

EMPLOYEE ADVISORY COUNCIL
MINUTES – July 21-22, 2005
University of Texas System – Austin, Texas

In Attendance:

Diane Barrera, Claudette Clay, Janet Cole, Corliss Denman, Sandy Durr, Sandee Goertzen, William Hinton, Diana Hottle, Melanie Loving, David Maldonado, Wendy Minix, Jana Pankratz, Rick Peterson, Pamela Pipes, Arturo Ramos, Randolph Scott, Suzanne Sifuentes, Michael Swindle, Ann Tate, Eduardo “Pep” Valdes, Janis Walkup, Erin Waneck, Lydia Washington, Venetta Williams, Ehren Wixson, Glen Worley.

Absent:

Mary Avita, Beth Condry, Olga Garcia, Barbara Graham, Paula Holton, Daniel Kiley, Julio Ledezma, Velinda Reyes, Irene Salazar, Ann Bottenfield Seago, Bridgette Tolson,

Others in Attendance:

Kathy Mayes, Executive Associate, Employee Services; Dan Stewart, Assistant Vice Chancellor for Employee Services;

Thursday, July 21

Call to Order – Sandee Goertzen

Meeting was called to order at 10:05 a.m.

Welcome Comments – Sandee Goertzen

Chairman Goertzen welcomed everyone and reported that the Executive Committee was currently working on the report to the Board of Regents to be presented at the November Board Meeting. The suggested recommendations at this time are diversity, advisory councils for all institutions, and the best practices document. The current officers would make the presentation and the new incoming officers would attend.

Report from Dan Stewart

Mr. Stewart thanked UT- PanAmerican for hosting the last meeting of the EAC. He summarized his role with the EAC and recommended that we embrace the issue of diversity. To begin to think about ways in which we could work with the Student, Faculty and Staff Campus Life Committee, to explore the issues we have in common with the Faculty Advisory Council (FAC) and the Student Advisory Council (SAC). He would like for this Council to look at ways that we could promote the issue of diversity with both FAC and SAC. Mr. Stewart stressed that the definition in this case, was more than about numbers, it was also an issue of culture, inclusiveness, and who and what we are. It was further suggested that perhaps we could champion an initiative that we could undertake as a group to promote a better understanding of who we are.

Faculty Advisory Council

Dr. Barry Norling, from UT Health Science Center-San Antonio and Chair of the FAC, gave a PowerPoint presentation covering the background and an overview of the FAC.

He stated that the FAC has already begun having discussions on diversity issues. Dr. Norling indicated that the FAC would be interested in working together with the EAC on these and other issues.

UTMB's Staff Support Conference

Mr. Doug Stark, Director of Organization Development, Training and Recognition at UTMB and Ms. Melanie Loving, Administrative Manager for the Office of Educational Development, and Vendor Coordinator for the Staff Support Conferences gave a joint presentation on the very successful Office and Administrative Staff Conferences that UTMB has been conducting for 15 years. They gave the history of how this idea began and reported on the most recent conference that was held this past March 7 & 8.

Break for Lunch

Reconvene at 1:00 p.m.

- Vice Chairman Pep Valdes reported on the condition of the EAC budget. As of June 2005, the balance in the EAC travel account was \$14,979; maintenance, operations, and equipment (M, O, &E) account - \$1,335; official occasions account - \$1,606. Pep asked that everyone get their travel reimbursement turned in as soon as possible since we are nearing the end of the budget year.
- Chairman Goertzen asked the Council to consider the diversity issue and it was agreed that it would be taken up by the EAC along with FAC & SAC.
- Agreed that the current Executive Officers would give a rehearsal of the report to the Board of Regents at the next October EAC meeting.
- Discussed possibility of going to three-year terms for the EAC members instead of the current two-year terms. It was suggested that the alternate member could become the member-elect to help with continuity. Some of the questions that were raised were the appointment procedures for members and proxies for alternates.
- Chairman Goertzen thanked Pep Valdes and Ehren Wixson for their hard work on the updated EAC website.
- Move was made to have the Policy Committee make a recommendation on voting privileges for members and alternates.
- Chairman Goertzen announced that the March meeting would be in Houston, hosted by the Health Science Center and asked Kathy Mayes to begin to explore hotel options. The next regular meeting of the EAC will be October 20-21, 2005 in Austin, Texas at UT System Administration.
- It was agreed that the minutes from the EAC meeting in March 2005 would be approved via email.
- Ehren Wixson moved to recommend that the EAC guidelines be changed to require the liaison to approve amendments to the by-laws. See Section J, Article 3. The motion was unanimously passed.

Legislative Brief

Mr. Dan Stewart touched on some of the key legislation that impacts UT. Appropriations increased \$160 million for the academic institutions and \$158 million for the health institutions, an additional \$25 million was appropriated for graduate medical education, and correctional managed care received a \$60 million increase. The bill creating a non-voting student regent was passed; a new Emerging Technology Fund was established; and higher education was relieved of some of their reporting burdens through de-regulation legislation.

On the benefits side, the bill that attempted to define mental illness did not pass. SB 1513 that provides for a joint interim study to look at the feasibility of combining all health plans for higher education under the jurisdiction of Texas Department of Insurance was passed. The joint committee will take their findings and recommendations to the 80th Legislature for possible action. The legislation that would have created health plan savings accounts did not pass, however, the Employee Retirement System was asked to conduct a study on medical savings accounts for its employees for the next biennium.

In Employee Group Insurance news they are adding a 24-hour nurse hotline this year. The premiums for UT employees are anticipated to go up 9.4% this next year, which is well below the national average increase for insurance premiums. They have been able to hold the cost down because of supplementation by UTS. Mr. Stewart also reported that the HMO options are going to be declining and that we may be seeing additional choices for PPOs.

SB 1691 will effect UT & TAMU employee retirement for those hired after 9/1/2003. Employees hired prior to this date are eligible for retirement after age 55 with at least five years of service. Employees hired after this date will have to comply with the Rule of 80 to be eligible for retirement.

Teachers Retirement System continues to have financial strains as a result of the rising cost of health insurance and the increasing numbers of retirees. One of the changes that will be occurring is that TRS will begin to average the highest five years of salary to figure retirement income instead of the highest three years of salary as was used previously. Employee Retirement System is not changing their plan. There have also been some changes effecting retirees who decide to return to work.

2:00 p.m. Adjourned for Committee Breakouts

Friday, July 22

Meeting convened at 8:30

Chairman Goertzen stated that she was asked to clarify what was to be included in the recommendations to the Board. The 1st recommendation will be about diversity and that EAC is an example of the diversity that exists at UT within the staff; the 2nd

recommendation is to be establishment of an employee advisory council at all institutions that do not have one, the cost is minimal and the benefits are significant; and lastly the 3rd recommendation is the permanent placement of the Best Practices document on the EAC website to be maintained by EAC and UTS Office of Human Resources.

Committee Reports:

Benefits Committee

Present: Mary Avita, Corliss Denman, Pamela Pipes, Randolph Scott - Acting Chair, Ann Tate, Janis Walkup

Absent: Paula Holton, Ann Seago

#1) Update on this year's project concerning Mentoring Programs for Staff:

1. the U.T. Arlington pilot program is now inactive
2. The UTHSC-Houston program on mentoring women continues as described in the March 2005 minutes.
3. Corliss Denman indicates that the UT MD Anderson Cancer Center started a staff mentoring program in FY05. Several introductory meetings were held and approximately 80 staff members are currently matched with members of the management team. The program is designed for one year with each participant committed to monthly contact.

#2) The recommendation from last year's Benefits Committee is coming to life in September 2005 with the inauguration of the Wellness Resource Website. The Wellness Website will be linked from the UT System/EGI website. Thus we have a successful implementation of an idea from EAC for the benefit of all UT employees.

#3) The Benefits Committee is now turning to next year. Pamela Pipes reviewed the charge to the Benefits Committee for the EAC members. Then on behalf of the Benefits Committee, she solicited the input from any EAC member about topics that need/should/could be addressed in FY06. She asked that any suggestions could be routed to her and she'd make sure that they got to the Benefits Committee for consideration in FY06.

Communications Committee

Present: David Maldonado, Wendy Minix, Michael Swindle, Pep Valdes, Ehren Wixson - Chair, and Glen Worley

#1) Webpage changes / maintenance

- Add button for History / Introduction
- Add button for Board of Regents Meetings
- Discussed which items to archive
- Discussed need to index documents

- Discussed need to index “Best Practices”
- Change EAC administrator to Kathy Mayes

#2) Speakers for next meeting

- UT Austin diversity person
- Steve Murdoch, UTSA demographer – inclusion

#3) Absences

- Concern for representation per campus. May need to enforce absence policy.

#4) Continuity

- Need EAC members with Dreamweaver experience
- Only 2 members will continue
- Taking communication back to institutions/alternates

Compensation Committee

Present: Claudette Clay, Janet Cole, Sandy Durr, Diane Hottle, Melanie Loving-Chair, Rick Peterson

Absent: Beth Condry, Olga Garcia, Barbara Graham, and Julio Ledesma

The chair reported that the Best Practices documents is now sitting on the EAC website. Thanks to Pep Valdes and Ehren Wixson. We received some additions, corrections and some new practices. The committee decided we need to come up with a form that will make it easy for institutions to submit new items and easy for the web person to add to the document. We are going to create a PDF file that will let you fill in fields with the different elements.

We need to come up with a numbering system that will make it easier to track and more user friendly. When the person submits something it will go to the compensation chair and that person will call the EAC member from that institution and verify the best practice that is being submitted. Once verified and edited, the chair will send on to the web person. We would like to have a counter added to the document.

Thanks to everyone for all the hard work and effort put forth to make this document “live” and on the website.

New topics discussed for the coming year included the Personnel Statements that some of the institutions already have.

Policy Committee

Present: Diana Barrera, Billy Hinton, Jana Pankratz – Chair, Suzanne Sifuentes, Lydia Washington, and Venetta Williams

Absent: Daniel Kiley, and Bridgette Tolson

The Policy Committee was charged with making recommendations to revise the EAC Guidelines to include 3-year terms for members. The group developed these recommendations along with a PowerPoint presentation outlining an implementation plan for achieving 3-year member terms, Attachment 1. The policy committee recommended that the terms for the EAC representatives begin with a staggered approach so that the EAC membership would have a balanced mix of membership terms. The committee further recommended changes to the bylaws as outlined in Attachment 2. *See Attachment 1 & 2*

Motion to make 3-year terms was made and carried unanimously. Motion was made to follow transition recommendations made by Policy Committee. Motion was seconded and approved unanimously. A drawing was held to see which institutions would fall into the Group A, B, or C category (see Attachment 2). A representative from each institution chose for their respective institution. The results were as follows:

| <u>Institution</u> | <u>Group</u> |
|--------------------------|--------------|
| UT Arlington | A |
| UT Austin | B |
| UT Brownsville | B |
| UT Dallas | C |
| UT El Paso | C |
| UT Pan Am | A |
| UT Permian Basin | A |
| UT San Antonio | B |
| UT Tyler | C |
| UT SWMC | C |
| UTMB | A |
| UTHSC-Hou | B |
| UTHSC-SA | B |
| UTMDACC | C |
| UTHC-Tyler | B |
| UT System Administration | A |

Election of Officers

Chairman Goertzen opened the election of officers by first reading the duties of the officers. Two candidates for the position of chair were declared, Velinda Reyes and Glen Worley. Nomination from the floor was made by Michael Swindle for Ann Tate. A brief statement was made by each of the nominees followed by taking of the ballot and counting. The new Chair-elect is Ann Tate from UT Southwestern Medical Center.

Candidates for Vice-Chair were Bill Hinton, Jana Pankratz and Glen Worley. The results of the ballot declared Bill Hinton from UT Health Science Center at Houston the new Vice-Chair.

Nominations for Secretary were: Jana Pankratz, Lydia Washington, Sandee Goertzen and Melanie Loving. Pankratz and Loving declined the nomination. The new Secretary is Sandra Goertzen from UT Dallas.

For Historian position, Melanie Loving and David Maldonado were nominated. Melanie Loving from UT Medical Branch was elected as the new Historian.

Component Roundtable

UT Austin – There is a new chair of the Staff Council. Dr. Faulkner is stepping down as President of the university. A member of the Staff Council will be serving on the Presidential search committee.

UT El Paso – Reported on “Splash & Spark” an employee picnic to show appreciation and an Employee Health Fair

UTMB – Family Campaign was held, modeled after a political campaign fundraiser. Health & Wellness Initiative includes various activities including Fitness Fridays and Sneaker Shuffle.

UTHSC-H – The University Classified Staff Council (UCSC) completed two of its most important initiatives in the late spring. Over 300 classified employees attended the 10th Annual Classified Workshop on May 20th. “Going for the Goal” was the theme where one hour classes were presented on topics ranging from financial planning to how to handle stress. UT Houston’s chief operating officer opened the Workshop by being interviewed in a talk show format and then taking questions from attendees. The USCS also completed its scholarship fundraising campaign which culminated in the presentation of five \$1,000 scholarships to deserving children of classified staff at the workshop.

UTHSC-H Administration began a “Workplace of Choice” initiative by establishing a Steering Team and giving it the tasks of identifying inherent challenges in the culture, and the future development of strategies to deal with the challenges.

UT Pan American – A Town House Meeting was held. A new chair of the Staff Council has been elected.

UT San Antonio – Currently updating their bylaws and website. Recently held nominations.

UTHSC-San Antonio – Staff Advisory Council update: recently solicited self-nominations to serve and of the 157 total nominations. Preparing ballot with 8 work units. VP/Deans responsibility to divide employees into work units to represent approximately 150 employees. Making the Council total 22 representatives. Aim is to hold elections the first week of August.

UT Tyler – University Staff Advisory Council decided to go to 3-yr terms and adding a Vice Chair. Changing job coding. VP for Business Affairs recently resigned. Considering adding childcare for infants.

UT SWMC – Looking at adding a Staff Council

UT Dallas – Have a new president and undergoing many changes. Have held a scholarship fundraiser by doing toner recycling.

The next meeting of the EAC will be in Austin October 20 & 21. Dan Stewart passed out certificates of appreciation to all the members for this years past service to the EAC.

Chairman Goertzen expressed her appreciation to the Council for allowing her to serve as Chair this past year. She also thanked her fellow executive committee members and the Committee chairs for their support and assistance. A special thanks and appreciation was also extended to Mr. Dan Stewart for his loyal dedication to this Council as liaison and Ms. Kathy Mayes for her tireless support and work for the Council in preparing the materials and setting up the meetings, etc.

There being no further business, the meeting adjourned at 11:00 am.

Respectfully Submitted

Janet Cole

ORGANIZATIONAL GUIDELINES
The University of Texas System Employee Advisory Council

Adopted March 25, 2004

Article I: Identification

Section A: Name and Nature.

The name of this organization is The University of Texas System Employee Advisory Council (hereinafter "EAC"). It is created pursuant to the Rules and Regulations of the Board of Regents of The University of Texas System (hereinafter "U. T. System"). It is advisory in nature and intended to be representative of staff of the component institutions of U. T. System and System Administration.

Section B: Purpose and Function.

Members of the staff of U. T. System make a vital contribution toward the fulfillment of the mission of U. T. System. The U. T. System Board of Regents established the EAC in August 2000 to provide a vehicle for communication and to facilitate the flow of ideas and information between staff, the Board of Regents, the component institutions and Executive Officers of U. T. System Administration. The EAC functions to define, analyze, and make recommendations on employee issues to the appropriate body.

Section C: Definition of Staff.

For the purposes of these Organizational Guidelines (hereinafter "guidelines") "staff" shall be defined as all full-time, part-time, non-faculty, benefits eligible employees who are in good standing and have been employed with U. T. System for at least one full year.

Article II: Membership

Section A: Eligibility.

All U. T. System staff, as defined in Article I, Section C, shall be eligible for election or appointment to the EAC.

Section B: Election/Appointment.

Each U. T. System component institution and System Administration (hereinafter "institutions") will select two representatives and one alternate to the EAC. The means for selecting the representatives and alternate will be established by each institution. Selection of new representatives shall be completed no later than July 31 of each fiscal year. The names of the representatives must be certified by the respective institution's president and forwarded to the Chancellor. In selecting the representatives, the institutions shall strive to maintain continuity of membership and to assure broad staff input.

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Section C: Terms of Office.

The institution representatives and alternates serve as members of the EAC for ~~two~~ three-year terms. The alternate may attend meetings in the event that one of the representatives is unable to do so. Representatives and alternates are permitted to serve their full terms on the EAC so long as they remain employees of their respective institutions. The term of membership coincides with U. T. System fiscal year - September 1 to August 31. New representatives and alternates will begin service with the first meeting of the academic year.

Section D: Vacancies.

If a representative resigns during the term of membership, the alternate becomes the voting member of the EAC and a new alternate must be selected. If an alternate resigns, a new alternate must be selected. Any new alternate must be selected within 30 days of the resignation creating the vacancy. The President of the institution will notify the Chancellor of the changes.

Section E: Failure to Attend Meetings.

Any member who misses two consecutive regularly scheduled council meetings will be contacted by the EAC Executive Committee to discuss the member's willingness to continue to serve on the council. Additional absences will be reported to the individual at the institution responsible for appointing EAC representatives.

Section F: Duties.

The duties of a representative are:

1. To attend all meetings.
2. If unable to attend, a representative must provide an alternate with adequate notice to enable the alternate to attend in the representative's place.
3. To solicit and communicate to staff concerns at the representative's respective institution.
4. To vote on motions made in EAC meetings.
5. To promptly communicate the issues discussed and actions taken at every EAC meeting to all staff at the representative's institution component representative's. This information must be conveyed through appropriate means such as meetings, newspapers, or newsletters.
6. To keep the institution's alternate informed of EAC actions and issues.

Section G: Members.

For purposes of these guidelines, "members" shall mean all representatives who are attending a meeting of the EAC or a committee and all alternates attending a meeting in place of a representative.

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Article III: Organization

Section A: Mode of Operation

1. The EAC will conduct its business through committees, in which issues shall be deliberated and recommendations developed. Committees include the Executive Committee and the Standing Committees. Ad hoc committees may also be appointed as needed.
2. Each committee will adopt rules of proceeding providing for the manner of calling committee meetings, quorum requirements and the methods of conducting meetings as well as other procedures as required. Each committee shall keep regular minutes of its proceedings and shall report to the Executive Committee and the EAC when required.
3. Roberts' Rules of Order shall serve as the standard of conduct of EAC meetings on matters not covered by the EAC Organizational Guidelines.

Section B: U. T. System Liaison

1. The Vice Chancellor for Administration or his or her designee shall serve as the U. T. System Liaison to the EAC.
2. Once a designee has been appointed, that individual shall remain the U. T. System Liaison to the EAC until the designation is rescinded by the Vice Chancellor for Administration or another individual is designated as the U. T. System Liaison by the Vice Chancellor for Administration.
3. In addition to any other duty imposed elsewhere by these guidelines, the U. T. System Liaison shall be responsible for presenting the recommendations and requests of the EAC to the appropriate body or individual for a response in accordance with these guidelines and for all responses and requests back to the EAC. The U. T. System Liaison may also advise the EAC on System policies and issues that may have an impact on an issue under consideration by the EAC. The U. T. System Liaison has oversight over the EAC budget.

Section C: Executive Committee

1. The Executive Committee is composed of the EAC Chair, Vice-Chair, Secretary, and Historian (collectively referred to as "officers"), as well as the chairs of each of the standing committees.
2. The Executive Committee sets the agenda for EAC meetings, recommends changes in the EAC Organizational Guidelines or procedures, as needed, and provides overall and general guidance and direction for the EAC.
3. The Executive Committee serves as an informational resource and sounding board for the Chancellor on issues of importance to U. T. System employees.
4. The Chair or Executive Committee may meet with the Chancellor to discuss issues of importance or concern.

Section D: Standing Committees

1. Benefits Committee. The Benefits Committee deliberates issues and makes recommendations related to benefits and well being of staff of the institutions including: (1) improvement of employee group insurance; (2) establishment of wellness programs; and, (3) enhancements of retirement programs, education, and training benefits, and other programs of benefit to the staff of the institutions.

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2. Compensation Committee. The Compensation Committee deliberates issues and makes recommendations related to compensation levels, recruitment, retention, and support of the non-teaching staff, including: (1) policies on employee salaries, the basis for merit salary increases, and equity among U. T. System component institutions and System Administration and with other universities; (2) issues involving recruitment and retention of a well-qualified staff capable of completing the mission of the U. T. System; and, (3) issues involving the proper classification of U. T. System employees.
3. Policy Committee. The Policy Committee collects data from U. T. System and each U. T. System component institution concerning the implementation and impact of policies that affect staff.
4. Communications Committee. The Communications Committee maintains the Web page of the EAC and collects and disseminates information about the work of the EAC.
5. Each EAC Standing Committee is charged as follows:
 - a. To identify U. T. System staff-related issues or concerns appropriate to the subject matter of the Standing Committee.
 - b. To respond to issues at the request of the EAC Executive Committee or Chair.
 - c. To conduct fact-finding, background exploration, analysis, and deliberation on issues and to develop recommendations and/or action plans for review by the EAC.

Section E: Standing Committee Assignments.

Each representative shall provide to the EAC Chair preferences for Standing Committee membership. The EAC Chair shall determine final Standing Committee memberships with consideration given to the respective experience of the representatives. For each academic year, the newly elected EAC Chair shall appoint members to the Standing Committees no later than September 30 of that academic year. Members of each Standing Committee will choose a Chair and a Vice-Chair to lead the committee for a one-year renewable term. Each representative shall serve on a Standing Committee, but no representative may serve on more than one Standing Committee. EAC officers, may, but are not required to, select a Standing Committee on which to serve. Such participation shall be as a member only. Only one EAC officer may serve on each Standing Committee.

Section F: Ad Hoc Committees.

Ad hoc committees may be appointed to assist the EAC with its work. Ad hoc committees may include institution officers or employees who are not EAC representatives. Ad hoc committee organization and constituency should be determined by the nature of the task. The following guidelines should be observed:

1. The Executive Committee must approve the creation of an ad hoc committee.
2. The EAC Chair makes appointments of EAC representatives to ad hoc committees. Non-EAC representatives may be appointed only upon approval of the Executive Committee.
3. At least one member of an ad hoc committee must be a current EAC representative. The chair of the ad hoc committee shall be a current EAC representative.
4. Ad hoc committees must submit written reports to the EAC at least annually for the duration of their existence
5. The Executive Committee should no less than annually review the operation and effectiveness of the EAC's ad hoc committees and consider alternatives for drawing on outside expertise.
6. All expenditures to support the activities of the ad hoc committees must be approved by the U. T. System Administrative Liaison.

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Section G: Meetings.

1. The EAC meets in regular session three times each year on two consecutive weekdays. The exact times and location are to be determined jointly by the EAC Chair with approval of the Executive Committee and the U. T. System Liaison.
2. Special meetings of the EAC may be called at any time, with the prior approval of the U. T. System Liaison, by the Chair or by the Executive Committee pursuant to a resolution adopted by a majority of the members of the Executive Committee. Any such call must specify the matter(s) to be acted on at the special meeting and only such matter(s) may be acted on at the special meeting.
3. Notice of EAC meetings shall be sent to the membership by mail or email to each representative at least 30 days before each meeting. The notice shall state the time, place and location of and the agenda for the meeting. A quorum must be present for a meeting of the EAC to convene and conduct business.
4. EAC meetings are open to visitors unless a two-thirds (2/3) majority of the representatives or their alternates present vote to close the meeting or a portion of the meeting.

Section H: Quorum.

For purposes of these guidelines, a quorum exists if the number of members present exceeds one half of the total number of representatives eligible to serve on the EAC.

Section I: Voting.

1. Each EAC representative or alternate attending for an absent representative, is permitted to cast one vote on each motion, amendment, ballot, or other question raised for consideration. **Members may vote via other means (e.g. telephone or internet) if deemed appropriate by the Executive Committee.**
2. Officers may vote, except that the Chair may vote at an EAC meeting only in case of a tie vote on a motion, amendment or ballot.
3. Unless otherwise specified in these guidelines, a simple majority of the votes cast shall carry a vote.

Section J: Organizational Guideline Amendments

1. Proposed amendments to the guidelines should be provided to the membership in writing, which includes email, at least thirty (30) days before the EAC meeting at which the vote on the amendments are to be taken. In cases where at least thirty (30) days advance written notice is given, a two-thirds (2/3) majority vote of the members present is required for passage of the amendment(s).
2. Proposed amendments to the guidelines also may be adopted, with less than thirty (30) days advance written notice the membership, by a three-fourths (3/4) majority vote of the members present.
3. ~~Any amendment to the guidelines that is approved by the EAC must be submitted for approval to the U. T. System Liaison. An amendment is effective upon the approval of the U. T. System Liaison.~~ **Amendments are effective upon the date of adoption by the EAC.**

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Section K: EAC Recommendations.

Recommendations to U. T. System Administration and to the Board of Regents must include the following:

1. A clear definition of the issue that is the subject of the recommendation.
2. Proposed actions for the resolution of the issue. The tone and substance of the recommendations should be in keeping with the purpose of the council as defined in Article I, Section B of these Guidelines.
3. All recommendations must be submitted in writing and have majority approval of the EAC.

Section L: Records.

All EAC historical records will be maintained on the U. T. System document repository.

Article IV: Officers

Section A: Titles. Officers of the EAC include the Chair, Vice-Chair, Secretary, and Historian.

Section B: Nominations

1. The Executive Committee serves as a Nominations Committee to develop a slate of candidates for the position of Chair.
2. Only representatives to the EAC may run for the position of Chair of the EAC.
3. Eligible representatives who wish to seek the office of Chair, or who wish to nominate another representative for Chair, should so notify the Nominations Committee at least thirty days before the EAC meeting in which the election is to be held.
4. The Nominating Committee should notify the membership of the candidates for the position of the EAC Chair and provide their biographical information, interests, and qualifications before the EAC meeting in which the election is to be held.
5. Nominations for Vice-Chair, Secretary, and Historian are made from the floor.

Section C: Elections

1. Officers are to be elected for one-year terms at elections held at the last regular meeting of the academic year. Each officer shall serve until his or her successor is elected. Officers are permitted to serve their full terms of office on the condition that they remain active employees of their respective institutions.
2. At any EAC meeting at which an election for the position of Chair is held, each announced candidate for the position of Chair shall have the opportunity to address the membership in open meeting to present his or her qualifications for the position.
3. Nominations for the position of Chair may also be made from the floor by any member of the EAC, and each nominee candidate so nominated shall have the opportunity to address the membership in open meeting to present his or her qualifications for the position.
4. Once the Chair has declared the nominations closed, the election for Chair is conducted by secret ballot. The Nominations Committee members and the U. T. System Administrative Liaison tally the ballots, and the Chair announces the results. A simple majority of the votes of the members present and voting is required to elect the Chair.
5. If no candidate receives a simple majority of votes in the first round of balloting, a run-off election shall be held among the smallest number of candidates who cumulatively received a simple majority of the total votes. Balloting will continue in this manner until one candidate receives a simple majority of the total votes cast.
6. Procedures for balloting for the election of Vice-Chair, Secretary, and Historian are the same as those for balloting for the election of Chair.

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7. The incoming Chair, Vice-Chair, Secretary and Historian assume their offices at the conclusion of the meeting at which they are elected.

Section D: Duties of Officers

1. The duties of the Chair include convening and conducting EAC meetings and meetings of the EAC Executive Committee; enforcing the EAC Organizational Guidelines and established operational procedures; communicating with the Chancellor, Board of Regents, and the U. T. System Administrative Liaison; annually appearing before the Board of Regents to report on the activities of the EAC; and, receiving and communicating to the EAC membership nominations for the office.
2. The Vice-Chair serves in the absence of the Chair and replaces the Chair in the case of the Chair's resignation. The Vice-Chair serves as parliamentarian for EAC meetings and monitors the EAC budget.
3. The Secretary gives notice of all EAC and Executive Committee meetings and takes, prepares, and distributes minutes of the EAC meetings and Executive Committee meetings. The Secretary collects, receives, and maintains at a central location, minutes of EAC meetings, minutes of committee meetings, and annual reports; serves as Secretary for the Executive Committee; and keeps minutes of the Executive Committee's meetings.
4. The Historian keeps accurate records of the history of the EAC by: a) cataloging all issues, past and present, that come before the EAC as a whole, or in committee, and b) being available to brief committees on issues that have come before the EAC in the past.

Section E: Removal of Officers. An officer may be removed by a two-thirds vote of the EAC in a regular or special meeting. An officer who is removed will be permitted to continue as an EAC member for the remainder of his or her term.

Section F: Vacancies. Should the Chair resign or become unable to serve due to termination of employment, removal, death or other cause, the Vice Chair assumes the responsibilities and title of Chair for the remainder of the unexpired term. Should the Vice-Chair, the Secretary, or the Historian resign or become unable to serve due to termination of employment, removal, death, or other cause, a special election will be held at the next EAC meeting to fill the vacancy, with nominations being accepted from the floor. Elections shall proceed as set forth above in Section C of this Article. No officer may be elected to serve more than two consecutive one-year terms.

Revisions

Guideline revisions were proposed, voted and approved by the required 3/4 majority vote of the Employee Advisory Council on March 25, 2004. **Additional guideline revisions were proposed, voted and approved by the required 3/4 majority vote of the Employee Advisory Council on July 28, 2005.**

Straight Three Year Terms – No Staggered Start

| Fiscal Year of Committee | Current Rep. Term Expiration | Replacement Rep. Term Length | Next Term Expiration |
|--------------------------|------------------------------|------------------------------|----------------------|
| FY 05-06 | 2005 | 3 year term | 2008 |
| | 2006 | 3 year term | 2009 |
| NO NEW MEMBERS THIS YEAR | | | 2010 |
| FY 06-07 | 2008 | 3 year term | 2011 |
| | 2009 | 3 year term | 2012 |
| NO NEW MEMBERS THIS YEAR | | | 2013 |
| FY 07-08 | 2011 | 3 year term | 2014 |
| | 2012 | 3 year term | 2015 |

Straight Three Year Terms – No Staggered Start

| Fiscal Year of Committee | Current Rep. Term Expiration | Replacement Rep. Term Length | Next Term Expiration |
|--------------------------|------------------------------|------------------------------|----------------------|
| FY 05-06 | 2005 | 3 year term | 2008 |
| | 2006 | 3 year term | 2009 |
| | 2007 | 3 year term | 2010 |
| | 2008 | 3 year term | 2011 |
| | 2009 | 3 year term | 2012 |
| | 2010 | 3 year term | 2013 |
| | 2011 | 3 year term | 2014 |
| | 2012 | 3 year term | 2015 |

| | | |
|-----------------------|-----------------|---------|
| 1 st Years | LISTEN (rookie) | 16 reps |
| 2 nd Years | PERFORM | 16 reps |
| 3 rd Years | EXCEL | 0 reps |

Straight Three Year Terms – No Staggered Start

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| FY 05-06 | 2005 | 3 year term | 2008 |
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| | | | |
| 1 st Years | LISTEN (rookie) | 0 reps | |
| 2 nd Years | PERFORM | 16 reps | |
| 3 rd Years | EXCEL | 16 reps | |
| | | | |
| | 2012 | 3 year term | 2015 |

Three Year Terms – Staggered Start

| Institution Group Assignment | Current Rep. Term Expiration | Replacement Rep. Term Length | Next Term Expiration |
|------------------------------|------------------------------|------------------------------|----------------------|
| Group A | 2005 | 3 year term | 2008 |
| | 2006 | 3 year term | 2009 |
| | | | |
| Group B | 2005 | 2 year term | 2007 |
| | 2006 | 3 year term | 2009 |
| | | | |
| Group C | 2005 | 3 year term | 2008 |
| | 2006 | Extend 1 year | 2007 |

Three Year Terms – Staggered Start

| Institution Group Assignment | Current Rep. Term Expiration | Replacement Rep. Term Length | Next Term Expiration | | | | | | | | | |
|--|------------------------------|------------------------------|----------------------|-----------------------|-----------------|---------|-----------------------|---------|---------|-----------------------|-------|---------|
| Group A | 2005 | 3 year term | 2008 | | | | | | | | | |
| <table border="1" style="background-color: #e0f2f1; width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">1st Years</td> <td style="text-align: center;">LISTEN (rookie)</td> <td style="text-align: center;">11 reps</td> </tr> <tr> <td style="text-align: center;">2nd Years</td> <td style="text-align: center;">PERFORM</td> <td style="text-align: center;">10 reps</td> </tr> <tr> <td style="text-align: center;">3rd Years</td> <td style="text-align: center;">EXCEL</td> <td style="text-align: center;">11 reps</td> </tr> </tbody> </table> | | | | 1 st Years | LISTEN (rookie) | 11 reps | 2 nd Years | PERFORM | 10 reps | 3 rd Years | EXCEL | 11 reps |
| 1 st Years | LISTEN (rookie) | 11 reps | | | | | | | | | | |
| 2 nd Years | PERFORM | 10 reps | | | | | | | | | | |
| 3 rd Years | EXCEL | 11 reps | | | | | | | | | | |
| Group C | 2005 | 3 year term | 2008 | | | | | | | | | |
| | 2006 | Extend 1 year | 2007 | | | | | | | | | |