

**UT Staff Council
General Meeting Minutes
December 13, 2012
ACES 2.302 (Avaya Auditorium)
2:00 PM**

Present: P A M Abusali, Ryan S Baldwin, Alex Banbury, Alanna M Bitzel, Tracy L Brzozowski, Patrick Buckner, James D Burton, Janie C Bushn, Richard L Costa, Cynthia L Crawford, Katherine A Cross, Stephanie W Crouch, Dawn M Davis, Sergio D Delgado, Mary E Durst, Jason Eitelbeck, Jeannie L Farahnak, Kayla M Ford, Erika L Frahm, Philip M Gavenda, Joseph Gregory, Victoria K Grier, Nancy L Hard, Robert Hernandez, Bryan S Hill, Cheryl L Kaufman, Maureen F Kelly, Lauren M Kinast, Leticia A Lira, Teresa L Lloyd, Ann Marchock, Vicki A Miller, Carol B Riazzi, Decarlos R Roberson, Laura M Schwartz, Jacob Silva, Lisa R Sova, Stuart M Tendler, Gary A Thomas

Excused: Lauren E Apter, Lizbelle Bevington, Veronica R Cantu, Jennifer D Danford, Debbie G Dillingham, Dan Galewsky, Christopher B Goudreau, Matthew R Kresha, David Kruse, Daryl F Neyens, Derrick A Ozuna, Lorena A Peterson, Kelly O Pratlett, Jo Ann Richmond, Diane Skubal, Ricardo Vela

Absent: Anthony Anderson, Karen Blaney, Eric C Bolinger, DeAunderia Bowens, Jeff W Ellinger, Barbara L Fehlman, Julie M Kniseley, Susanna Olivarez, Anselmo G Oranday, J Gumaro Rodriguez, Alisha E Thompson

Guests: Susan Harnden, Claire Moore, Noel Landuyt

Meeting Called to order at 2:00

Work Life Balance Service – Susan Harnden and Claire Moore

Susan announced the new Work Life Balance Service from LifeCare that will be available for all UT employees starting in January 2013. This service will provide staff with resources like childcare and elderly care resource finding services as well as financial and legal consultation. There will also be a variety of trainings that will be available for staff development. Claire shared that some of the results of the Employee Engagement Survey are helping guide HealthPoints efforts in bringing services like LifeCare to campus.

Employee Engagement Survey – Noel Landuyt

Noel spoke about the Employee Engagement Survey that the Vice President of Operations, Pat Clubb, commissioned to determine opinions of staff on campus. He talked about the profile of the survey, response rate, and overall score. He also

shared scores of topics (constructs) surveyed. He noted that the highest scoring construct was Strategic while the lowest scoring was pay.

Chair's Report – Erika Frahm

Erika informed the Council of a free Meetup group created by UT staff member, Maggie Bell. Their next event is Sunday, December 16th. Erika also announced that the Hispanic Faculty Staff Association Holiday Assistance event is December 14th. This event provides food to UT employees in need. Please contact Lori Peterson for more information. Erika also reminded the Council that the voting of committee works needs to be finished and that a rough draft of reports is due in February.

Recording Secretary – Ryan Baldwin

Ryan gave updates on the Wellness Advisory Committee that he sits on. Topics like the aforementioned LifeCare work life balance service, progress on highlighting healthy foods on menus at campus eateries, a report of the campus wellness screenings, an update on the tobacco free policy, and an update on the farm to work project were covered in the committee meeting.

Compensation Annual Committee – Richard Costa

Richard informed the Council that the Compensation Committee plans to ask the administration to respond to areas of concern regarding compensation knowing that most issues would require unavailable funding to resolve. For issues that can't be resolved due to lack of funds, the committee would like the administration to give a possible timeline as to when these issues could be resolved and if possible, give regular reports on progress. Also, the Committee will suggest that the President consider a uniform salary increase instead of allowing unit heads to make the decision. Further, the Committee suggests that salary and position reviews could be requested directly by employees rather than the current method of supervisor approval of review requests in order for the requests to be submitted to Human Resources. The Committee is also researching having a uniform service award system for campus rather than leaving the decision of whether to have service awards to the unit. A motion was made to allow the Compensation Committee move forward with the topics that were outlined and the vote was successful for them to continue.

Staff Education Annual Committee – Katherine Cross

Katherine outlined the objectives for the Education Committee. This includes requesting that new supervisors and managers take additional training through a program similar to Career Smart to include topics like: interviewing, hiring, evaluations, timesheet/leave management, conflict management, and workplace ethics. Another objective of the committee is to request opportunities for IT development courses (possibly through external resources like lynda.com) to include trainings such as: Microsoft Office, FileMaker Pro, and Adobe Photoshop. A motion was made to allow the Education Committee move forward with the topics that were outlined and the vote was successful for them to continue.

Unfinished Business

None

New Business

None

Meeting adjourns at 3:05 PM