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FOR
STUDENT, FACULTY, AND STAFF CAMPUS LIFE
COMMITTEE**

Committee Meeting: 11/11/2010
Austin, Texas

James D. Dannenbaum, Chairman
Printice L. Gary
R. Steven Hicks
Brenda Pejovich
Joel Helmke, Chair, Employee Advisory Council
Dan Formanowicz, Chair, Faculty Advisory Council
Christof Straub, Chair, Student Advisory Council

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Convene	<i>8:30 a.m.</i> <i>Chairman Dannenbaum</i>	
U. T. System: Annual Meeting with Officers of the U. T. System Employee Advisory Council	Report <i>Mr. Joel Helmke</i>	294
Adjourn	<i>9:30 a.m.</i>	

U. T. System: Annual Meeting with Officers of U. T. System Employee Advisory Council

REPORT

Representatives of the U. T. System Employee Advisory Council will meet with the Board to discuss the Council's past year activities and plans for the future according to the following agenda. Council members scheduled to attend are:

Chair: Mr. Joel Helmke, U. T. M. D. Anderson Cancer Center

Vice Chair: Mr. Dexter Jones, U. T. Health Science Center – Tyler

Secretary: Mr. Paul Summers, U. T. Health Science Center – San Antonio

Historian: Ms. Rochelle Peña, U. T. Dallas

AGENDA

1. Introductions
2. Chairperson's report on accomplishments of the past year and plans for the new fiscal year. (See Recommendations set forth on Pages 295 - 297).

BACKGROUND INFORMATION

The U. T. System Employee Advisory Council was established in August 2000 to provide a vehicle for communication and to facilitate the flow of ideas and information among employees, the Board of Regents, the institutions, and Executive Officers of U. T. System Administration. The U. T. System Employee Advisory Council functions to define, analyze, and make recommendations on employee issues to appropriate groups and individuals.

**THE UNIVERSITY OF TEXAS SYSTEM
EMPLOYEE ADVISORY COUNCIL
REPORT
TO THE BOARD OF REGENTS
THE UNIVERSITY OF TEXAS SYSTEM**

The University of Texas System Employee Advisory Council (EAC) is composed of employees from all 15 institutions and U. T. System Administration, representing a diverse workforce and supporting a diverse collection of institutions. Recognizing the great strengths that exist across our group, four committees were formed this year to review programs that are important to the U. T. System workforce. The four committees represent the areas of wellness, worklife balance, human resource (HR) policy, and recruitment and retention. This effort was initiated by circulating a 70-item survey soliciting feedback from U. T. System HR Directors regarding policies and practices and requesting any guidelines or materials used to support their efforts. We are very happy to report that we received 100% participation and an enthusiastic response from our colleagues. After it was complete, our institution HR Directors received the final survey compilation in order for them to compare and contrast their approaches to those of the other institutions. Based on the survey feedback, the four committees made the following recommendations.

Recommendations

Wellness Committee

The EAC Wellness Committee is focused on continuing the improvement of the health status of U. T. employees and their dependents. The EAC applauds the many recent efforts taken by the U. T. System Office of Employee Benefits to encourage better lifestyle choices. These efforts include the Web MD wellness resource, the creation of a Systemwide Wellness Coordinator, many initiatives to promote proactive health decisions, and the removal of employee cost sharing as a financial barrier to accessing colorectal cancer screening services.

The committee recommends increased support at each campus for health and wellness initiatives, including cancer prevention and early detection programs, health screenings and behavioral modification programs. Programs like these will help employees lower their health risk by eliminating tobacco use, improving their diet and physical activity habits, and improving the quality of life for themselves and their dependents.

Recognizing the tremendous expertise of our medical institutions and public health programs, the committee also recommends greater sharing of health information resources across all of the U. T. institutions, to include health messaging on topics such as reducing cancer risk, improving cardiovascular health, and dealing with stress.

In order to reinforce the U. T. System's support for developing healthy lifestyles and improving the overall health and well-being of employees and their dependents, we ask that the president of each institution communicate their support for their local wellness programs as well as those programs facilitated by the U. T. System benefits staff. Changing an organization's culture starts at the top, and in order to transition to a culture of improved health habits, a presidential endorsement would send an important message.

Worklife Committee

The EAC Worklife Committee, recognizing the growing complexities of balancing work commitments and meeting personal needs and the needs of dependents, explored practices across the U. T. System that supported employees as they attempted to meet the many obligations in their lives.

The committee recommends that U. T. System institutions develop guidelines to provide direction and support to managers interested in offering employees with added flexibility to meet their many obligations at home and the workplace. Successful practices identified in the survey include support for flexible work schedules, such as working a 7-4 schedule to avoid rush hour commutes; alternative work schedules, such as working a compressed 40 hour schedule in a 4 day workweek; or exploring opportunities for telecommuting when appropriate for the role. All of these programs contribute to reducing unscheduled absenteeism, improving retention rates, and improving morale.

Lastly, the Worklife Committee recommends that in recognition of the graying demographic profile of our nation and the growing care issues experienced by employees now caring for elderly parents, eldercare support be explored by each campus as resources allow. Many employees now find themselves caring for their children while simultaneously caring for aging parents, many of whom have chronic conditions and require frequent attention.

Policy and Procedure Committee

The EAC Policy and Procedure Committee focused its attention on the processes used by each institution to evaluate employee performance, as well as programs that provide an expanded sick leave pool for those employees dealing with a catastrophic illness. Based on the survey feedback, this committee found that every institution required annual evaluations for all staff, however formats differed as did consequences for failing to complete the evaluation of a subordinate. Similarly, there was found to be a wide range of responses regarding sick pool administration.

In order to support the professional development of employees, the committee recommends that every effort be made to complete annual evaluations on time, including steps to ensure compliance of next level managers in completing the process in the specified timeframe. This group recommends consideration to be given to incorporating performance appraisal tools into the process such as 360 degree feedback from peers, customers, and subordinates. The committee also recommends migrating from paper to an electronic format as resources allow.

The committee recommends that if feasible, the evaluation process for an employee requesting access to extended sick leave benefits should include review by a licensed clinician. The committee also recommends that an appeal process be available for those requests that are not initially approved.

Recruitment and Retention Committee

The EAC Recruitment and Retention Committee sought to better understand the efforts taken by U. T. System institutions to recognize and incentivize employees and to support professional development. Using the survey feedback, this group found that many institutions supported a wide variety of programs aimed at recognizing top performers and longtime employees. In addition, there were a number of different programs across the institutions to support the continuing education and professional development of employees.

This committee recommends that all institutions develop programs to incentivize high performance, reward top performers and recognize employees who have made a long-term investment in their organization. Some of the programs identified by the survey were as modest as coffee with the President or as complex as performance based compensation programs. All programs are intended to recognize those employees seen as going the extra mile to advance the mission of their organization. This committee also recommends increased investment in tuition reimbursement and certificate programs, which encourage employees to develop skills that are in high demand and provide value to the organization.

All of the broad recommendations just presented were generated by the Wellness, Worklife, Policy and Procedure, and Recruitment and Retention Committees based on work conducted over the FY10 term. Looking ahead at the FY11 term, these committees will continue their work and will refine their recommendations, providing specific examples of the best practices that exist across the U. T. System in each of their focus areas. Adding to this effort in FY11 will be the newly formed Cost Reduction Committee, created with the intent of cataloguing innovative cost-saving initiatives that are being undertaken at each institution and creating an online clearinghouse of these initiatives in order to share these cost-saving ideas broadly across the U. T. System. We hope that we will have the support of U. T. System Administration to facilitate the compilation, and dissemination of the many novel approaches being taken across our organization to manage expenses during these challenging economic times.

On behalf of the EAC members, I would like to extend our sincere appreciation for being provided with an opportunity to serve the U. T. System through our role on the council. We are encouraged by the progress that we made in FY10 and optimistic that our work in FY11 will provide specific recommendations that will have a positive impact on the organization.