to the EAC website. They would not be a substitute for the minutes or a press release, but give EAC members some talking points to use when they returned to campus. This would also be a way of informing the local HR department as to what was discussed at the EAC meeting. It is the Committee's intention to try to get this ready for distribution within a few days of the meeting. The Committee wishes to ask Dan Stewart if these meeting notes need to be sent to him before distribution to the other EAC members.

Tuition benefit for employees – The Committee thought it might be useful to prepare, perhaps in conjunction with the Policy Committee, a set of questions and/or statements about this issue in order that all EAC members are working from the same information. A question to be answered is - Who should be involved in the discussion to prepare this?

Cindy Hammond – The Committee wishes to invite Cindy Hammond back to the next Communications Committee meeting. It was the Committee's understanding that she would be more involved with the Committee. If this is not correct, then perhaps Dan could clarify.

Laura Chambers, Manager, Insurance Benefits, U. T. System – Laura asked how annual enrollment was going. Committee members responded that U. T. System had done a great job in getting the information early and employees found this to be very helpful. Some employees wished that more forms, such as the beneficiary form, could be filled out on the computer, rather than printing it and filling it out by hand.

Laura said that the U. T. System Benefits website design was scheduled to appear on September 1. She asked that EAC members go back to their components and obtain feedback on the enrollment website and send her any comments. U. T. System is working on having more interactive forms for next year. The Committee suggested that U. T. System Benefits send out their e-newsletter in the fall and solicit comments on the enrollment process, but also ask them to rank, in priority order, what other benefits they might like to have as options; for example, legal advice plan, pet insurance, etc.

Compensation - Members present: Randy Scott, Juan Garcia, Paula Berkley, Janet Cole, Sandy Durr, Barbara Graham, Melanie Loving, Shirley Zwinggi, Greg Gwaltney (stand-in for Bunny Davis).

A review of the EAC Best Practices Document on Compensation across UT System components indicated that in 2003 there were 101 visits by 36 users to the online document. There have been very few hits in 2004.

There was discussion about whether this was due to the restricted nature of its distribution or if the information was dated. If updating is undertaken, the committee suggests online input by the components, either HR or EAC members. Melanie Loving will seek input from Dan Stewart about availability of resources to facilitate online input into this document and generally whether he advises the maintenance of this document.

Non-monetary compensation – A draft report to the committee indicated that eight components had replied with whether they offered non-monetary compensation and if so, lists of the non-monetary compensation. The committee decided to distribute the draft report to the full EAC so that those not responding would have the opportunity. As in the compensation, there appears a significant diversity across the components about non-monetary compensation. The final report of the survey will be presented at the October EAC meeting.

Policy – Members present: Diana Drouillard-Barrera (Vice Chair), Lorraine Etkin, Donna Royal, Daniel Kiley, Walter Tenery, Ofelia Aguilar Dominguez. Members reviewed the minutes of the standing and ad hoc committees and determined there is nothing at this time that we can address and be interactively productive. They will continue to monitor the website/minutes for future possibilities. They will have to generate their own issues. Regarding tuition assistance program, they decided that additional information was needed from Teresa Sullivan to determine its status. Is she still waiting on responses from component presidents? Were there other concerns that surfaced? What feedback did she get? They need answers to these questions before they can proceed. Brett Morris, U. T. System Liaison is to make some phone calls.

Education Assistance Initiative Update – Barbara Holthaus, Attorney for the Office of General Council provided us with Attorney General Opinion DM-421 which makes a distinction between mandatory and discretionary tuition and fees. In general, no one can waive statutory tuition or fees, without a change to the specific law that mandates them. Under certain circumstances, discretionary tuition and fees may be waived.

The charge to the EAC is 1) to understand the distinction between the two types of tuition and fees; 2) Consult with HR Directors, Chief Business Officers and staff councils to gain a consensus among all interested parties so that the issue can be refined and formally presented to the Campus Life Committee.

Many thanks to Barbara for her prompt review of our Guidelines.

Component Roundtable

U. T. El Paso

Dr. Natalicio challenged U. T. E. P. to become a premier research institution.

New building construction continues.

Most of the 'away' games will be televised.

Staff Council planning Infofair.

Planning book scholarships.

Elected new chair for the Staff Senate.

Working to automate their HR processes

Wellness Committee preparing a walking path.

It is their 90 th Anniversary. U. T. E. P. is the 2 nd oldest component.

Thanks for the 90 th Anniversary pin.

A movie is in the making about ????

U. T. B.

Conducted 2 nd annual bowling tournament.

Roll out of new debit card for financial aid disbursement in Spring 05. Publicity set for Sept of 04.

7 th of August a softball game between the different Divisions will occur. VPs will participate.

Construction of new buildings continues.

U. T. Southwestern

Construction of new buildings continues. New Dean search.

U. T. Health Science Center San Antonio

Close to finalizing the organization of the Staff Council. The bylaws have been approved at the Presidential level and need to be sent to legal and System.

A public website is being set up for uploading post clinical studies for research purposes.

Working on a campus wide calendar.

The Dental School was one of three institutions nationwide that received a \$200,000 3-dimensional imaging system.

Received a \$2.5 million grant on aging.

The RAHC in Harlingen graduated its first residents and interns of which 2 remained in the area.

It is ranked among the top 50 hospitals in the country in 5 different fields.

U. T. Tyler

Construction of new buildings continues

Expect 5,200 students in the fall.

Debit card will be rolled out.

U. T. Health Science Center - Tyler

PHLET (Public Health Lab of East Texas) lab opened June 9 th

In July a new time keeping system was implemented.

Effective July 1 st, became a tobacco-free campus.

They have incorporated a buddy system for smokers.

Open clinic August 25 th with sister component.

UTSA

Construction of buildings continues. (level 3 labs, Chaparral Village and 2 nd and 3 rd phases, new President's office

Automated HR processes.

Automated purchase of parking permits.

In the process of revamping their parking program.

Expected fall enrollment of 26,000

New VP for Business Affairs – Kerry Kennedy

U. T. P. A

New President – Dr. Bambi Cardenas

Continued involvement in the implementation of Oracle Administrative Software System

New building construction continues.

New Child Development Center will be open by September 2005.

Regional Area Health Center is under construction.

Velinda Reyes is the new EAC representative.

InterFase, an application that allows work studies to search for employment on line and employers to search for applicants, is in the process of being implemented.

U. T. System

Scott Kelly replaces Kerry Kennedy

New Regent – Bob Rowling

July 16 th Board recommended Deloitte & Touche for the System wide audit The first aspect of the audit will begin in the next several months with a review of the AFR Process at the components. The actual will take place in the Fall of 2005 with the final report issued in FY 06.

LAR requests are due to System on August 9 th. Budget request is \$8.5 million. The new Vice Chancellor of Research may be announced in the August board meeting.

The Chancellor's Health Fellows have been named: UTMB (Research)– Alan Brazier; MD Anderson (Patient Safety) – Sherry Martin; and HSC Houston (Medical Education)– Maximilian Buja.

Research dollars have surpassed the \$1 billion mark. There is to be an event marking the milestone.

U. T. Dallas

4 new PHD programs approved

1 new Masters program approved

Construction of 1 new building under way, 3 others have been approved

Designated tuition and incidental fees waived for employees

Earned \$600 in recycle of ink jet cartridges

\$6,000 in scholarship fund

Search for new President under way

Ex-officio member of staff council is from HR

U. T. Permian Basin

Wellness Program is successful.

Apartments still under construction.

New Interim Dean

U. T. MD Anderson

Paid time off policy hotly reviewed

Construction of new buildings continues.

Joint Commission

New reps selected

U. T. Arlington

Construction of new buildings continues.

Automating HR processes.

July 12 th student employment processes will be automated.

New President – James Spaniolo

The old planetarium will be used as a training faciliCty.

\$30,000 endowment for 6 staff scholarships for fall and spring.

U. T. Austin

Developing a new ad campaign.

Commission 125 continues to make recommendations.

Construction of new buildings continues.

New grievance policy will take effect in September 04.

Starting a new parking program – buy a debit card which can be used in the parking garages for less than the usual amount.

Library set a goal of being the preeminent publicly funded library in the nation.

UTMB

New research building under construction.

The Galveston Trolley will go to the middle of campus.

In the middle of a \$250 million fund raising campaign

One of the top 20 institutions in research funding.

New Dean – Valerie Parizi

Received a \$3.75 million grant for the geriatric floor of the hospital

Just finished diversity week – Common Thread – Made a quilt.

U. T. Health Science Center – Houston

Medical school reaccredited for the maximum possible number of years.

Construction of new buildings continues.

HR sits on the Advisory Council

Classified staff council holds a day long workshop where scholarships are awarded for employees and children of staff.

Discussion of agenda topics October 21-22, 2004 meeting, review of alternate location and future plans – Shirley Zwinggi

Next meeting October 21-22, 2004 – Austin

Dates of March meeting undecided Location choice between U. T. P. A and UTHSC-Houston.

Agenda topics for the next meeting can be sent to Sandee Goertzen, Chair.

Dan Stewart presented the outgoing Chair with a plaque and thanked everyone for their diligent efforts on the EAC. The gavel was handed over to Sandee Goertzen who will serve as the new Chair for the 2004 – 2005 fiscal year.

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