

UT Staff Council  
General Meeting Minutes ---- **DRAFT**  
November 21, 2013  
POB 2.302 (Avaya Auditorium)  
2:00 PM

Present:

Adams, Ashley; Adams, Christopher; Adrian, Leah; Baldwin, Ryan S; Banbury, Alex; Bevington, Lizbelle; Blaney, Karen; Brzozowski, Tracy L; Costa, Richard L; Crouch, Stephanie W; Dallas, Larayne; Davis, Dawn M; Dean, Michael; Derry, James; Eitelbach, Jason; Faunes, Enrique; Fitch, Rebecca; Ford, Kayla M; Frahm, Erika L; Gavenda, Philip M; Gonzales, Roberto; Goudreau, Christopher B; Grier, Victoria K; Guza, James; Harris, Anna; Hernandez, Robert; Howard, Courtney; Jean, Sylvia; Jones, Cameosha; Kelly, Maureen F; Kendrick, Jeb; Kresha, Matthew R; Liberty, Larry; Lyon, Colleen; Miller, Vicki A; Montgomery, Julia; Myrick, Elizabeth; Roberson, Decarlos R; Rosenberg, Robyn; Stoval, Brian; Tendler, Stuart M; Tenney, Margaret; Thomas, Gary A; Vela, Ricardo; Velazquez, Fernando; Viteo, Jennifer

Absent:

Anderson, Anthony; Bernard, D J; Bitzel, Alanna M; Bowens, DeAunderia; Cantu, Veronica R; Crawford, Cynthia L; Cross, Katherine A; Farahnak, Jeannie L; Faulkner, Monica; Fehlman, Barbara L; Fratkin, Melyssa; Galewsky, Dan; Gorelik, Vadim; Grace, Kathy; Gully, Molly; Hill, Bryan S; Kaufman, Cheryl L; Kruse, David; Lloyd, Teresa L; Ozuna, Derrick A; Riazzi, Carol B; Richmond, Jo Ann; Rodriguez, J Gumaro; Thompson, Alisha E; Winegarten, Debra

Guests:

Staff Ombuds, Jen Sims

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

Chair's Report:

Erika Frahm reported:

- Will send Doodle poll to select best Dec meeting date (12<sup>th</sup> or 19<sup>th</sup>)
- Elida Lee is teaching a MBTI class 6 DEC (PN 628)
- Communication training online "Words Matter"
- Staff Ombuds Jen Sims spoke to say she is offering 3 new classes:
  - Getting the results you want
  - Civility
  - Effective Teams

Erika continued:

- Lynda.com will go live on 9 DEC
  - TX class PN640 will open 2 DEC
  - Informational email will go out 2 DEC
- 2014 Committee Report Timeline
  - NOV – Detailed Committee Updates
  - DEC – Present Action Items & Council votes to approve
  - JAN – Writing training (TBD)
  - FEB – Draft Report to Erika by 13 FEB, then distribute for editing
  - MAR – Practice Presentations
  - APR – Practice Presentations & Final Report to Erika for formatting
  - MAY – Presentation to President Powers (In Avaya, not MAI 212)
    - Note: Presentation Meeting on 8 MAY – earlier than usual

#### Vice Chair's Report:

Ryan Baldwin reported on filling committees and requested anyone who wants to serve on a particular committee to please contact him. He is working on setting up subcommittees on Box.

#### Recording Secretary's Report:

Gary Thomas asked for approval of both the draft for the October meeting and the draft for the May meeting, both of which had been sent out by email. Both minutes were approved unanimously.

#### Parliamentarian's Report:

Stuart Tendler reported that he is preparing changes in the bylaws to be presented in the Spring. He requests that members read the bylaws and contact him with questions and suggestions.

#### Sustainability Committee Report:

Rebecca Fitch and Jennifer Viteo reported: The committee is looking at creating a training video on Sustainability. The committee is proposing content and the Sustainability Office will produce the video and track participation. The committee recommends short and modular videos with demonstrations more than lectures.

#### Staff Educational Benefit Committee:

Ashley Adams reported: In an effort to better understand these benefits, the committee has been collecting data on demographics of educational benefit usage and will be creating a survey. The committee is looking for tools to better communicate benefits available.

#### Shared Services Committee Report:

Chair Leah Adrian reported: The committee has continued collaboration with both the project management and the volunteer committees. The greatest effort has been expended to collect feedback. When the collection period ends, the committee is considering involvement in the pilot program. The management team has expressed the desire to have the UTSC stay involved in the program after the feedback phase. Leah asked for ideas on how we can contribute to the process of making the best outcome with this project for all of us. Considerable discussion followed.

Erika requested that all representatives make an effort to contribute all the feedback we hear on this subject. Ryan Baldwin made the point that, even though the “official feedback period” has ended, that the Shared Services Project Management Committee still wants any and all relevant feedback they can get so as to incorporate it into the decision process as the design progresses.

#### Communications Committee Report:

Jason Eitelbach reported: As described by the 2013 Communications Report, the five main goals were:

- Create Handbook Archive – done with UT Wiki site
- Update Social Media
  - we have current Facebook page (needs likes & content)
  - we have 700+ Twitter followers
- Better Outreach
  - Identifying groups to connect with
  - Created a flyer
- Simplify email
  - new email system on target for FEB 2014
  - Committee providing monthly summary for Reps.
- Better Website
  - The new UT website seems to still be “out of reach”
  - Preparing content for new website, when it happens
  - We have taken some update privileges from HRS for timely updates

#### Special Projects Committee Report:

Chair Jeb Kendrick reported: The committee has been looking at all the project archives and there is a lot that has been done. Action items resulting are:

- Need for a documentation tool
- Presentation about “how money flows” at UT to help get things done
- Alternative Transportation to work day

Julie Montgomery reported that “Project Connect” is on the verge of making an important decision about transportation in Austin, and in particular about how UT will be served. The City of Austin, Capital Metro, and the Lone Star Rail District are involved. This decision will have long term implications and now it the time to contact our governmental representatives to make our opinions known.

Old Business:

None

New Business:

Ashley Adams reported the Texas Legislature has passed a bill that allows employees to volunteer with COSA (Court Appointed Special Advocates) for up to 5 hours per month and be paid by UT for that time without charging vacation or sick time – subject to department and supervisor approval. This involves helping abused and neglected children who have been removed from their homes, with their court issues by advocating for the child in court by making recommendations based on working with teachers, therapists, case workers, etc. A typical case lasts about a year.

Sylvia Jean reported that the Hispanic Faculty Staff Association Holiday Assistance Program needs contributions. Contributions can be made online by going to the Hispanic Faculty Staff Association web page.

The meeting adjourned at 3:17 pm.