

Employee Advisory Council

Thursday, March 14th, 2008

1300-1500

Administration Bldg. 3.114

Members Present: Chuck Machner, Melanie Loving, Craig Peters, Michelle Lockwood, Gerald Cleveland, Pam Bass, Tammy Cupit, Diana Davison

Advisors Present: Doug Stark, Pep Valdez

Members Excused:

Guests: None

MINUTES

AGENDA ITEM/ TOPIC	DISCUSSION	DECISION	ACTION/ FOLLOW-UP
Call to Order/Approval of Minutes	The meeting was called to order at 1300.		None
Ongoing Issues	None		
Old Business	None		

AGENDA ITEM/ TOPIC	DISCUSSION	DECISION	ACTION/ FOLLOW-UP
New Business			
Nominations Process	Chuck discussed the process. One barrier may be primary language for those in Laundry Services who voted by Ballot.	Will consider translating ballot into Spanish next fall.	None.
President Luncheon	Comments from the President luncheon were well received. Group felt it set the tone and foundation for the success of the group. President was viewed as open, attentive, relaxed.	None.	None.
EAC Guideline Revision	The group review the document.	The guidelines were approved as written.	Chuck will post the document on the blog.
Communication Strategies	Several tools were discussed. Pep gave new members ID and password for the blog, which is a key vehicle for communication. The daily announcement, newsletters, and town halls meetings.	Further work on communication will be done at the next EAC meeting. Members are asked to consider ideas and gather input from constituents.	Will discuss further next time.
New Organizational Structure	The group briefly discussed the new organizational structure.	May be a topic in the future as membership on the council will need to reflect each new area.	Will table for now.
Vice-Chair Communications Role	The group discussed the recent resignation of Nuala in the fall and the process for electing in an additional member from the support entity.	Gerald will serve a full 3 years as a member of the group. Michele will serve a 2 year term and will serve as Vice-Chair of Communications.	Will update Blog.
Document for Daily Announcement and Impact	Pam presented a letter for the group to review.	Pam will send the document electronically and the group will respond within one week.	Pam will post the document in the daily announcements and Pep will help post this in the Impact.
Campus Crisis Management	Melanie discussed a presentation from the UT System meeting which included a video on how to respond to a crisis on campus.	The group is in favor of having the Chief of Campus Police speak on the issue.	Melanie will contact the Chief and invite him to our next meeting.
Volunteer Activities for Green Day	Doug asked the group to help him compile a list of volunteer activities related to environmental issues.	Each member is asked to email Doug a list of activities if you are aware of any.	None.
Senior Leadership Representative	Chuck mentioned that in a meeting with Dr. Callender, he mentioned that he may ask a member of Senior Leadership to join the group.	None.	Will address at next meeting with Dr. Callender.

AGENDA ITEM/ TOPIC	DISCUSSION	DECISION	ACTION/ FOLLOW-UP
Issues Form	Melanie provided the group with an issues form which will be a useful tool to elicit feedback from staff.	The group is to review the document.	Will finalize next time and make available on the blog.
Blog	Pep reviewed the blog briefly.	Pep has offered to sit with a few members for an inservice on the blog, posting to it and retrieving information so that not just one member is overwhelmed with this.	Will meet over spring break.
Training for Life	Gerald discussed the new concept of "Training for Life".	The group is available as a panel to offer feedback on issues relative to this effort.	Gerald will report back to the group as appropriate.
Gem Online Program	Doug presented the new Gem online program. You can send a gem thank you note.	None.	Members are asked to take this back to their group.
UT Systems EAC	Melanie and Pep discussed their roles and responsibilities as members of the UT-EAC. They attend quarterly meetings.	A member of the EAC (likely the Chair) will be assuming this responsibility in the fall.	None.
Best Practices Document	Members are asked to review this on the EAC Website.	None.	None
Announcements			
Adjournment	The meeting was adjourned at 1500. The next meeting is scheduled for April 10 th , 2008 from 1300 to 1500 in the OED conference room, Graves Bldg, rm 1.302.		None