

**UT Staff Council
General Meeting Minutes
November 16, 2017
POB 2.302
2-3:30pm**

In Attendance (47 total)

Ana Aguilar (360.2)
Manuel Arsiaga (431)
David Barrett (190.1)
Beverly Benham (300.1)
Mirna Benhamou (382)
Sara Bernier (600.1)
Christopher Bookout (451)
Joseph Bussey (460.2)
Tiffo Carmichael (291)
Charla Carrington (371)
Sean Cartell (560.3)
Larayne Dallas (130.2)
Amanda Davilla (351)
Jaime Davis (110.1)
Glenn Dembowski (411)
Rainbow Di Benedetto (540.2)
Bryan Fontenot (511)
Noah Giese (322)
Elizabeth Goeller (701)
Teresita Gonzales (300.2)
Larrimie Gordon (560.1)
Justin Hayes (482)
Dawn Hunter (610.3)
Maureen Kelly (220.2)
Nije Lane (660.1)
Kristine Manahan (160.2)
Eda Matthews (540.1)
Crystal McCallon (240.1)
Stephanie Myers (110.2)
Wendy Nesmith (130.1)
Michael Nugent (220.1)
William O'Leary (251)
Patrick Olson (652)
Rachel Poole (342)
Alexandra Reshanov (240.2)
Molly Royce (530.1)
Maria Ruffino (660.4)

Ronnie Ruiz (712)
Timothy Sapp (672)
Jenna Smith (641)
Marcus Speir (170.2)
Page Stephens (230.2)
Richard Stimpert (681)
Susan Stockton (610.1)
Kimberly Sullivan (522)
Theresa Thomas (170.1)
Amanda Trybula (140.2)

Watched via webcast (7 confirmed)

Elizabeth Arredondo (621)
Jean Bruner (151)
Elizabeth Korves (140.1)
Thomas Pearce (550.1)
Aaron Ulmer (190.2)
Michael Walker (470.1)
Stephen Walker (550.3)

Absent (22 total)

Wolfgang Bollich (460.1)
Elizabeth Busse (180.1)
Trina Calkins (692)
Sandra Catlett (282)
Avani Chhaya (999.2)
Cynthia Duckworth (210.1)
Jocelyn Elder (660.2)
Shaleiah Fox (262)
Courtney Glynn (560.4)
Tepera Holman (160.1)
Yvonne Kimmons (230.1)
Victoria Miller (491)
Colleen Morgan (210.2)
Wendy Nelson (470.2)
Anthony Pass (560.2)
Sean Saxe (442)
Dustin Slater (999.1)
Sara Somabhatta (180.2)
Karla Steffen (999.3)
Caroline Taylor (550.2)
Rachel Wester (120.1)
Lin Winton (120.2)

Meeting was called to order by Chair Jaime Davis at 2:00pm.

I. Chair's Report (Jaime Davis)

- Incident on campus
 - Non-UT affiliated group organized a demonstration on campus. They were carrying tiki torches and wearing masks. UTPD responded within minutes and asked the group to leave. The group complied.
 - A [blog post](#) and [flyer](#) are posted on the UTSC website that talk about ways you can fight hate on UT campus.
 - Call to Action - Speaking out, reporting wrongs, and learning about people who are different from you are just three of the ways we can help stop tensions from escalating.
- [Outstanding Staff and Supervisor Awards](#) nominations are due by November 27.
- [Submit kudos](#) for fellow representatives to Theresa via the online form.
- New UTSC representatives must select a committee to work on by the next general meeting.
- [Worklife Clinic](#) (Dr. Ed Bernacki)
 - Low copay service (\$10) aimed at UT Austin employees seeking treatment for acute illnesses and injuries
 - Open M-F 8am-5pm, walk-ins or appointments
 - Located on the 9th floor of the HTB building
 - Must be 18+ to use services (no pediatrics)
 - Staffed by 2 full-time nurse practitioners and 2 doctors a few hours/week
- [Holiday Assistance Program](#) (Leticia Acosta)
 - Contact [Leticia Acosta](#) with questions.
 - Hispanic Faculty and Staff Association (HFSA) initiative.
 - Provide ingredients for holiday meals to staff members in need of assistance.
 - People can donate money, canned food, or frozen turkeys.
 - Refer UT employees in need of assistance by November 17.
 - [Volunteer on distribution day](#), December 8.
- [Orange Santa](#)
 - Applications due November 21.
 - People can donate money, toys, and wrapping supplies by December 7.
 - Volunteer as shopping assistant, bilingual speaker, inventory control, or clean up/break down.

II. Vice-Chair's Report (Page Stephens)

- Updates from Executive meetings
 - Greg Fenves, UT President
 - Talked about campus climate and the President's concerns.
 - Talked of the tax bill currently in Congress that could have a negative impact on funding for higher education.
 - Brought up the Diversity and Inclusion Committee's concern with the bricks on Speedway. The President was already aware of the issue and progress is already being made to correct the issue.

- Cindy Posey, Director of Internal and Campus Safety Communications
 - Strategized about how Communications Committee and UTSC can reach campus.
 - Talked about helping to spread word about health clinic.
 - Obtained feedback and direction on UTSC marketing video currently being produced.
- III. Secretary's Report (Jaime Davis)
- Ana Aguilar certified the quorum
 - October minutes were approved without changes
- IV. Committee Updates
- Bylaws – Stephanie Myers
 - Working to make the bylaws document user-friendly and easier to understand.
 - Topics being explored: term limits, elections process, managing under-represented districts, and expectations of UTSC members (all roles).
 - Proposed changes will be presented to the Staff Council in January or February.
 - Investigating the possibility of soliciting an executive sponsor and what that relationship would be.
 - Diversity and Inclusion – Susan Stockton
 - Next meeting is December 7th, all are welcome.
 - There are many affinity groups on campus. Please consider joining one to help stay in touch with campus.
 - Current projects:
 - Accessibility – Concern over mobility on walkways.
 - Researching impact of HR move to UTA (ease of transportation).
 - Transportation routes to MCC/WPR and support during relocations.
 - Organizational development – investigate training on diversity and inclusion topics.
 - Looking at UT's Diversity and Inclusion Action Plan.
 - Flex Work – Alex Reshanov
 - Current projects:
 - Creating training opportunities for managers on flex work.
 - Create or improve online resources for staff.
 - Continue to gather data on what might increase the use of flexible work arrangements.
 - Communications – Tiffo Carmichael
 - Developing a communication strategy.
 - Working on website improvements
- V. Guest Speaker: Dr. Michael Mahometa – [Statistics and Data Sciences](#)
- The Department of Statistics and Data Sciences offers statistical consulting services to students, faculty, and staff.
 - Three full-time staff consultants and one graduate student.

- Consultants can help with research and survey design, data analysis, model selection, power analysis, and interpretation/ write-up of results. Typical software used are R, SPSS, Stata, SAS, etc.
- Free consulting:
 - Open to anyone at UT Austin
 - Up to 1 hour/week
 - Face-to-face or phone (Skype), email for small questions
- Other services:
 - Contract consulting – UT Faculty/Staff only: grant proposals (letter of support), research design, data cleaning, tailored data analysis, detailed reporting, and authorship.
 - Software short courses – Open to anyone at UT Austin: ~15 courses/semester, R, Python, Stata, SAS, SQL, Excel, and basic topic courses (understanding regression, etc.).
 - Summer Statistics Institute – Yearly in May, open to 700 participants: 12 hours over 4 days, covers a wide range of topics (software and database, statistical methods, design and application)

VI. Guest Speaker: Jeannie Farahnak – UT System Employee Advisory Council (EAC)

- EAC is comprised of two representatives from each of the 14 UT System institutions.
- Each representative serves 3-year terms and focus on issues that affect staff across all UT institutions.
- The [UT System Board of Regents meeting](#) and the EAC presentation on November 8 will be webcast.
- [Regents Outstanding Employee Awards](#) nominations are due by January 31. 30 awards of \$10,000 each to be given to staff members across UT System. Award luncheon will be held June 1, 2018 in Austin at the Driskill.
 - Contact [Jeannie Farahnak](#) with questions.

VII. Guest Speaker: Yulanda McCarty-Harris – [Office for Inclusion and Equality](#) (OIE)

- Core Principle of OIE: We advance a diverse, equitable, and supportive campus culture through our commitment to fulfilling the spirit of equal opportunity laws and policies, as well as building awareness within the University community.
- Core functions: policies, investigations, education, and compliance.
- Inclusive workplace training through UTLearn, hosted once a month – next training is on January 25th.
- Policies administered: HOP 3-3020, HOP 3-3031, HOP 3-3050, HOP 3-3010, HOP 9-1810
- Deals with complaints of discrimination or harassment if the respondent is an employee (student workers as well). Cases where respondent is a student are dealt with by the Dean of Students.
- Complaints resolved through OIE by informal resolution or formal complaint.
 - Formal complaint processing can take 7-12 weeks.
 - OIE serves as a neutral fact-finding third party during investigations.

- OIE report goes to the Vice-President indicating whether there has been a violation of policy. Administrative action taken by Vice-Presidents/Provost not OIE.
- Responsible employees (HOP 3-3031 and GIC, Appendix D) have a duty to report instances of discrimination or harassment.
 - Title IX (discrimination based on sex/gender) violations reported on [Title IX online form](#).
 - Responsible employees cannot promise absolute confidentiality to a person who discloses a concern or complaint.

VIII. Unfinished Business

- Retirement certificates are in the process of being finalized.

IX. New Business/Announcements

- December 21 general meeting was cancelled by vote.

Meeting was adjourned at 3:30pm.

Minutes Approved: 1/18/2018

Ana Aguilar
Recording Secretary