

UT Staff Council
General Meeting Minutes
August 21, 2014
POB 2.302 Avaya Auditorium
2:00 PM

Present:

Bitzel, Alanna; Brzozowski, Tracy; Bussey, Joseph; Costa, Richard; Cowley, Chelsea; Dallas, Larayne; Dean, Michael; Edmonson, Christina; Eitelbach, Jason; Farahnak, Jeannie; Faulkner, Monica; Faulkner, Whitney; Gavenda, Phil; Gorelik, Vadim; Grace, Kathy; Grieve, Katharine; Hernandez, Robert; Hill, Bryan; Hinojosa, Luz; Kendrick, Jeb; Killgore, Vicky; Liberty, Larry; Moreno, Rita; Perrone, Stephanie; Quinlan, Rebecca; Tendler, Stuart; Tenny, Margaret; Thomas, Gary; Thompson, Melinda; Vela, Ricardo; Viteo, Jennifer; Young, Brandi; Zuniga, Denise

Absent:

Aguilar, Ana; Cross, Katherine; Crouch, Stephanie; Deforest, Lea; Fratkin, Melyssa; Greir, Victoria; Harris, Anna; Jones, Cameosha; Levinson, Lynne; Lyon, Colleen; Myrick, Elizabeth; Nedroscik, Jennie; Puryear, Andrew; Roberson, Kristen; Rosenberg, Robyn; Stewart-Richlen, Bonnie; Sylvia, Rebekah; Thomas, Terence; Velasquez, Fernando

Guests:

Claire Moore, Work-life Balance and Wellness Manager
Lori Peterson, Financial Officer for Shared Services

The meeting was called to order by chair Stuart ~~Tendler~~Tendler at 2:00 p. m.

Chair's Report

Chair Stuart ~~Tendler~~Tendler began by relating a personal experience where he was able to use Lynda.com to learn a skill he needed for his work ~~and how this tool is now something that can materially improve upward mobility for all staff.~~

The next meeting is September 18 in Avaya Auditorium.

Volunteer opportunity exists to serve on committee to look at road safety and pedestrian safety on campus. PTS is planning a campaign to improve car, bike, and pedestrian safety and is looking for ideas.

Stuart recognized Work-life Balance and Wellness Manager, Claire Moore who announced openings on committees for Farm-to-Work, Healthy Dining, and Bites of Wellness committees.

Stuart announced that the Employee Engagement Series has three upcoming events – Talks and Brown Bags all in TXClass:

- 16SEP 11:00-12:15 (Brown Bag 17SEP)
- 23SEP 11:00-12:15 (Brown Bag 25SEP)
- 24OCT 11:00-12:15 (Brown Bag 28OCT)

Stuart announced the appointment of Erika Frahm, past UTSC Chair, to the Presidential Search Advisory Committee. He said that the relationship between the current president and UT Staff Council has been very good and we would hope to see that continue with the next president. Stuart suggested this is a good time for us to be thinking about what qualities in a president are important to staff.

Stuart gave an update on Shared Services. The Shared Services Project Team will be represented at the September meeting. Lori Peterson, the new Financial Officer for Shared Services, spoke briefly about Shared Services activities. Stuart added other projects are forming to evaluate the pilot Shared Services projects.

Recording Secretary's Report

Recording Secretary Gary Thomas detailed the corrections that were made to the original June meeting draft minutes and emailed a few hours prior to the meeting. He requested approval of the amended draft of the June minutes and approval of the original draft for the July minutes. Both were approved unanimously.

Nominations and Elections Committee's Report

Chair Ricardo Vela reported 27 current vacancies. Nominations for these seats are currently open and will close September 3.

At the July meeting, the position of Vice Chair was vacated and nominations were opened for that position. Two nominations were received by email. Ricardo asked for any additional nominations from the floor. There were none. Nominations were closed. The election for Vice Chair will take place at the September meeting to choose between the nominees, Gary Thomas and Jeannie Farahnak.

Issues Committee Report

Alanna Bitzel reported that as Issues Committee Chair, it is her responsibility to investigate issues that are reported to her and to generate a response. Alanna is working on the list of issues created at the July Retreat and has the following to report:

- Child care payroll deductions will not be possible at the present due to lack of resources in the Payroll group. However electronic payment options are available through banks, etc.
- Concerns about civility in the workplace can be directed to Tracy Tarver in HRS, Jen Graf Sims, Staff Ombuds, or the Employee Assistance Program. PN 497 TXClass on Civility will be available this fall.
- Defibrillators on Campus
 - Departments responsible for purchase
 - Emergency Preparedness will monitor and maintain
 - Defibrillator Training is included in CPR Training

Sustainability Committee Report

Chair Stephanie Perrone reported that constituents have concerns about:

- Current recycling and waste management standards
- How or if purchasing efficiency standards are aligned with sustainability goals
- Condition of west mall fountain by Texas Student Union

Goals were created for this term:

- Create a sustainability map to find resources
- Develop incentives to reward high materials efficiency
- Continue last year's literacy program work
- Produce a recycling fact sheet
- Work to find appropriate use for west mall fountain by Union

Special Projects Committee Report

Chair Bryan Hill reported the purpose of the Special Projects Committee is:

- Follow up on work started by previous year's committees
- Maintain the UTSC Wiki
 - Updates
 - How to's
 - FAQ's
- Other projects as needs become apparent

Current progress includes:

- Staff Education Benefit
 - Graduate Tax Benefit – Legal Department finds current policy complies with IRS
 - Written details to follow later – may hinge on how source of tuition payment/waiver is viewed by IRS
 - Other paths under consideration
- Shared Services
 - Get feedback on pilot
 - Update UTSC FAQ

- Staff Retention
 - Gather information from other universities
 - Pursue creative solutions
- UT Green Commute
 - Alternative Transportation Awareness
 - Integrate as appropriate
 - RecSports Health & Lifestyle Expo
 - PTS Bike to UT Day

Professional Development and Training Committee Report

Chair Jason Eitelbach reported that the mission of the committee is:

Work to identify, propose, and promote solutions for professional development and training opportunities for all UT staff.

Past work:

- Worked on staff education (grad tax) issue
- Lynda.com on-line training program – roll out in September

Plans for this year:

- Divided retreat Post-It feedback into themes for research:
 - Travel scholarships and certifications
 - Funding sources for staff to attend conferences
 - Career development w/ certification programs
 - Career Counseling
 - Find new/updated sources
 - How does Shared Services affect?
 - Mentoring
 - What ~~exits~~exists?
 - Obstacles?
 - Professional Training Opportunities
 - Upcoming Lynda.com rollout
 - Other outreach
 - Employee Retention
 - How to develop staff skill sets for promotion from within
 - Issues
 - Management training for best practices

Communication Committee Report

Chair Phil Gavenda reported that the committee has not met yet since the retreat. Most of the members were on the committee last year. The committee vice chair is Katharine Grieve. The primary function of the committee is outreach – both within staff council and within the greater

UT community. The committee will also outreach through social media, and assist UTSC members communicate to their districts with group mail and create summaries of UTSC news to report. Phil offered to help anyone having difficulties using the group email system.

Unfinished Business

None.

New Business

Richard Costa reminded everybody of the upcoming golf tournament open to UT staff.

Stuart announced that PTS is sending emails about considerable construction interference with normal road and pedestrian traffic on campus.

The meeting adjourned at 2:58 p. m.

Minutes Approved September 18, 2014

Gary Thomas
Recording Secretary