Employee Advisory Council

Meeting Minutes

October 23-24, 2014

Thursday, October 23, 2014
The University of Texas System Administration
Ashbel Smith Hall
201 W. 7th Street, Rm 208
Austin, Texas 78701

PRESENT: Philip Abraham, Paula Austell, Ryan Baldwin, Christine Bunce, Misty Butler, Forrest Cain, Julie Cantini, Dennie Clemons, Kimberly Coleman, Tara Cooper *(for Paula Austin),* Karla Crabtree, Sonia Del Angel, Joseph Gregory, Sasha Grissom, William Harris, Mary Ann Hellinghausen, Tim Herrick, Kelli Ivy, Sonya Meinert *(for Jessi Reel)*, Arizvé Ochoa-Retana *(for Karla Iscapa)*, Rochelle Pena, Shannon Rios, Louie Rodriguez, Liana Ryan, Tania Secrest, Sally Thompson, Raquel Vasquez, Venetta Williams, Lorraine Wright, Bobby Yanez

ABSENT: Paula Austin, Jennifer Cerecero, Will Choyce, Karla Iscapa, Jessi Reel

GUESTS: Sarah Pekar, Dan Stewart

I.   Call to Order

- Meeting was called to order by Chair, Kimberly Coleman at 8:23 a.m.

- **Welcome from Kimberly Coleman and Dan Stewart**
    - o All officers and System Administration liaisons introduced themselves and provided an overview of their roles on the Council.
    - o Kimberly gave a short presentation on the history and role of the EAC as part of the UT System as well as representatives' roles in communicating the work of the EAC to their individual campuses.
    - o Dan reviewed his role in addition to a brief overview of the history/purpose of the EAC.

- **Travel Overview and EAC Website – Sarah Pekar**
    - o Sarah provided an overview of state rules for travel, which are included in the new Travel Reimbursement Procedures document available on the EAC website, including a demonstration of how mileage should be calculated using MapQuest.
    - o The EAC website has been updated recently, however, Sarah would like feedback on the formatting and content. She is the administrator for the site but would like information from the EAC membership on preferred content, design, etc.
    - o Dan noted that any presentations/reports done by the EAC for the Board of Regents should be short, succinct and to the point. Any additional documentation referenced should be available on a website and direct links to documents provided in reports. Committees should ensure that referenced web documents are uploaded and correct.

	II.	Introduction of EAC Officers and Representatives

- Each Council member introduced themselves and gave a short overview of their role at their home institution and their goals for being on this system-wide Council.

	III.	Approval of July 2014 Minutes

- Rochelle Pena presented a motion to approve the July 2014 meeting minutes as written. Venetta Williams seconded the motion. All were in favor and the motion passed unanimously.

- Note about EAC Standards of Conduct – there was a recommendation at the July 2014 meeting that the tense be changed to third person and that revision has not yet been made; the revision will be made and a new version will be distributed to the EAC membership.

	IV.	Subcommittee Formation for FY 2015

- **Guided discussion to determine subcommittee topics**
  - 10 topic proposals were received prior to the meeting. A hard copy listing of these topics was distributed to all EAC members. Six (6) additional topics were proposed during the meeting, for a total of 16 topics to consider for committee.

1. Staff Morale/Support Issues – UT San Antonio
2. Health & The Workplace – UT San Antonio
   - Dan Stewart made a suggestion that this topic be expanded to include a protocol for appropriate steps to take for anyone (i.e. faculty, staff, students) coming to the workplace in a given condition.
3. Better communication between campuses (staff); affirming our Code of Conduct; Retaining top employees; Implementing the "5 C's" – communication, change and leadership, collaboration, customer service, creativity – UT San Antonio
4. Workplace Bullying/Harassment – UT Dallas
   - Dan noted that the EAC could recommend that individual campus administrators conduct and be required to react to issues that arise through an assessment. An alternative, more direct solution would be for the EAC to present this issue to all System HR directors at their biannual meeting in Austin to assess, at the HR level, what is currently being done on each of the campuses.
   - Dennie Clemons noted that this type of review/assessment could potentially be done in collaboration with the System-level faculty and student advisory bodies.
5. Career Ladders – UTHSC Houston
   - This issue was brought forward based on results from Employee Satisfaction Survey results and is something that has been recurring over several years.
6. Mentoring – UTHSC Houston
   - Could be focused on certain groups within campuses, across the board, or in other ways; proposal was intentionally broad.
7. UT System Management Certification – UTHSC Houston

- o Stemmed from work done by the 2013-2014 Management Development subcommittee of the EAC after discussions with managers at local campuses. It was proposed that a management certification program be created/implemented, which would be recognized system-wide, i.e. when employees are seeking promotion or are moving from campus to campus there is a consistent way to recognize their knowledge, skills and abilities as a manager.
8. Define Classified Staff – UTHSC Houston
   - o The institution does not currently have any official definition for classified staff. There is only clear definition for what classified staff are not.
9. Director/Alumni/Parent Relations – UTMB Galveston
   - o This item could potentially be paired with the (1) Staff Morale/Support Issues item. Evaluations across the campuses are not consistent and this has been a growing issue; it was noted that some campuses are considering using the evaluation tool in PeopleSoft rather than other homegrown or privately developed systems.
   - o Discussion was held regarding pay for performance and/or evaluation systems that are not effective and, therefore, lead to inaccurate evaluations and lack of accountability. It was noted that much of this can be tied back to training of supervisors/managers and could possibly tie back to the proposed (7) UT System Management Certification.
10. Catastrophic Sick Leave Pool – UT Southwestern Medical Center
    - o Dan will address this further at Friday (Oct. 24) meeting.
11. Across the Board State Cost of Living Increases – UT Brownsville
    - o It was noted that the State of Texas has an appropriation each biennium that spells out what percentage of increase state employees will receive in each year of the biennium. For higher education this appropriation is handled differently than other state entities; institutions are to handle this on an individual basis and are to conduct compensation studies based on market in regional locale. This creates confusion in distinguishing between merit and cost of living increases; the two get intertwined. The issue, then, is – how is compensation being handled at the budget level within an institution - which is an institution by institution issue.
    - o This could be examined as a review of compensation studies across campuses and the variance in them; this issue could also potentially be paired with the proposed (7) UT System Management Certification.
12. Insurance Premiums for Families – UT Brownsville
    - o Dan will address this further at Friday (Oct. 24) meeting.
13. Investment in Staff Development to Prepare Leaders – UT Permian Basin
    - o Proposed that the EAC recommend the creation of a "UT System Staff Development Academy" that potentially includes training, mentorship, etc. It was noted that the EAC follow what comes of the report from 2013-2014 to the Board of Regents on Nov. 6 to see how to proceed with this issue as it is related to previous committee work.
14. Telecommuting – UT El Paso
15. Tuition for Spouses and Dependents – UT El Paso
    - o This has been examined before. Dan will address this further at Friday (Oct. 24) meeting.

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16. Wellness Initiative – UT Pan American
    o Proposed that a recommendation be made for each institution to implement a policy on wellness as per related state statute.

- **After discussion, original 16 proposed topics were narrowed to a list of six (6) potential topics, as follows:**
    o A – Evaluation procedures (based on proposal #9)
    o B – Communications between campuses (based on proposal #3)
    o C – Management/Supervisor Development (based on proposals #4 and #7)
    o D – Classified Staff Career Development (based on proposals #5, #6, and #13)
    o E – Employee Wellness Policy (based on proposal #16)
    o F – Historical Analysis of Past EAC Work and Assessment of Impact/Implementation (based on (1) proposal #1 as means to improve morale and (2) consideration of EAC officers as project for historian)

- **The following proposed topics were determined to be local issues:**
    o #2 – Health and The Workplace
    o #8 – Definition for Classified Staff
    o #14 – Telecommuting

- **The following proposed topics were tabled for further discussion/direction from Dan Stewart at the Friday (10/24) meeting of the EAC:**
    o #10 – Catastrophic Sick Leave Pool
    o #11 – Across the Board State Cost of Living Increases
    o #12 – Insurance Premiums for Families
    o #15 – Tuition for Spouses and Dependents

V.   Team Building Activity

- Time did not allow for this activity.

VI.   UT System Background and OneUTSystem

- Sarah Pekar presented information on the background of UT System Administration and the new OneUTSystem project in addition to providing a handout with UT System Fast Facts.

VII.   Subcommittee Assignments

- Committee members were asked to rank their top four (4) topic choices from the list of six (6) in order of preference for which committee they would like to be a part of. The officers then used rankings to (1) narrow list of six potential committees to four, and (2) place members on committees as per preferences. Potential committee topics were narrowed using a weighted scoring, i.e. as first choice a topic was given five points, as second choice a topic was given four points, and so on.

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- **A total of four committees were created and members were assigned as follows:**
    1. Communications between campuses (Topic B)
        - Philip Abraham, Paula Austel, Julie Cantini, Joe Gregory, Sasha Grissom, Louie Rodriguez, Venetta Williams
    2. Management/Supervisor Development (Topic C)
        - Ryan Baldwin, Christine Bunce, Dennie Clemons, Tara Cooper *(for Paula Austin)*, Forrest Cain, William Harris, Arizvé Ochoa-Retana *(for Karla Iscapa)*, Sally Thompson
    3. Classified Staff Career Development (Topic D)
        - Kimberly Coleman, Karla Crabtree, Mary Ann Hellinghausen, Tim Herrick, Kelli Ivy, Sonya Meinert *(for Jessi Reel)*, Rochelle Pena, Raquel Vasquez
    4. Employee Wellness Policy (Topic E)
        - Misty Butler, Sonia Del Angel, Shannon Rios, Liana Ryan, Tania Secrest, Lorraine Wright, Bobby Yanez

VIII.	Subcommittee Breakout Sessions

- Newly assigned subcommittees broke out into individual meetings to determine focus and next steps, name a chair (or chairs), and set recurring meeting schedule.

VIIII. Other

- Announcements for Friday, Oct. 24 meeting –
    - A group photo will be taken during our first break.
    - Breakfast will be provided.

Meeting adjourned at 3:45PM.

Next meeting scheduled for Friday, October 24, 2014

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ABSENT: Paula Austin, Jennifer Cerecero, Will Choyce, Karla Iscapa, Jessi Reel

GUESTS: Sarah Pekar, Dan Stewart

IX.	Call to Order

- Meeting was called to order by Chair, Kimberly Coleman at 8:40 a.m.
- Kimberly welcomed everyone and provided a brief review of what had been completed at meeting on Thursday, Oct. 23.

X.	Subcommittee Status Reports

- Kimberly asked that each subcommittee chair provide a brief update to the full Council.

  o **Communications between campuses (Topic B)**
    - Committee Name: One System One Voice
    - Chair: Venetta Williams, Co-Chair: Julie Cantini
    - Secretary: Louie Rodriguez (alternate: Sasha Grissom)
    - Executive committee liaison: Philip Abraham
    - Other members: Paula Austel, Joseph Gregory
    - Focus: To encourage EAC membership and institutions as a whole to think and act globally rather than locally. They will be collecting data for Sarah to help globalize the EAC website. They discussed the possibility of expanding the Standard of Conduct created in 2013-2014 to also be a Commitment document that each EAC member can sign. This document could potentially be taken back to individual staff councils as well so that they are aware of what their EAC members have committed to, what their role is, etc.
    - Discussion:
      - A suggestion was made that a summary report from each EAC meeting be written and provided to EAC members to share with their campuses

to ensure that updates are provided in a uniform way across the System.

- A suggestion was made that the EAC consider creating an onboarding process for new members, allowing them to learn about what their responsibilities are, especially in relation to their new role at their campuses and the responsibility they have in taking information back to their campuses from the EAC. This could be a form of marketing and would also assist those who have appointed or elected EAC representatives to understand what the role of the EAC member is going to be and, in turn, that the person selected has an understanding of and is prepared/able to take on that role before they do so.

- o **Employee Wellness Policy (Topic E)**
    - ▪ Committee Name: Employee Wellness
    - ▪ Chair: Shannon Rios, Co-Chair: Tania Secrest
    - ▪ Executive committee liaison: Liana Ryan
    - ▪ Other members: Misty Butler, Sonia Del Angel, Lorraine Wright, Bobby Yanez
    - ▪ Focus: To create a tangible recommendation to the Board of Regents to consider implementing the state statute on employee health and wellness. The committee has reviewed the state statute in addition to the policy/procedures implemented at UT System Administration, which provides one example of how this can be implemented. The committee will gather data, in communication with Rolando Roman at UT System Administration, to review what wellness programs already exist and where there are gaps/best practices. They will also review what has been collected by EAC committees in the past in addition to trying to gather some data from UT System Administration to analyze whether or not there is a correlation since they implemented their policy/program between employees using sick time/benefits and taking advantage of this program.
    - ▪ Discussion:
        - A suggestion was made that information also potentially be gathered through Blue Cross Blue Shield, who can provide de-identified and aggregated data about employees from individual institutions.
        - Dan Stewart noted that a report is provided to each institution's benefits office regarding what types of health issues general claims costs are expended for, i.e. hypertension, diabetes, various prescription drugs, etc. This data provides the institution with trends so that they could, potentially, design their wellness program around specific issues rather than a broad array of issues. It was noted that some campuses are already using this data to design their wellness programs.

- o **Management/Supervisor Development (Topic C)**
    - ▪ Committee Name: Managing Workplace Dynamics
    - ▪ Chair: Christine Bunce, Co-Chair: William Harris
    - ▪ Executive committee liaison: Ryan Baldwin

- Other members: Dennie Clemons, Paula Austin, Forrest Cain, Karla Iscapa, Sally Thompson
- Focus: To review how bullying/harassment is currently handled across System institutions to see what the state of affairs is and then, from there, make recommendations about best practices and determine what next action steps are in addressing this. The two primary topics that the committee was charged with reviewing were bullying/harassment and a potential management certificate program. The committee discussed how bullying/harassment is related to management and how important it is that managers be trained to address this. It was noted that there are both more obvious and more subtle cases of bullying/harassment. The committee will review recommendations to the Board of Regents from the 2013-2014 EAC committee that worked on best practice recommendations for managerial training and will use that to guide some of their work moving forward. Discussion was also held regarding how it might be possible for employees to be updated on progress made towards investigations/addressing issues that they bring forward; many times the person who has reported is not aware of what is being or has been done, however, this might be helpful for the employee.

- o **Classified Staff Career Development (Topic D)**
  - Committee Name: Career Development
  - Chair: Tim (Hank) Herrick
  - Secretary: Karla Crabtree
  - Executive committee liaison: Kimberly Coleman
  - Other members: Mary Ann Hellinghausen, Kelli Ivy, Rochelle Pena, Jessi Reel, Raquel Vasquez
  - Focus: To continue working on the toolkit that was developed by the 2013-2014 committee of the same name. They plan to develop a new survey that solicits feedback regarding perceived success of leadership training programs on campuses; previous committee gathered data regarding existence of leadership programs but did not review in much detail whether or not these programs were successful. Data gathered will help to direct the committee's work after that point.

- Kimberly thanked each committee for the overviews provided and noted that she is pleased with the planning that has been done to date. She also provided some general guidance to committees, noted below.
  - o Cautioned against too much surveying and asked that all consider using UT System resources as much as possible in lieu of surveys, i.e. Jean Grove in the UT System Administration Office of Employee Services.
  - o Noted that Philip Abraham, as historian, will be working on reviewing some of the past work done by the EAC to see what has already been done in the past and could potentially be used to support new committee work.
  - o Asked that committees work "smart" not just "hard" so that all are able to produce despite our in-person meetings being very spaced out throughout the year.

- Ryan Baldwin provided an overview of the technologies that are available for EAC use through him and Sarah for collaborating/sharing documents, conference calling and surveying.
  - o Ryan will use the current EAC email listing to set up Box, a cloud-based file sharing system, for our use.
  - o It is recommended that committees meet at a regularly occurring date/time on a monthly basis; this information should be shared with Sarah so that she can reserve the conference call line for this purpose.
  - o Surveying can be done through Qualtrics, which all campuses have access to; Ryan is very familiar with this and can provide assistance, if needed.
  - o A discussion was had about surveying campuses. It was noted that, in some cases, it is best for survey questions from multiple projects to be combined in order to reduce the amount of surveying that is done in one year; however, it was also noted that if surveys have very different areas of focus and feedback will need to come from different campus audiences, individual surveys may be more appropriate.

- Other Discussion
  - o A question was asked about whether or not information about 2013-2014 interviews of longest tenured employees has already been posted on the EAC site. Kimberly confirmed that this is on the website and that Sarah should be notified of updates.
  - o UT System Founders Day, formerly UT System Recognition Day (November 14, 2014):
    - ▪ Sasha Grissom noted that a checklist with suggestions for how this day can be celebrated was made by Team Unity in 2013-2014 and is posted on the EAC website for individual institutional staff councils to reference.
    - ▪ Dan Stewart noted that a recommendation is going forward to the Regents this year that asks the Chancellor to make an announcement about this and makes the focus of it clearer so that it is known and acted on at each campus.
    - ▪ It was noted that the day has been retitled to "UT System Founders Day" due to confusion last year over the focus of the celebration. Dan noted that "UT System" refers to all campuses in the system and "UT System Administration" refers to the administrative offices located in Austin, TX.

XI.	Subcommittee Breakout

- Subcommittees met individually to review next steps.

XII.	Update from UT System, Dan Stewart

- Dan Stewart provided information on issues that were brought up at Thursday meeting as well as a few new updates from UT System Administration.

  - o **Ebola Preparedness/Response**
    - ▪ UT System Administration has designated UTMB to be the official hospital and treatment center for Ebola victims in the state in response to first confirmed

case in U.S. Recent Ebola diagnoses in the U.S. have been overemphasized and heavily driven by the press/media. System Administration is working on a system-wide strategy that does not influence or promote undue concerns.

- Discussion
  - It was noted that UTMB has a website with extensive information about Ebola available for public reference.
  - Question was asked about UT Southwestern's involvement in this situation. Dan noted that they may be preparing for treatment, if needed, however, UTMB is to be the official center for the state.
  - In the future, EAC could potentially take on a role of helping to educate and communicate to campuses what is being done and to communicate back to UT System Administration what some employee concerns are.

o **Sick Leave Pool**
- The State of Texas adopted this approximately 20 years ago. By design, sick leave pool was intended to be broad; it was not intended to be all identifying, all-encompassing or all "administration" and did not identify particular diseases or other specific conditions for using the pool. It was intended to give institutions the ability to design their own specific criteria to implement and it is up to each institution under the System to develop and administer their own policy in compliance with the state law. At UT System Administration requests are reviewed on a case-by-case basis at an administrative level and they try to maintain consistency in how the pool is administered.
- In response to questions brought up at Thursday (Oct. 23) meeting –
  - Question 1 - Can one employee donate their sick leave to another employee? This is fraught with peril. It would be very difficult to maintain consistency and ensure that all employees are treated equally.
  - Question 2 – If an institution has a pool, does the pool work? If an institution is not using their pool as the state intended, then this is something that should be looked into on a local basis. Example was provided by one of the Council members about how their staff council took up the conversation with their individual institution. Some campuses are stricter than others. If this is, however, happening throughout the System, then it could be addressed by the EAC as a systemic issue. It might be helpful for EAC members to go back to their institutions and inquire as to how the pool is administered/used, i.e. consistencies.

o **UT Benefits - Insurance Categories**
- Roughly 60% of the entire 90,000+ UT System employee population falls into one insurance category – employee only. UT System interprets the state governing statute to mean that employees do not have to pay for their own insurance as an employee of UT. Therefore, the only other avenue for funding the insurance plan is through the other three categories – employee/spouse, employee/family, and employee/children. This puts a bit of a strain on the

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system. UT System treats this as one pool, regardless of role, age, type of coverage, etc. Those who are newer in the workforce help to pay into the pool to cover those that are senior/retirees; and, eventually, those newer persons will move in the senior/retiree category and be supported by the newer members of the workforce. This may not seem "fair" to newer employees, but those paying out now will, at some point, be able to take advantage of the program as a retiree and will know that they are covered. In order for the system to work, employees have to be pooled together into a larger group.

- o **Tuition Waivers for Spouses and Families**
    - ▪ State law requires that tuition be paid through some means. Even when a tuition "waiver" is granted it means that someone is having to pay that tuition via some method. Institutions can decide to pay out of their reserves for someone's tuition; but, that has to be determined by the institution despite competing priorities. This policy may be interpreted 15 different ways around the System. Example - At UT System Administration they allow employees to have a course paid for if the course is directly related to an employee's professional position. The employee is reimbursed for their tuition cost based on their receiving an "appropriate" grade.
    - ▪ In response to a question about whether or not there would ever be a time that we can work on this and request legislative change so that there could be some kind of a tuition waiver or discount that would never have to be paid for, Dan noted that while it could potentially happen in the future at the statewide level it would be a major legislative hurdle. From time to time institutions request tuition increases that affect students/parents and it does not look very good if they then offer their own employees free tuition.

- o **Merit and Cost of Living Salary Increases**
    - ▪ UT System employees are no longer provided with regular raises based on a cost of living index as the state does. Unfortunately, this has made merit and cost of living increases indistinguishable. Whatever is done with salary increases in higher education – i.e. at UT, Tech, Houston, A&M Systems – has to be budgeted within each institution's appropriated amount. The State is currently in an improved position to start looking at what institutions can do in this regard; however, there are a number of other issues that will likely take priority. At campus level, it is up to the administration, business/financial officials, and has to be prioritized with other initiatives. UT System does not dictate to the campuses when/whether or not raises are given. Best practice would be for presidents to regularly have discussions with HR and compensation analysts to discuss what turnover rate is, when employees last received an increase, whether or not the institution is attracting the best qualified employees available, how salaries being offered compare to market, etc.
    - ▪ On individual campuses, any questions regarding compensation should be asked/addressed before or during the budget cycle since that is the point at

which changes can be made. Employees with interest in this should consider reviewing the processes at their own campuses.

- o **Teacher Retirement System (TRS)**
  - There was a change in the last legislative session that allows an employee to receive time credit for a full year of service once they have completed at least 90 days of service in their final year (beginning Sept. 1). For example, if an employee had 19 years of service and needed one more to reach the Rule of 80, then they would quality for retirement under the Rule of 80 as soon as they have worked at least 90 days in that final year. Note - In this scenario, the employee's salary will be based on last full year of service, not on salary level during the 90 day term.

- o **Timelines for Legislative Changes**
  - Timeline for legislation to take affect is written into the legislation and can even be immediate; however, typically use Sept. 1 start dates. Oftentimes, the EAC could play its biggest role during a legislative session; if System Administration sees that particular legislation is proposed, senses that it will pass, and/or is on a very short timeframe they will try to get the word out to all employees through groups like the EAC, especially when related to major topics like retirement.

- o **Update on Pilot for Medical Communities at UT Southwestern**
  - Piloted a new operational design of care coordination to see if employees would have better service, improved cost, etc. UT System was willing to take some risks to find a better way of providing care; this was done carefully as pilot is paid for using UT benefits funds collected from employees.
  - The pilot program was designed to be revenue neutral and it was not; it wound up costing the employees' plans more than the plans could sustain.
  - UT System Administration will continue to look for other possibilities for pilots with similar goals – to provide affordable care to our own employees (through Blue Cross Blue Shield) while also sustaining our medical centers/hospitals. Any additional pilot should be administered system-wide, rather than in one particular region, and an analysis should be done beforehand to determine what average reimbursement rates are for any hospital or physician group in a particular region before employees are directed to go to a particular place for care. If employees are directed to physicians that have a higher reimbursement rate it will drive up, not reduce, costs.

- o **Other Discussion**
  - UT System has an online enrollment system now that allows employees to make more informed decisions by reviewing information about locations of physicians/hospitals, services offered, out of pocket costs, reviews written by past patients/customers, highest rated hospitals or physician groups for particular types of care, and more.

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- Representatives from MD Anderson noted that the institution is implementing tobacco-free hiring processes as of January 1st and they will keep EAC membership posted on this process.
- Dan reminded EAC members that this group is intended to be an advisory group for the Board of Regents and provides an opportunity for two-way exchange between individual campuses and System level administrators; as such, there may at times be information discussed that is not meant for public distribution.

XIII.	Next Steps

- **November Board of Regents Meeting**
  - EAC will be speaking on November 6 at 9 a.m. A link will be shared with everyone on the Council so that they can view this presentation.

- **Next scheduled EAC Meeting**
  - February 19 and 20 (18th is a travel day) in Austin, TX.

- **Travel Reimbursements**
  - Attendees have 60 days to request reimbursement from UT System Administration for EAC costs using the form that Sarah spoke about; it is available on the EAC website.

- **UT System Founders Day - November 14, 2014**
  - Checklist was prepared last year to assist campuses with determining ways to celebrate. This should be coordinated at individual campus level. After event, campuses can send their reports to the One System One Voice subcommittee to share with full EAC.

Meeting adjourned at 11:28 AM.

Next meeting scheduled for Thursday, February 19, 2015 (Subject to Change)