

Please note: These minutes were not brought before the Staff Council for official approval.

## **UT Staff Council: General Meeting**

**October 20, 2016**

**SAC 2.302, 2:00 – 3:30 PM**

### **Roster:**

<b>Name</b>	<b>District</b>	<b>Attendance</b>
Jaime Davis	110.1	P
Malena Castillo	110.2	<b>Absent</b>
Chelsea Cowley	120.1	<b>Absent</b>
Victoria Cervantes	120.2	<b>Absent</b>
Wendy Nesmith	130.1	<b>Absent</b>
Larayne Dallas	130.2	P
Daedelus Hoffman	130.3	<b>Absent</b>
Rebekah Sylvia	140.1	P
John Vernon	140.2	P
John Vernon	140.2	<b>Absent</b>
Jessica Meyerson	151	<b>Absent</b>
Elizabeth Krieg	160.1	P
Kristine Mae Manahan	160.2	P
Michelle Monk	170.1	P
Lauren Phillips	170.2	<b>Absent</b>
David Barrett	190.1	<b>Absent</b>
Stephanie Hill	190.2	<b>Absent</b>
Amy Reyna	202	P
Sarah Shields	210.1	<b>Absent</b>
Sarah Parker	210.2	<b>Absent</b>
Karen Little	220.1	<b>Absent</b>
Maureen Kelly	220.2	<b>Absent</b>
Noemi Govea	230.1	P
Page Stephens	230.2	P
Alex Reshanov	240.1	P
Bug Davidson	240.2	<b>Absent</b>
Jessica Crawford	251	<b>Absent</b>
Christian Glakas	262	P
Ellis Trinh	282	P
Tiffo Carmichael	291	P
Patrick Stafford	300.1	<b>Absent</b>

Teresita Gonzalez	300.2	P
Eric Aiello	300.3	<b>Absent</b>
Gabrielle Harding	311	<b>Absent</b>
Philip Pool	322	P
Rachel Poole	342	P
Ana Aguilar	360	P
Rebecca Fitch	360.1	<b>Absent</b>
Pratikshya Rijal	371	P
Mirna Benhamou	382	<b>Absent</b>
Jeff Meserve	391	P
Sonja Hartley	402	<b>Absent</b>
Shannon Mann	411	<b>Absent</b>
Joe Posada-Triana	422	<b>Absent</b>
William Pieper	431	<b>Absent</b>
Sean Saxe	442	P
Marcy Drapes	451	P
Joseph Bussey	460.2	P
Ricardo Vela	461	P
Michael Walker	470.1	P
Michael Walker	470.1	P
Wendy Nelson	470.2	P
Vicki Miller	491	<b>Absent</b>
Robert Hernandez	511	P
Stephanie Myers	522	<b>Absent</b>
Tamika Thomas	530.3	P
Eda Matthews	540.1	<b>Absent</b>
Trace DeMont	540.2	<b>Absent</b>
Stephen Walker	550	<b>Absent</b>
Dustin Slater	550.1	P
Brian Hurdle	550.1	<b>Absent</b>
Caroline Taylor	550.2	P
Larrimie Gordon	560.1	P
Anthony Pass	560.2	<b>Absent</b>
Danielle Myricks	560.3	P
Courtney Glynn	560.4	<b>Absent</b>
Derrick Ozuna	600.2	<b>Absent</b>
Marisol Sanchez	600.3	P
Susan Stockton	610.1	<b>Absent</b>
Luke McEneny	652	<b>Absent</b>

Gary Kosmas	660.1	<b>Absent</b>
Jocelyn Elder	660.2	<b>Absent</b>
Maria Ruffino	660.4	P
Rachel Cohen	660.5	P
Miles Sapp	672	<b>Absent</b>
Trina Calkins	692	P
Elizabeth Cobbe Goeller	701	<b>Absent</b>
Jenna Dugan	999	P
LeeAnn Gibson	999	P
Bryan Hill	999	P
Jason Eitelbach	999	P
Tracy Brzozowski	999	<b>Absent</b>

#### **October Meeting:**

The meeting was called to order by Christian Glakas, UTSC Chair at 2:05 PM

#### **Guests:**

#### **LeeAnn Gibson, Organizational Alignment Manager –Workday and the Administrative Systems Modernization Program (ASMP)**

- A product called Workday will be replacing DEFINE, HRMS Financial System, and UT Direct. It is a mobile-capable, cloud-based system and has a search feature similar to Google. It will allow organizational charts to be updated automatically. It is configurable, but not customizable. UT has input in its design, but we will need to reconfigure some of our business processes.
  - Town Hall meetings in November/December. You can also sign up for updates.
- The Enterprise Readiness Team makes sure users have tools for the transition. The team looks at our current processes and how they may need to change in the future. The goal is to minimize disruption to the business.
- Timesheets, personal profile changes, changes to W-2, changes to benefits during open enrollment will be done in Workday once it is implemented. Workday will work together with UTLearn, the University's new learning management system.
- Upgrades to Workday will be every six months. There are other teams who will be responsible for preparing clients for any changes associated with the upgrades. The Readiness Coordinator Network talks with you about the changes. They also provide user acceptance testing and oversee changes in policy.
- There will be training for Workday about 10-12 weeks before going live. There are different types of training, depending on your role in the system, and they will offer both in-person classroom and virtual classroom.

## **Kimberly Sullivan—The Conflict Management and Dispute Resolution Office**

- The office addresses many types of issues:
  - Any workplace conflicts
  - Performance and discipline issues.
  - Help with reorganization
  - Harassment
  - Communication
  - Policy Issues
  - Personality conflicts
  - Workplace Accommodations
- Services the office provides:
  - Coaching on how to have a difficult conversation
  - Customized training
  - Activity-based approaches
  - Principle negotiations
  - Mediation, an informal process
  - Grievance, which is a more formal process and needs to be filed within 10 days of the complaint

The office serves as a neutral third party and the conversation is confidential unless required by law to report (Title VII).

A question was raised about workplace bullying. The manager may get involved, but often the office tries to assist in resolution without involving management.

Information can be provided in Spanish, or translation services can be provided. If copies of the brochures are needed in Spanish, send Kimberly an email stating how many you need. Their website is: <https://hr.utexas.edu/current/services/office-dispute-conflict-management>

## **Jen Sims-Staff Ombuds**

The Staff Ombuds office is a result of the work of Staff Council and was created 5 years ago. Their office is located in Walter Webb Hall. Some services of the Staff Ombuds are similar to the Dispute Resolution Office. The Staff Ombuds is informal, outside HR, neutral, and confidential and provides a lot of coaching. They may also refer people to EAP, HR, or their supervisor.

BeVocal is a Bystander Intervention initiative at UT Austin, which encourages people who see something out of the ordinary to say something to someone else so action can be taken.

People who use the Staff Ombuds Office include:

- 63% are front-line staff (non-supervisors)
- 66% are women
- 64% are white/Caucasian
- Majority are aged 40-49

- 25% have 2-5 years of service; 21% have 6-10 years of service.
- 55% seek career progression and development
- 39.6% are interpersonal issues: for example, “My coworker does not say good morning”
- 34% are related to Performance Evaluation
- 29% are related to treatment and civility
- 71% have an issue with their supervisor and about 51% have an issue with their coworker
- 78% take about an hour to resolve

Percentages related by Risk Category from last year:

- 49% Pervasive conflict
- 46% Unwarranted attrition
- 26.9% Negative publicity
- 28% Grievance

Flyers are available in Spanish and Jen Sims also speaks Spanish. Their website is:

<https://ombuds.utexas.edu/staff>

#### **Claire Hahn—UT Wellness Network**

Wellness screenings will be happening on campus soon.

- Wellness screening is done through a company called Catapult. They offer on-site check-ups with a Nurse Practitioner. Registration is online and you receive your results through a secured portal. Flyers are available in Spanish. There are appointments available, including evening appointments.
- If you have BlueCross/BlueShield insurance, this screenings are offered at no cost. The results are confidential.

WALKTOBER, a new Living Well activity, will begin October 3 and end November 2, 2016. This campaign is designed to help you enhance health and wellbeing—in October and beyond.

Wellness champions are being recruited. If you are interested, contact Claire. Her website is:

<http://sites.utexas.edu/wellness/>

#### **Chair’s Report (Christian Glakas):**

UT Staff Council Representatives that were elected mid-term in September were welcomed. New representatives should introduce themselves to the rest of Staff Council.

A survey was sent out that contained two questions. Representatives should remind their constituents to complete the survey so we can have a larger sample size.

Staff Survey Question 1: Staff Council will undertake projects related to several of the topics listed below in 2016-2017. Which one of these topics would you most like to see it work on?

- Of the 890 responses at the time of this meeting, more than 50% (457) chose Flexible Work Arrangements. The second largest response was Professional Development.
- Only 4 Spanish language surveys had been completed. There are strategies to consider to increase such response rates including providing paper surveys.

Staff Survey Question 2: Which of the following issues do you believe most strongly impact your quality of life and/or effectiveness at UT? (select up to two)

- Of the 896 responses at the time of the meeting, the top 4 choices were: Compensation (399), Cost-of-living (274), Work/Life Balance (226), and Commuting (220).

#### **Vice Chair Report (Jason Eitelbach)**

Jason has been working with Division of Diversity and Community Engagement (DDCE) on the University Division and Inclusion Action Plan Initiative.

There is an ad hoc committee working on the Staff Lunch with President Fenves lottery. Themes or topics are being discussed and ideas are being considered to determine who may attend.

Three additional staff have submitted applications for the Professional Development Grant Program. Representatives are encouraged to promote this program to their constituency.

#### **Parliamentarian's Report (Bryan Hill)**

New committees have been created based on the UTSC reps survey responses for topics of interest. Reps have met their fellow committee members and discussed first steps to undertake for their projects. The new committees are:

- Communications
- Diversity and Inclusion
- Engagement
- Flexible Work Week

#### **Resources' Report (Jaime Davis)**

ReGroup email training has been scheduled for October 27, 2-3:30pm in NOA 3.212.

#### **Unfinished Business**

None

#### **New Business**

None

The meeting was adjourned at 3:30pm.

Ricardo Vela  
Recording Secretary