

UT Staff Council
General Meeting Minutes
February 20, 2014
POB 2.302 (Avaya Auditorium)
2:00 PM

Present:

Adams, Christopher; Adrian, Leah; Baldwin, Ryan S; Banbury, Alex; Bernard, D J; Bevington, Lizbelle; Brzozowski, Tracy L; Costa, Richard L; Cross, Katherine A; Crouch, Stephanie W; Dallas, Larayne; 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; Grace, Kathy; Grier, Victoria K; Hernandez, Robert; Howard, Courtney; Jones, Cameosha; Kaufman, Cheryl L; Kendrick, Jeb; Liberty, Larry; Lyon, Colleen; Miller, Vicki A; Ozuna, Derrick A; Roberson, Decarlos R; Rosenberg, Robyn; Stovall, Brian; Tendler, Stuart M; Tenney, Margaret; Thomas, Gary A; Vela, Ricardo

Absent:

Anderson, Anthony; Bitzel, Alanna M; Blaney, Karen; Cantu, Veronica R; Crawford, Cynthia L; Davis, Dawn M; Fitch, Rebecca; Gonzales, Roberto; Gorelik, Vadim; Goudreau, Christopher B; Guza, James; Hard, Nancy; Harris, Anna; Haynes, Matthew; Hill, Bryan S; Kelly, Maureen F; Kresha, Matthew R; Kruse, David; Montgomery, Julia; Myrick, Elizabeth; Riazzi, Carol B; Richmond, Jo Ann; Velazquez, Fernando; Viteo, Jennifer; Winegarten, Debra

Guests:

Chris Kaihlanen, Student representing Document Solutions
Jim Walker, Director of Sustainability, Office of Campus Planning & Facilities Management
Bob Harkins, Associate Vice President for Safety and Security

The meeting was called to order by chair Erika Frahm at 2:02.

Chris Kaihlanen presented the Document Solutions Recycling Program. Used ink and toner cartridges can be recycled. Place these in a labeled box or bag at the UT mail pickup point for your unit. (<http://www.utexas.edu/documentsolutions/green/services>)

Jim Walker gave a presentation about the new Dell Medical School. The physical building layout was described along with parking and traffic changes to occur soon. The opening will happen in 2016-17. Construction preparations are already in motion.

Bob Harkins presented details about the impact on parking and traffic.

Chair's Report

Erika Frahm reported: The next meeting is March 20, 2014. The additional licenses for Lynda.com have been approved and will shortly be active, doubling the number of concurrent users during the current Lynda.com pilot program. Erika and Ryan Baldwin as UT Austin's Employee Advisory Council representatives will attend a meeting in Tyler, Texas next week. Because we will drive in a car pool with UT System people, it will be an excellent opportunity to get questions answered. Anyone with questions, please contact us before 26FEB. The committee work timeline is on schedule. Draft committee reports are due by 25FEB. In March, we will do practice runs of committee presentations which will be presented to the President in May in Avaya Auditorium (not in the Main Building this year). Three practice presentations will be done in March and two in April.

Recording Secretary's Report

Gary Thomas reported that multiple errors were found in the attendance section of the December meeting minutes draft. He rewrote the attendance section from scratch and sent out the rewrite. No errors were reported in the revised attendance section or in the other parts of the December minutes draft. The corrected December 2013 minutes draft was unanimously approved.

Gary also wrote minutes for the April 2013 meeting and sent out a draft last week. No errors were reported. The April 2013 minutes were unanimously approved.

Committee Reports

Chair, Erika Frahm stated that not all committees will be presenting updates today.

Shared Services Committee Report:

Chair Leah Adrian requested approval of resolution 2014-01 regarding shared services (see attachment). Several minor corrections and improvements were made. Points were discussed in the December meeting and incorporated into the current draft. The current draft of this resolution passed unanimously.

Special Projects Committee Report

Chair Jeb Kendrick requested that people respond to the parking survey recently sent out. Jeb showed some examples of the UT Wiki on the website. A discussion followed about how to best use this resource.

Communications Annual Committee Report

Chair Phil Gavenda reported on some problems with the new group email system now online and asked for feedback. Brian Stovall, issues chair, encouraged anyone having unresolved problems with the group email to contact him. There was some discussion about Issues Committee processes.

Unfinished Business - None.

New Business

Early Election of Chair and Vice Chair:

Erika Frahm had sent out an email to representatives regarding a proposal to suspend the bylaws in order to modify the Executive Officer Election process so that the Chair and the Vice Chair can be elected soon enough to “shadow” the current Chair and Vice Chair for a few months prior to taking office at the end of the June meeting. It is believed that this could make for a better transition.

Ericka recommended that the elections for these two positions be held in March with nominations being emailed to Ericka and Ryan in coordination with N&E Chair Derrick Ozuna. She emphasized the need to have a very supportive supervisor and to be ready for frequent last minute UTSC business. She also recommended that anyone interested in any executive officer position first serve a term as a member of the executive committee.

There was discussion about creating documents to fully describe executive officer functions. Erika declared that as a practical matter, she did not have the time now to produce such a document, but recommended that interested parties have a conversation with her, and especially, that interested parties serve a term on the Executive Committee to get an idea of the scope of the position.

A motion was made and approved unanimously to suspend the bylaws and hold elections this year only in March for Chair and Vice Chair so that the winners can serve as Chair Elect and Vice Chair Elect for the remainder of the 2013-14 term, with the nomination period until March 6, 2014 and the accepted nominees to be announced by March 13, 2014.

The meeting adjourned at 3:03 p. m.

Minutes Approved March 20, 2014

Gary Thomas
Recording Secretary