

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

UT Staff Council: General/Working Meeting

April 20, 2017

POB 2.302, 2:00 – 3:30 PM

Roster:

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

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Ellis Trinh	282	P
Tiffo Carmichael	291	P
Patrick Stafford	300.1	Absent
Teresita Gonzalez	300.2	P
Gabrielle Harding	311	Absent
Philip Pool	322	Absent
Rachel Poole	342	P
Ana Aguilar	360	Absent
Rebecca Fitch	360.1	Absent
Pratikshya Rijal	371	Absent
Mirna Benhamou	382	P
Jeff Meserve	391	P
Shannon Mann	411	Absent
Joe Posada-Triana	422	Absent
William Pieper	431	Absent
Sean Saxe	442	P
Marcy Drapes	451	P
Joseph Bussey	460.2	Absent
Ricardo Vela	461	P
Michael Walker	470.1	P
Michael Walker	470.1	P
Wendy Nelson	470.2	P
Vicki Miller	491	P
Robert Hernandez	511	P
Stephanie Myers	522	P
Eda Matthews	540.1	Absent
Tracy DeMont	540.2	Absent
Stephen Walker	550	Absent
Brian Hurdle	550.1	Absent
Caroline Taylor	550.2	Absent
Larrimie Gordon	560.1	P
Anthony Pass	560.2	Absent
Danielle Myricks	560.3	Absent
Courtney Glynn	560.4	Absent
Derrick Ozuna	600.2	Absent

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Marisol Sanchez	600.3	Absent
Susan Stockton	610.1	P
Luke McEneny	652	Absent
Gary Kosmas	660.1	Absent
Jocelyn Elder	660.2	Absent
Maria Ruffino	660.4	P
Rachel Cohen	660.5	P
Miles Sapp	672	P
Trina Calkins	692	P
Elizabeth Cobbe Goeller	701	P
Jenna Dugan	999	P
Bryan Hill	999	P
Jason Eitelbach	999	P
Tracy Brzozowski	999	Absent
LeeAnn Gibson	999	Absent
Dustin Slater	999.5	P

Guests: Susan Harnden, Kimberly Sullivan, and Noel Landuyt

April Meeting:

The meeting was called to order by Jason Eitelbach, UTSC Interim Chair at 2:00 PM

Dr. Noel Landuyt: <https://survey.utexas.edu/>

- Associate Director for the Institute for Organizational Excellence and leading the Staff Employee Engagement Survey
- One of the requirements for State agencies is that they do an assessment of Human Resources. This data has been collected since about the late 1980s. Their organization surveys about 250,000 people per year.
- Their organization has been asked by Darrell Bazzell to go out and give presentations on the UT data after it's collected to each Dean/Director who wants it. The data will be sent to the "local liaisons" as well. It will be broken down into different units/departments, as long as the group is large enough to keep the respondents anonymous.
- You should have received an email on Monday or Tuesday with a link to the survey. If you haven't taken it, you will get a reminder on Monday. There will be a second reminder before the

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survey closes. Staff Council is invited to remind people about the survey as well, though you should not forward your email with your link. The link is specific to each person.

- The last time UT did a similar survey in 2014, we got about 30% response rate, which is not good. The average response rate for State agencies is closer to 80%. For large agencies, the response rate is about 60%. A lower response rate makes interpreting the data harder. The survey closes around the first week of May.
- HR has set up work sessions for DHFS and Facilities Services during their regular work shifts that will allow them to fill out the survey on paper and will be offered in Spanish and English. There will be proctors available to help people with language difficulties as well.
- The data should be collected and delivered in June or July. Noel would like to come back and give a second presentation on the data at that time.
- We can't force people to participate. No question is required to have a response, so if you don't feel comfortable answering demographic information you can leave it blank. In addition, data is de-identified before it is given to the university.
- Additional questions can be addressed to: orgexcel@utexas.edu or 512-471-9831.

Claire Hahn and Susan Harnden: Flexible Work Arrangements –

- Flexibility is usually marked high on surveys to employees. Some employees would even choose a flexible work arrangement over a raise.
- Flexible Work Arrangements (FWA) can include teleworking, flexible work schedules, compressed work weeks, job sharing, seasonal flex, and phased retirement.
- FWA can have positive impacts on recruitment and retention, employee experience (well-being and job satisfaction), employee excellence (productivity and quality of work), and Organizational success (company culture and being seen as an “employer of choice”). In addition, FWA can result in fewer unscheduled absences, employees working more hours, and positive environmental impact.
- There are two relevant policies in our Handbook of Operating Procedures: [HOP 5-2110 Work Schedule](#) and [HOP 5-2130 Telecommuting](#). There are also [FAQs on the HR Website](#). On the HR website you will find the [Flexible Work Arrangement Form](#).
- FWA myths may be keeping us from taking advantage of these policies. Myths may include, “If I let one person flex, then I have to let everyone.” “There will be more work to manage.” “Work productivity will decrease.” “Employees will abuse FWA.” “If everyone comes and goes as they please, how will we get the work done?”
- There are challenges in implementing FWA, including frame of mind (how things currently are vs. how they could be), technology availability (university-supplied computer, masking personal phone numbers, etc.), how meetings will be scheduled when someone is out of the office, and information security and network security. There are solutions to all of the challenges mentioned in the presentation and [EAP](#), as well as the [Information Security Office](#), can assist. Your [HR representative](#), [Strategic Workforce Solutions](#), [Staff Ombuds](#), and the [Dispute Resolution Office](#) can also help consult.
- Tips for an employee proposing an FWA: Make the business case to the supervisor. Describe how this is good for your department and why it is advantageous for your job. Avoid focusing on

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your personal situation and focus on your job position. Suggest a trial period so your supervisor doesn't feel like they can't re-evaluate how things are working.

- Tips for managers when looking at FWAs: Measure the person's productivity. Try an initial time period before new employees are considered for flex work. Look for the business case for the FWA. Consider the impact on communication within your group. Consult with your [HR representative](#), [Employee Assistance Program](#), [Strategic Workforce Solutions](#), and the [Dispute Resolution Office](#) as needed. Try a trial period for employees so you can re-evaluate. Set clear expectations and guidelines (for example, forwarding phones, communicating to others if they're out of the office, responding to email, coming in to the office when needed).

Kimberly Sullivan: Having difficult conversations with your supervisor

- Barriers to problem solving can be: Your reaction and/or their reaction to the discussion; their position; their cynicism or resignation; the difference in "power" between the two people.
- During a conflict, we tend to think about how the person is "bad" rather than how to solve the problem. Instead, try to think of the other person as an ally in trying to solve the problem.
- Move from positions, such as "I want a 5% raise", to interests, such as "The raise is fair because it will align me with coworkers and rewards my performance."
- Once you get interests figured out, you can move to brainstorming options. From there you can decide on solutions to the problem.
- Using open-ended questions helps engage the other person in a better conversation.
- To learn more about interest-based problem-solving, Kimberly recommends two books: "[Getting to Yes](#)" and "[Getting Past No](#)". Bryan Hill created cliffs-notes on the wiki page. Search for "negotiations" to find them.
- You can use these tips to help guide your discussion with your supervisor about flexible work arrangements. Try role playing with a friend or coworker where one person plays a cynical person who says no to everything and the other tries to persuade them to change their mind. Then try role playing again where the one person says yes and is enthusiastic to all of the other person's suggestions.
- Contact information for Kimberly Sullivan is 512-471-6638 or Kimberly.sullivan@austin.utexas.edu. Her website is <https://hr.utexas.edu/current/services/office-dispute-conflict-management>

Committee Reports:

Health and Wellness:

- Step into Motion is a step contest for the month of April. Everyone who competes gets a blender bottle and a Frisbee. There will also be a "best name" contest for your team. There will be a bowling party and scavenger hunt as well.

Chair Report:

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- Staff Lunch Lotto happened on Wednesday, March 29. 310 staff applied to attend and approximately 15-20 were chosen.
- Save the date for the Spot Bid Fair. It will be May 8 and 9 at the Irving Convention Center in Irving, Texas. If you have bids, let the [HUB Office](#) know.
- Jaime Davis and Jason have been working with John Moore in HR and folks in Facilities Services and DHFS to brainstorm ways to increase participation in the Employee Engagement Survey in the night crew and Spanish-speaking employees. If you have ideas on how to get the response rate up, please email Jason. If you receive feedback from your constituents, please forward it to the UTSC Executive Committee so we can be aware and pass the information on to other UT leadership.
- The next general meeting will be May 18 2-3:30 in Avaya. Committee Chairs or their delegates will give updates on their progress throughout the year. President Fenves is scheduled to be in attendance.

New Business:

The meeting adjourned at 3:31 PM

Ricardo Vela

Recording Secretary