

UT Staff Council
General Meeting Minutes
October 17, 2013
POB 2.302 (Avaya Auditorium)
2:00 PM

Present:

Adams, Ashley; Adams, Christopher; Adrian, Leah; Baldwin, Ryan S; Banbury, Alex; Bevington, Lizbelle; Bitzel, Alanna M; Blaney, Karen; Brzozowski, Tracy L; Costa, Richard L; Crawford, Cynthia L; Cross, Katherine A; Crouch, Stephanie W; Dean, Michael; Derry, James; Eitelbach, Jason; Farahnak, Jeannie L; Faulkner, Monica; Faunes, Enrique; Fehlman, Barbara L; Ford, Kayla M; Frahm, Erika L; Fratkin, Melyssa; Gavenda, Philip M; Gonzales, Roberto; Gorelik, Vadim; Goudreau, Christopher B; Grace, Kathy; Grier, Victoria K; Gully, Molly; Hard, Nancy L; Harris, Anna; Hernandez, Robert; Howard, Courtney; Jarvis, Christina; Jean, Sylvia; Jones, Cameosha; Kaufman, Cheryl L; Kendrick, Jeb; Kresha, Matthew R; Liberty, Larry; Lyon, Colleen; Miller, Vicki A; Montgomery, Julia; Myrick, Elizabeth; Riazzi, Carol B; Roberson, Decarlos R; Rodriguez, J Gumaro; Rosenberg, Robyn; Tandler, Stuart M; Tenney, Margaret; Thomas, Gary A; Vela, Ricardo

Absent:

Anderson, Anthony; Bowens, DeAunderia; Cantu, Veronica R; Davis, Dawn M; Fitch, Rebecca; Galewsky, Dan; Hill, Bryan S; Kelly, Maureen F; Kruse, David; Lloyd, Teresa L; Ozuna, Derrick A; Richmond, Jo Ann; Stoval, Brian; Thompson, Alisha E; Velazquez, Fernando; Viteo, Jennifer; Winegarten, Debra

Guests:

Vice President and Chief Financial Officer, Kevin Hegarty
Service Delivery Lead for Shared Services Project, Heather Hanna
Public Affairs Representative for Internal Communications, Kevin Almasy
Work-life Balance and Wellness Manager, Claire Moore

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

A presentation on the Shared Services project was given by Kevin Hegarty and questions were taken. He recommends using these web sites to learn about this project: <http://www.utexas.edu/sites/default/files/UT-Austin-SS-Draft-Plan.pdf>
<http://www.utexas.edu/transforming-ut/resources>

Heather Hanna recommended many resources for getting or sharing information including the Transforming UT Web Site:

<http://www.utexas.edu/transforming-ut>

Upcoming meetings are listed at:

<http://www.utexas.edu/transforming-ut/committees/administrative-services/shared-services-committee/campus-dialogue>

Feedback can be emailed to the Shared Services Committee at:
transformingut@austin.utexas.edu

The web feedback form for sharing your thoughts is at:

https://utexas.qualtrics.com/SE/?SID=SV_1FisyBpcHbK4rrf

Paper forms for feedback or questions were available in the back of the room (Erika will collect and forward the paper forms).

Staff can sign up for email updates at:

https://utlists.utexas.edu/sympa/subscribe/transformingutupdates?utm_source=DMC&utm_medium=EMAIL&utm_content=E1EXWg8WVwhfVEAacVMNRxVaDxZDEFdNUhAfVxxB&utm_campaign=5756:Transforming%20UT%20-%20May%20Update

Chair Erika Frahm said the point of this effort to collect feedback now is to capture the campus knowledge from the people actually doing the affected work so that the best choices can be made. Now is the time to study what is being proposed and make suggestions to improve the plan.

Kevin Almasy added that the feedback collected now will become a part of the recommendations made to the President in the final report.

Erika Frahm emphasized the importance of raising your questions and sharing your feedback now, before the model is designed. She said it is better to speak up now, even if you think something is obvious, rather than to assume your point has already been heard.

Chair's Report:

Erika Frahm reported:

- The next meeting will be November 21, 2013, in Avaya at 2:00 – 3:30.
- The focus of the next meeting will be committee progress reports
- Lynda.com is in testing phase, full campus roll out on 2DEC – a few slots are still open to UTSC now to participate in testing
- All UTSC Reps are expected to update their districts monthly
- Erika will send a toolkit for Shared Services feedback for sharing with districts

Recording Secretary's Report:

Gary Thomas reported minor changes to draft minutes for the September minutes and asked for approval of draft as amended. The minutes were approved unanimously.

Sustainability Committee Report:

Chair Karen Blaney reported:

- Committee will meet to comment on sustainability training video
- America Recycles Day is 15NOV – there are 600 volunteers to compete in building the largest “box castle” on a university campus
- An Office Recycle Swap is planned around JAN2014

Staff Educational Benefit Committee:

Chair Kathy Grace reported:

- Stakeholders identified
- Data collection in progress
- Progress on identified deliverables moving well

Special Projects Committee Report:

Chair Jeb Kendrick reported:

- Lynda.com UTSC trials are 3 weeks, after roll out, license check outs will be 4 weeks
- Projects are still being organized – more to report next month

Shared Services Committee Report:

Chair Leah Adrian reported: The committee met with Shared Services Volunteer Group together with Kevin Hegarty and Heather Hanna to discuss pathways for feedback, including the Tool Kit for employees to share their thoughts with the Shared Services Project.

Communications Committee Report:

Alanna Bitzel reported:

- Our new UTSC Facebook site is active – for informational updates only
- Outdated Staff Council Daily is no more
- A flyer is being prepared to publicize UTSC, listing major accomplishments
- Identified list of groups for outreach to explain what UTSC does

Old Business:

None

New Business:

Work-life Balance and Wellness Manager, Claire Moore spoke about the Wellness Network (<http://www.wellnessnetwork.utexas.edu/>) having a campus wide meeting 1NOV. She recommended visiting the web site for information. She also spoke about Life Care (http://www.utexas.edu/hr/current/services/wl_services.html) which is a service that can help employees find local services. They do the research based on your needs and then present you with options available.

The meeting adjourned at 3:19 pm.