

UT Staff Council
General Meeting Minutes
April 18, 2013
POB 2.302 (Avaya Auditorium)
2:00 PM

Present:

Abusali, P A M; Apter, Lauren; Baldwin, Ryan; Banbury, Alex; Bevington, Lizbelle; Bitzel, Allana; Blaney, Karen; Bowens, DeAunderia; Brzozowski, Tracy; Bushn, Janie; Cantu, Veronica; Costa, Richard; Crawford, Cynthia; Crouch, Stephanie; Davis, Dawn; Durst, Mary; Eitelbeck, Jason; Farahnak, Jeanne; Felman, Barbara; Ford, Kayla; Frahm, Erika; Gavenda, Phillip; Goudreau, Christopher; Grier, Victoria; Hard, Nancy; Hill, Bryan; Kaufman, Cheryl; Kniseley, Julie; Lira, Leticia; Lloyd, Teresa; Marchock, Ann; Miller, Vicki; Ozuna, Derrick; Peterson, Lorena; Riazzi, Carol; Roberson, Decarlos; Schwartz, Laura; Sova, Lisa; Tandler, Stuart; Thomas, Gary; Vela, Ricardo; Winegarten, Debra

Absent:

Anderson, Anthony; Bolinger, Eric; Buckner, Patrick; Burton, James; Cross, Katherine; Danford, Jennifer; Delgado, Sergio; Dillingham, Debbie; Ellinger, Jeff; Galewsky, Dan; Gregory, Joseph; Hernandez, Robert; Kelly, Maureen; Kruse, David; Olivarez, Susanna; Oranday, Anselmo; Pratlett, Kelly; Richmond, Jo Ann; Rodriguez, Gumaro; Skubal, Diane; Thompson, Alisha

Guests: None

The meeting was called to order by chair Erika Frahm at 2:00.

Chair's Report

Chair Erika Frahm announced the next meeting will be on Thursday, May 16 at MAI 212 (not the usual Avaya Auditorium location). The official presentations to the President will take place.

The annual Summer Forum Series begins on May 6, in cooperation with UT Compliance Services, Career Smart, Staff Ombuds, and Staff Council. This began last Summer as an experiment and was very successful. The first presentation will be Dr. Robert Prentice leading "Why Good People Do Bad Things".

Recording Secretary's Report

Recording Secretary Ryan Baldwin reported that he had sent out drafts for the December, February, and March minutes and made minor corrections to attendance and typos. All three minutes were approved by voice vote.

Ryan recommended using UT Box as a file sharing site and not to use Drop Box, because of ownership issues.

Parliamentarian's Report

Parliamentarian Gary Thomas presented three proposed bylaw changes (attachment 1 - emailed to all representatives on April 11):

Proposal 1 will streamline the attendance requirements for UTSC members so that members who have “dropped out” can be replaced much more quickly with someone who is willing and able to participate.

- Process is simplified
- No distinction between excused and unexcused absences
- Committee meeting attendance is considered
- 4 absences in one term (MAY-MAY) will trigger consideration for removal
- Flexibility allowed for extenuating circumstances
- Considerations for enforcing removal, or not, are established

Proposal 2 changes some requirements and restrictions for At-Large UTSC representatives.

- Allow up to five At-Large members to be appointed
- Remove requirement for approval by full council
- Term defined as one year (JUN-MAY)
- Term limits same time as regular district representatives
- At-Large representatives eligible to be officers if elected

Proposal 3 makes the Communications Committee into a “standing committee” which will automatically continue each year. The “Communications and Events Coordinator” will be a member of that committee.

The exact text of the proposed bylaw changes appear in attachment 1.

After discussion, the group of three proposed bylaw changes was approved unanimously by voice vote. (See Attachment A for detailed changes.)

Communication Committee Report

Allana Bitzel presented a practice run-through of the presentation planned for the President in May:

- Creating Consistent Communication within and from UTSC
- Mission and Goals
 - Discoveries
 - many means in place but not used
 - Communications & Events Coordinator position is unfilled
 - Where we are going
 - Create standing Communication Committee
 - Establish consistency in UTSC internal & external communications
 - Raise UTSC's profile on campus
 - The game plan
 - Bylaw revision to create standing Communication Committee
 - Develop a detailed Communication Committee Handbook
 - Hosted on the UTSC website
 - Provide summary of each meeting for reps to send to districts
- Accomplishment
 - Bylaws changed to fold Comm & Events Coordinator into Comm Committee
 - Preliminary handbook
 - Mission Statement
 - Minimum task list for each term
 - Points of contact
 - Monthly meeting summary instructions
 - Ideas for future outreach
 - Current members contact information

Discussion and suggestions for improvement of presentation followed.

Education and Professional Development Committee Report

Veronica Cantu presented a practice run-through of the presentation planned for the President in May:

- Main Focus
 - New Supervisor & Manager Training across UT
 - IT professional development for all staff
- SEE survey results (Climate analysis)
 - Areas with room for improvement
 - Fairness
 - Feedback
 - Management
- Committee Proposal
 - Create required Supervisor & Manager training via Career Smart

- Areas of focus
 - Interviewing
 - Hiring
 - Evaluations
 - Timesheet and leave management
 - Conflict management
 - Workplace ethics
- Requirements
 - Ease of access
 - No cost to departments/units
 - Policy to require training at specified leadership levels
- Provide IT development courses for staff
 - 2011-12 UTSC committee recommended approval of class time for staff
 - Supervisors should encourage increasing staff skills
 - Lynda.com is an overall solution for easy access to training staff
 - Some UT groups already using
 - Easy consolidation of low cost, effective training
- Three possible proposals
 - 1. Full licenses for whole UT Austin - \$70,000/yr
 - 2. Lynda kiosks
 - Designated computers/workstations staff may use
 - Ideal for libraries & learning labs
 - One user at a time
 - No logins or passwords
 - Each or 1 to 9 workstations \$1200/yr
 - 3. (Recommended) Pilot program
 - HRS will administer check-out licenses for 1 month terms
 - HRS will offer live training for use of Lynda.com
 - 20 licenses cost total of \$6000/yr
- Conclusion summary

Discussion and suggestions for improvement of presentation followed.

Compensation Committee Report

Richard Costa presented a practice run-through of the presentation planned for the President in May:

- Change in outlook
- Communication and Transparency
 - Important to staff to stay informed on compensation issues
- Quality of work life
 - Cost of living
 - Raises

- Benefits and out-of-pocket expenses
 - Salary and position reviews
 - Service rewards
- Conclusion

Discussion and suggestions for improvement of presentation followed.

Employee Retention Committee

Dawn Davis presented two draft resolutions for approval:

A resolution on outsourcing was presented. (See attachment B) Numerous changes were offered regarding style. A motion was made to approve the substance and allow the committee to correct and improve details of style before sending the resolution out. The motion was approved unanimously by voice vote.

A resolution on same sex benefits was presented and discussed. It was determined that more work will be done and the resolution will be presented later after editing.

Adjournment

The meeting adjourned at 3:33 pm.

Minutes approved February 20, 2014

Gary Thomas
Recording Secretary
University of Texas at Austin Staff Council

Attachment A:

Proposed bylaw revisions

(~~deleted text~~ unchanged text added text)

Proposal 1 - Attendance:

Section III. B.

Attendance. Regular attendance is expected. ~~If a member misses three (3) unexcused (defined as absent without prior notice to the Secretary) consecutive meetings, the Chair will suggest that the member withdraw.~~

If a member misses four (4) ~~unexcused~~ UTSC meetings (general and/or committee meetings) within ~~twelve (12) months~~ a single one year (May to May) cycle, his/her name will be listed on the Executive ~~Council~~ Committee agenda for discussion of removal from the UTSC. The Executive Committee shall notify the incumbent and inquire as to the Representative's situation and intentions. The Executive Committee shall consider the overall impact of the member's absences, how the member has mitigated impact of absence, and the level of contributions the member is making to the goals of the UTSC.

~~If a fifth unexcused absence occurs within twelve (12) months, it will be assumed that the incumbent has vacated the seat. Within three (3) weeks of the fifth absence, a written appeal for reinstatement outlining the extenuating circumstances can be made to the Executive Committee. Prior to the next UTSC general meeting, the Executive Committee will inform the Representative of its decision regarding reinstatement or replacement by filling the vacancy per Section IV. B.~~ removal from the UTSC.

Proposal 2 - At-Large positions

Section IV. E.

At-Large Positions. ~~Five~~ Up to five At-Large Representatives shall assist in serving under-represented districts.

1. Applications from eligible staff members shall be solicited by standard means of communication.
2. The Executive Committee shall select from eligible applicants up to five At-Large Representatives.
- ~~3. Appointments of At-Large Representatives shall be confirmed by the Staff Council as a whole.~~
3. Terms for At-Large Representatives shall be one year. At-Large Representatives are eligible for reappointment, subject to the same time limits as regular district representatives - that is, a total of four consecutive years of full term service (plus any partial term service), either as At-Large Representatives or in combination with consecutive service as a regular District Representative.
4. The term of each At-Large Representative will start immediately upon confirmation by the Staff Council Executive Committee for appointments occurring after the close of the May general meeting (mid-term appointments) or at the close of the May general meeting for full one year term appointments and end after:
 - a. ~~One full term (see Glossary, from date of confirmation)~~ The close of the next May meeting;
or
 - b. Being elected as the Representative for his/her district.
5. Vacancies that occur during the term of an At-Large Representative shall be filled as they occur.
- ~~6. At-Large Representatives shall be governed by Section II. D. (terms fo office).~~
- ~~7. At-Large Representatives will not be eligible to serve as UTSC officers.~~

Proposal 3 – Communications Committee to be Standing Committee and Communications & Events Coordinator to be member of Communications Committee:

Section VIII. F.

4. Communications. This group serves to:

- a. Develop and recommend communications strategies and procedures and facilitate communication between UTSC representatives and their constituents
 - 1. Summarize UTSC proceedings for distribution by representatives to constituents
 - 2. Work with the Recording Secretary to ensure timely communication of information for distribution to constituents
- b. Facilitate communication between UTSC and the University community at large
 - 1. Establish and maintain continuity from one Council to the next regarding modes of communication, including (but not limited to)
 - a. Web presence
 - b. Social media, including emerging technologies
 - c. Email
 - 2. Advertise and promote UTSC meetings and events
- c. A member of the Communications Standing Committee serves as Communications & Events Coordinator and serves as a non-voting member of the Executive Committee.

Section VI. B.

~~5. **Communications & Events Coordinator.** This position is appointed by the Executive Officers and is a non-voting member of the Executive Committee. This position serves to:~~

- ~~a. Enable UTSC Representatives to exchange opinions and information between general sessions.~~
- ~~b. Help provide access to pertinent UTSC communications and information for all:~~
 - ~~i. UTSC Representatives.~~
 - ~~ii. Constituents.~~
- ~~c. Heighten the visibility and profile of the UTSC throughout the entire University community.~~

Attachment B

The University of Texas at Austin Staff Council

Resolution No. 2013-01

OF THE UT AUSTIN STAFF COUNCIL GENERAL SESSION SUPPORTING THE PRESIDENT'S EFFORTS TO FREE UP RESOURCES TO CONTINUE ON OUR PATH TO BECOME THE BEST PUBLIC UNIVERSITY IN AMERICA WHILE MINIMIZING THE OUTSOURCING OF SERVICES CURRENTLY PROVIDED BY STAFF IN-HOUSE

Whereas there are potential downsides of outsourcing including loss of institutional control of the outsourced area, human resource problems, and campus exposure to additional risks such as bankruptcy or the sale of a company; AND

Whereas outsourcing may create a lack of control with the quality of services; AND

Whereas the reputation of the university may be compromised by the quality of service provided by outsourcing may define the identity of The University of Texas, thereby damaging the image; AND

Whereas outsourcing involves impact on employees, often creating insecurity and resulting in job uncertainty and loss of productivity AND

Whereas The University of Texas Staff Council has a vested interest in making the university a desirable, equitable, and competitive work environment, with a continuity of quality services,

Now therefore let it be resolved that The University of Texas Staff Council requests that President William C. Powers, Jr., take these ideas into consideration and make every effort to maintain quality University environment while minimizing the outsourcing of services currently provided by University of Texas staff.