

UT Staff Council
General Meeting Minutes
October 19, 2017
POB 2.302
2-3:30pm

In Attendance (51 total)

Ana Aguilar (360.2)
Manuel Arsiaga (431)
Beverly Benham (300.1)
Mirna Benhamou (382)
Sara Bernier (600.1)
Wolfgang Bollich (460.1)
Christopher Bookout (451)
Jean Bruner (151)
Trina Calkins (692)
Tiffo Carmichael (291)
Charla Carrington (371)
Sean Cartell (560.3)
Sandra Catlett (282)
Larayne Dallas (130.2)
Amanda Davilla (351)
Jaime Davis (110.1)
Glenn Dembowski (411)
Rainbow Di Benedetto (540.2)
Cynthia Duckworth (210.1)
Shaleiah Fox (251)
Noah Giese (322)
Courtney Glynn (560.4)
Elizabeth Goeller (701)
Teresita Gonzales (300.2)
Larrimie Gordon (560.1)
Tepera Holman (160.1)
Maureen Kelly (220.2)
Yvonne Kimmons (230.1)
Elizabeth Korves (140.1)
Nije Lane (660.1)
Eda Matthews (540.1)
Crystal McCallon (240.1)
Colleen Morgan (210.2)
Wendy Nesmith (130.1)
Michael Nugent (220.1)
William O'Leary (251)
Rachel Poole (342)
Alexandra Reshanov (240.2)
Molly Royce (530.1)

Ronnie Ruiz (712)
Sean Saxe (442)
Dustin Slater (999)
Jenna Smith (641)
Marcus Speir (170.2)
Karla Steffen (999.3)
Page Stephens (230.2)
Richard Stimpert (681)
Theresa Thomas (170.1)
Amanda Trybula (140.2)
Stephen Walker (550.3)
Lin Winton (120.2)

Watched via webcast (6 confirmed)

Elizabeth Arredondo (621)
Courtney Glynn (560.4)
Anthony Pass (560.2)
Amy Reyna (202)
Susan Stockton (610.1)
Aaron Ulmer (190.2)

Absent (21 total)

Margaret Alvarado (130.3)
David Barrett (190.1)
Sara Bernier (600.1)
Elizabeth Busse (180.1)
Joseph Bussey (460.2)
Avani Chhaya (999.2)
Jocelyn Elder (660.2)
Justin Hayes (482)
Kristine Mae Manahan (160.2)
Victoria Miller (491)
Stephanie Myers (110.2)
Wendy Nelson (470.2)
Patrick Olson (652)
Derrick Ozuna (600.2)
Thomas Pearce (550.1)
Maria Ruffino (660.4)
Timothy Sapp (672)
Sara Somabhatta (180.2)
Caroline Taylor (550.2)
Michael Walker (470.1)
Rachel Wester (120.1)

Meeting was called to order by Chair Jaime Davis at 2pm.

- I. Welcome to New Reps
 - Overview of general meetings
 - Elections are over
 - Some districts still need representatives (311, 391, 422, 511, 230, 300, 360, 530, 610, 660)
- II. Chair's Report (Jaime Davis)
 - New rep orientation: Nov 15 @1 in NOA 3.212
 - Exercise caution when using Staff Council name
 - Only use for actual Staff Council business
 - Remember that you are representing Staff Council and your constituency
- III. Vice-Chair's Report (Page Stephens)
 - Updates from Executive meetings
 - Greg Fenves, UT President – Got feedback from the SC meet and greet event, talked about SC bylaw changes, updated on committee work, talked in length about the staff education benefit, got approval for certificates for retirees
 - President committed to continuing to figure out how to thank staff and show appreciation for the work being done
 - Debra Kress, Associate VP for Human Resources – Talked about engagement survey results specific to units, sought advice for departments dealing with budget cuts
 - If your unit has not shared the engagement survey results, please reach out to the point person for your unit (see [September's General Meeting](#) webcast powerpoint)
 - Debra suggested evaluating program effectiveness; not hiring for empty positions when possible and using those funds for merit pools instead
 - Cindy Posey, Director of Internal and Campus Safety Communications – If you have in mind a group of people that may want to set up a meet and greet event with President Fenves, please email her: cindy.posey@austin.utexas.edu
- IV. Secretary's Report (Jaime Davis)
 - Ana Aguilar certified the quorum
 - September minutes were approved without changes
- V. Guest Speaker: Jeff Stellmach – Staff Emergency Fund
 - Staff Emergency Fund came from a Staff Council initiative in 2003
 - Funds generated through charitable donations during State Employee Charitable Campaign – [Hearts of Texas](#) in October
 - Award details available (eligibility, how to apply, etc.):
<https://hr.utexas.edu/current/services/staff-emergency-fund>
 - Maximum award is \$1000
 - 3 person committee of UT staff members review applications for eligibility
 - All applications de-identified prior to review

- Common qualifiers: serious illness, death of family member, damage to home through natural disaster/fire
- Common disqualifiers: loss of income due to unemployment or divorce, standard home/auto repairs
- Application takes 5-10 business days to process
- 20-25 funds awarded/ year
- Award can be applied retroactively

VI. Guest Speaker: Alicia Bogart and Alyssa Manse – EMS and CVent

- JJ Pickle [Commons Learning Center](#) elected to use Event Management Software (EMS) in 2015 for compatibility with Workday and to move services off the mainframe
 - Purchased campus-wide license and is sharing with 5 other units (MSI, PTS, McCombs, Thompson Conference Center, Dell)
 - Does not have a registration component
 - Used for space management
- Purchased campus-wide license for CVent and began using it for registration services when iModules was no longer being utilized at UT
- Commons Learning Center have made opting in to either software a “turn-key” process for a moderate fee
 - Email cventadministrator@austin.utexas.edu for demos, pricing, and information

VII. Guest Speaker: Frances Delacruz – [UTLearn](#)

- 40,000 provisioned licenses, ~30,000 being used/ semester
- 395 classroom sessions delivered since 2016, 61 online courses available
- Training completed externally to UTLearn can be submitted into the system to be part of users’ professional development transcript
- Under-used features:
 - Managers can assign courses to direct reports using Manager Self-Service
 - Non-manager access to user transcripts being investigated for service
 - Units can assign courses with deadlines using Learning Assignment
 - People that can’t log in to UTLearn (students, etc.) can take safety courses using Self-registration Portal
- UTLearn Governance Group formed Sept 2016
 - Purpose: to develop processes and formal standards for the use and access of UTLearn, assist with requests for system enhancement
 - Created Acceptable Use Standards and Change Management Process documents
- UTLearn User Group
 - Comprised of people with training coordinator permissions
 - Help test new features
 - Goal is to maximize use of UTLearn and develop/ improve the learning culture on campus
- 2018 Next Steps
 - Workday testing

- Continue testing functionalities
- VIII. Guest Speaker: Dana Cook – [Workday](#)
 - Fall 2016 President Fenves and VP/CFO Darrell Bazzell reassessed the modernization program
 - Focus narrowed down from several projects to Workday
 - Workday to roll out to HR and Payroll first (Workday HCM/Payroll), then later to financials
 - March 2017 Reset: gathering independent assessor information and campus feedback
 - June 2017 Relaunch
 - Changes
 - More active campus engagement and collaboration
 - Narrowed scope – Workday Only
 - Workday steering committee – Faculty, Payroll Director, HR Director, Internal Audit, Business Officers from colleges/schools, etc.
 - Embedded business expertise
 - Strategy and schedule
 - Go Live date: Nov 1, 2018
 - Late October 2018 - DEFINE and HRMS will go to view-only (no processing of HR and payroll transactions, but timesheets will still be accepted)
 - A block will be put into HRMS so future dated transactions/appointments can't be created, otherwise they would need to be recreated in Workday
 - [Timeline](#)
 - Design training for Workday: Sept 2017 - Jan 2018
 - Develop training: Feb 2018 - June 2018
 - Deliver training to clients: beginning Aug 2018

- IX. Committee Updates
 - Benefits – Elizabeth Korves
 - Advertising/ centralizing the “perks” and benefits of working at UT (discounts, etc.)
 - Addressing parking permit waitlist priority concerns
 - Health and Wellness – Rachel Poole
 - [Wellness Champions](#) initiative: trying to get more staff to sign up as Wellness Champions, who spread information about wellness programs at UT
 - 35 current Wellness Champions, many of whom came from Staff Council
 - Email template will be provided to forward on to constituents
 - Health and Wellness Report: providing data and recommendations to leadership
 - Gathered data from staff surveys, UT Staff Council feedback, and benchmarking from other institutions
 - Recommendations
 - Providing more training to managers on supporting work/life balance
 - Increasing staff access to gym facilities on campus

- Increasing staff ability to participate in Health and Wellness activities during the work day
- Professional Development – Larrimie Gordon
 - Spring Career Fair – Date TBD
 - Goal: UT Staff will be able to learn about employment and educational opportunities
 - Suggestions on programs to include can be sent to lg@utexas.edu
 - UT Staff Mentorship Program
 - 8 month program, 7 1hr meetings between mentor and mentee
 - Currently identifying mentors for program, send suggestions to lg@utexas.edu
 - Program to be piloted with Staff Council members
 - Revisiting [Staff Educational Benefit](#) (SEB)
 - Increase awareness about benefit
 - Simplify process for admissions
 - Allow staff to use the SEB for other development opportunities
- Sustainability – Elizabeth Cobbe
 - Campus Showers - project lead: David Barrett
 - Subsidizing access to showers on campus to encourage commuting and exercise
 - Pilot underway: 20 men and 20 women have signed up
 - Initial survey completed
 - Bathroom Stickers – project lead: Amy Reyna
 - Stickers to be placed on public campus bathrooms with information for alerting Facilities Services in event of leaks or plumbing problems
 - Carpool Mixer – project lead: Jean Bruner
 - Connecting staff who are interested in ride sharing
 - Tentative date: Earth Week, April 2018
 - Tire Pressure – project lead: Elizabeth Cobbe
 - Incentivize staff to inflate tires to appropriate pressure in cooler weather
 - Phase I: Share formula on money and emissions saved for a given commute and MPG
 - Phase II: Offer small prizes
 - Phase III: Tire inflation stations at parking garages
 - Sustainability Luncheon
 - Annual offering in partnership with [Office of Sustainability](#)
 - Date: Earth Week in April
 - Send suggestions for speakers to ecobbe@austin.utexas.edu
 - Other Potential Projects
 - Expand composting efforts
 - Reduce bottled water consumption
 - Sustainability Alley at Health and Wellness Expo

X. Unfinished Business

- New Reps need to select a committee to serve on by the end of next general meeting.
- XI. New Business/Announcements
- How do people get information on the new Dell clinic available to all UT staff for lower co-pay (other than the recent email)? *Rachel Poole to investigate.*
 - Announcement: Today is National Conflict Resolution Day – Kim Sullivan from Office of Conflict Management and Dispute Resolution
(<https://hr.utexas.edu/current/services/office-dispute-conflict-management>)

Meeting was adjourned at 3:30pm.

Minutes Approved _____

Ana Aguilar
Recording Secretary