

**UT Staff Council**

**General Meeting**

**August 20<sup>th</sup>, 2015**

**POB 2.302 (Avaya)**

2:00 PM

**Present:**

Rep Full Name	District
Ana Aguilar	360.2
David Barrett	190.1
Steven Blackwell	231
Tracy Brzozowski	999.3
Chelsea Cowley	122
Jaime K Davis	111
Jason Eitelbach	999.2
Jeannie L Farahnak	540.2
Philip Gavenda	652
Christian S Glakas	262
Elizabeth Cobbe Goeller	701
Teresita Gonzalez	300.2
Larrimie J Gordon	560.1
Amy Harding	311
Elizabeth R Krieg	160.1
Theresa Lavorgna	202
Jose Francisco Lopez	530.1
Jeffrey David Meserve	391
Vicki A Miller	491
Michelle M Monk	171
Wendy C Nesmith	130.1
Ashleigh A O'Connor	160.2
Stephanie Perrone	470.1
Melissa Lynn Pollard	282
Adrian Rocha	692

Dustin Slater	550.1
Stuart Tandler	251
Ricardo Vela	641
Denise Zuniga	660.2

**Absent:**

Rep Full Name	District
Stacey Leigh Bennett	660.3
Jaime Binaut	342
Joseph Bussey	462
Estrillita Carlos	712
Joshua Carmouche	431
Stephanie Crouch	382
Larayne Dallas	130.2
Tracy L Demchuk	371
Marcy K Drapes	451
Rebecca Fitch	360.1
Edgar Garza	300.1
Lee Ann Gibson	550
Katharine J Grieve	210.2
Jeremiah D Gunderson	672
Robert Hernandez	511
Bryan Hill	550.2
Vicky A Killgore	402
Lynne Levinson	522
Shannon C Mann	411
Rita C Moreno	190.2
Adriel Salazar	322
Sarah Elizabeth Shields	210.1
Andrew Spiegel	540.1
Bonnie E Stewart-Richlen	220.2

Rebekah A Sylvia	142
Gary Thomas	291
Terence M Thomas	242
Matthew D Tokoly	442
Megan Anne Trumeter	660.1
Marcus D Tubbs	560.2
Marie Warden	601
Daniel P Zmud	151

#### **Guests:**

Jeff Stellmach, Kati Elliot, ASMP Training Management, Erika Frahm and Jaime Davis- UT Learn

#### **August Meeting:**

The meeting was called to order by Stuart Tendler, UTSC Chair at 2:03 PM

#### **Chair's Report**

Stuart updated staff that September 17<sup>th</sup> meeting was going to be rescheduled for the President's Inauguration to October 1<sup>st</sup>, at 2:45pm – 4:15pm. Encouraged UTSC reps attend the inauguration in lieu of the meeting. October meeting on the 15<sup>th</sup> still will remain.

Welcome back to our Vice Chair, Jeannie Farahnak.

Update on campus carry. Message was sent from President Morning of 9/17/15 and there will be a campus-wide working group to coordinate community feedback. Three staff representatives have been asked to join this committee. The website for communication is <https://campuscarry.utexas.edu/>.

Summary of the retreat. Committees developed at the retreat. Encouraged to get on committees to begin work and communicate with stakeholders.

- Professional Development- Chelsea Cowley, Chair
- Workplace Culture- Edgar Garza, Chair
- Campus Environment- Larrimie Gordon, Chair
- Communications Committee- Dustin Slater, Chair

#### **Recording Secretary's Report**

No meeting minutes to approve. June/August minutes to be sent before the October meeting.

### **Jeff Stellmach- Senior Social Worker, HR- The Staff Emergency Fund**

- Fund is made possible through charitable donations made during the State Employee Charitable Campaign- Hearts of TX
- Eligible applicants must...
  - o Be an active, non-faculty, University staff member
  - o Have full-time continuous employment for at least a year prior to application date
  - o Not have received a SEF award within the past two years
- The maximum award is \$1,000 and is based on the expenses related to the emergency.

Three person committee that determine if someone is eligible. Qualifying events are: serious illness, critical injury of employee, spouse, or dependent, death of a family member, a fire. Common non-qualifying events: loss of income, home or auto repairs, widespread natural disaster. Application can be found online at [http://www.utexas.edu/hr/forms/staff\\_emergency\\_fund.pdf](http://www.utexas.edu/hr/forms/staff_emergency_fund.pdf).

### **Kati Elliot, ASMP Training Management, Erika Frahm and Jaime Davis- UT Learn**

UT Learn is the system that will be replacing TX Class. Modernizing and standardizing business systems requires UT to replace the mainframe which TX Class is housed. This will allow HR to replace the 30 year old TX class which is also functionally limitations. UTLearn is powered by Cornerstone OnDemand Learning which is a cloud based vendor product. There was a 7 month evaluation period for determining which product to purchase that can meet the professional development needs and also be integrated into Workday. There is a workgroup and a steering committee made up a leadership who are driving the integration with the plan to be live in April 2016. Preparing for UTLearn is necessary for training departments who utilize TX Class currently to set up and track and document classes in a specific department. Training history will need to be cleaned up. Online training needs to be HTML 5 and packaged in Scorm 2004. If your current system talks to anything else in the mainframe, HR UTLearn Staff will reach out to you. Project has an email: [utlearn@austin.utexas.edu](mailto:utlearn@austin.utexas.edu). A UT list that is being used for monthly updates is Campus Trainer Network: [campustrainernetwork@utlists.utexas.edu](mailto:campustrainernetwork@utlists.utexas.edu). Wiki site: <https://wikis.utexas.edu/display/utlearn/UTLearn>. There will be opportunity to have your own online training in the future using UTLearn.

### **Professional Development Committee- Chelsea Cowley**

Proposed Projects:

- Brown Bag for staff can come and visit with development programs on campus and also have an online version for staff to access multiple PD opportunities on campus
- Resume workshop
- Cross-training/employee swap- is no longer a project for this committee due to the logistics of implementation of this project.

Next Steps: Committee will meet with HR, UTSC, and Staff Organizations throughout campus to begin the process. Define the scope: prioritize features of the end product and ensure that these are easily duplicated and transferred.

Questions: Why the employee swap can go awry. Answer: The concern was productivity and that there might not be unit support. Also, someone's position in one unit might not be transferable to another and the perception that there wasn't a justifiable outcome.

Question/Comment: Michelle- suggested LinkedIn development. Two staff Hispanic Faculty Staff, and the Black ?. Ashley- McCombs School of Business suggested linking committee with McCombs career management and coaches as a resources.

### **Campus Environment Committee- Gordon Larrimie, Chair**

Committee Focus: Not addressing campus carry since it is happening with the committee established by the president. Diversity is a project this committee will be working on, as well as Parking and Transportation.

Diversity Plan is to have a lunch and learn series so staff can learn about diversity on campus. Leveraging several stakeholders that currently work on diversity and diversity awareness.

Parking and Transportation- there will be an initial meeting with PTS staff to discuss the scope and issues brought forth by staff. Concerns they would like to help with: shade & supporting bike share.

Questions: Katie Elliot suggested a van pool option. University managed park and ride during non-student periods. Jordan: Suggested more showers for cyclist or using lactation rooms for people who need to change. Discussion around rooms around a building that can change use in order to support this need.

### **Workplace Culture Committee- Edgar Garza, Chair**

Ashley O'Conner, Christian stood in for Edgar.

Committee Focus: Focus on understanding and utilizing the flexible work arrangement policy for campus. How to empower employees to have the conversations about flexible work arrangement and telecommunicating with their supervisors. Committee is reaching out to UT HR, specific department HR staff, Deans, EAP office, and other stakeholders to understand the landscape within campus. EAP already facilitates information for departments who are looking to integrate flexible work arrangements. A second project committee is working on is identifying where showers are located on campus in order to encourage more faculty and staff to walk and bike to work. They suggested a shower map and/or informational flyer so that people understand what resources are available. The final project for this committee is assessing the evaluation process at UT wide. Understanding if the departments are providing a base level evaluation. Starting to work with the appropriate HR departments to figure out how to empower UT Staff in getting the appropriate evaluations during their employment periods.

Questions: Stephanie Perrone- Suggested reaching out to her for a query for space data for shower. Also suggested an online viz for identifying the shower areas on campus and access. Erika Frahm- Career Smart teaches a course on assist employees on how to work through the evaluation process. Stuart Tandler- suggested new buildings should be a requirement to have shower facilities for staff. What is the access for staff? Is it only for specific people in a building? Ashley O'Conner discussed the issues of safety and security as well. Kati discussed that UTLearn will be standardizing evaluation and suggested that some units such as Cockerel School of Engineering that utilizes Performance

Management Plus has a more comprehensive evaluation process. Also suggested to Chelsea to discuss with staff that are part of the Workday integration on staff development.

Amy Herring District 311- Suggested to reaching out to HR to the people who manage the new employee checklist so that employees are informed from the start.

**Communication Committee- Dustin**

None

**Membership and Elections- Ricardo Vela**

September we will be opening up elections for the vacant seats.

**New Business**

None

The meeting adjourned at 3:08 PM

Stephanie Perrone

Recording Secretary