



2016-2017 Report to the President



Presented by
The University of Texas at Austin Staff Council
August 10, 2017

Approved by The University of Texas at Austin Staff Council Executive Committee
and sent forward to the President

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Executive Summary of 2016-2017

During June 2016 and May 2017, the UT Staff Council worked on several projects that benefited UT staff members and the University of Texas at Austin as a whole. Below is a short summary of each committee or project. The following pages contain more detailed information about each committee.

[Communications](#) and [Engagement](#): Started work on rebranding efforts, including creating a new logo, updating social media accounts, and creating templates for Staff Council Representatives to use when communicating with their constituents. Wiki pages, which are used by Reps, were also updated. An expectations document was created in order to help clarify current Representatives' role.

In 2017, a comprehensive communications plan will be created to give more guidance to Reps about how and when to communicate with their constituents. More attention will also be given to helping Reps understand how to use the university's group email system (Regroup).

Staff members expressed an interest in meeting with President Fenves in a small group to discuss items of interest, so a [Staff Lunch Lotto](#) was created. The selection process was modeled after the student luncheons and was found to have an overwhelmingly positive response from the staff who attended.

[Diversity and Inclusion](#): Provided input for the University Diversity and Inclusion Action Plan (UDIAP) and worked with Human Resources to gather data to determine how well the Staff Council's Representatives represented the diversity at the university as a whole. While there were a few areas that could be improved, overall the Staff Council Representatives were a reasonable match with the overall diversity of the university.

[Flexible Work](#): Reviewed existing UT policies on flexible work arrangements and conducted interviews with a small sample of managers and directors. The interviews covered groups who were already using flexible work arrangements as well as groups who were not. The goal was to increase awareness of and reduce barriers to using flexible work arrangements at the university.

[Sustainability](#): Co-hosted the Sustainability Staff Luncheon in partnership with the Office of Sustainability, which had a large turnout. Options were explored relating to applying to the Green Fee program for a larger-scale project.

[Workplace Culture](#): Initiated a project to increase access to on-campus showers in order to facilitate active commuting (e.g. biking or walking) and exercise before, after, or during the workday. Data was collected about what resources were already available and a partnership was created between PTS and Rec Sports. A pilot program will begin in the fall of 2017.

Communications Committee

Prepared by The University of Texas at Austin Staff Council Standing Committee on Communications

Committee members: Page Stephens – 2017 Chair; Dustin Slater – 2016 Chair; Jaime Davis; Miles Sapp

Executive Summary

In Fall 2016, the Staff Council Executive Committee requested that the Communications Committee come up with a comprehensive communications plan for UT Staff Council. The areas to include were:

- Email (using Regroup)
- Website
- Social Media (Facebook and Twitter)
- Branding
- Wiki
- Administrative issues that impact TRECS, ITS, and HR due to districting

Before preparing a document, the committee realized that there were a number of policies and procedures that needed updating. The committee worked on tackling as many of those problems this year and we hope to start creating a document in 2017.

Introduction

Internal communications has consistently been an area where Staff Council Representatives have felt there could be improvements. Some feedback we received included that the website and wiki pages, while containing a lot of information, were difficult to navigate. We also understood that new Representatives did not have a clear understanding of what was expected of them in their role.

Issues Identified

A survey was distributed to Staff Council Representatives asking them for feedback about communication issues they have encountered. The following issues were identified from that survey:

- Lack of consistent UT Staff Council branding on all communications
- Challenges using Regroup email system
 - Clunky interface of the tool itself, though some improvements were made in spring 2017.
 - Limitations on emailing different groups. The lack of flexibility is based on separation of staff into districts. Updates cause a considerable amount of administrative time from TRECS and HR for back-end of district sorting (this will need to be a consideration when the university transitions to Work Day).
 - Administrators at or above the rank of Director (Code 1000 employees) are not included in communication lists. This causes difficulty in communicating with upper-level management and can cause issues with getting their buy-in for Staff Council activities.
- Current UTSC website (WordPress) difficult to search and content out of date.
- Lack of clear expectations for Representative, including constituent communication (more information about this is included in the Engagement Committee's report).

Solutions Attempted

Not all of the issues were able to be addressed during the 2016/2017 cycle. The following solutions were implemented:

- Received a new logo for UTSC, consistent with university branding
- Attempted to centralize communication by having the Chair email all constituents with meeting invitations, agendas, and summaries from previous meetings after a group vote in the fall.
- Distributed a survey asking reps for feedback on how they want UTSC to communicate with constituents moving forward. We will use this to build a plan to improve rep to constituent communication next year.
 - Results from this survey indicated that while centralizing communication helped get information out to all districts, the information was often sent too late and it further removed Representatives from communicating directly with their constituents. Jaime

Davis (Chair-Elect) and Page Stephens (Vice Chair-Elect) intend to revise the system for communicating to constituents in 2017 to include more Representative activity.

- Purchased a Drupal “sandbox” from ITS to use in hopes of rebuilding our website, using the Faculty Council’s website as a benchmark.
- Co-wrote an “[Expectations Guide for Representatives](#)” with the Engagement Committee, committee chairs, and executive committee members, which will be shared with all new and returning members at the July Staff Council Retreat.
- Over the summer, the committee will build a calendar for all important communication deadlines to keep representatives and the Executive Committee on-task and organized.

Conclusion

The communications committee cleaned up procedural expectations and tested some new methods of communication this year. We identified critical issues that UTSC will need to worry about in the future that require the services of other departments.

In the 2017-18 academic year, we hope to continue to improve our email communication process with all staff on campus, including reaching Code 1000 employees. We also hope to re-launch the UTSC website using Drupal with accurate information that is easy to read and search. Once we work through these projects, we will document all communication policies and procedures, including a style guide for email, printed documents, social media and website practices.

Resources

Faculty Council website: <https://facultycouncil.utexas.edu/>



Spotlight & Events

Next Central IT Executive Commission (CITEC) Town Hall July 21, 2017 1:30L-2:30L in Rurline 106

Helpful Resources

- Meeting Schedules
- Faculty Council Membership

Staff Council Engagement

Prepared by The University of Texas at Austin Staff Council Annual Committee on Engagement

Committee members: Caroline Taylor and Tiffo Carmichael – Co-Chairs; LeAnn Gibson and Courtney Glenn

Executive Summary

The University of Texas at Austin Staff Council initiated the Engagement Committee in the 2016-2017 year to focus on representatives' engagement with Staff Council and to develop methodologies to engage university staff with Staff Council. For its first year, the committee prioritized engaging current representatives to ensure a consistent experience and set of expectations for all members.

Several gaps were identified through a survey sent to Representatives, including a lack of understanding of their expectations as representatives, how to use the group email system, and a frustration with meeting efficiency. These gaps were closed by creating an expectations document, offering in-person trainings on the group email system, and designating a timekeeper for the meetings. In the coming year, the committee plans to address gaps relating to engagement with the university constituents.

Introduction

In the summer of 2016, Staff Council leadership saw a need for there to be a body that: (1) focused on the experience of representatives themselves and (2) encouraged university staff's involvement and understanding of Staff Council's role in the university.

The Committee's charge was to:

Increase UTSC representation and help UTSC representatives effectively engage with their constituents. Committee members may research past UTSC representation and engagements data (vacant districts, meeting attendance, Regroup email usage patterns), explore strategies to fill vacant districts, and help UTSC representatives work with technological engagement tools (Regroup email, Qualtrics survey-design, etc.).

The committee pursued several efforts in its inaugural year:

- Establishment of a Kudo Program to recognize outstanding representatives.
- Development of a centralized and easy-to-read expectations document for representatives' reference.
- Facilitation of regular training on how to use the group email system used to interact with constituents.
- Improvement of how the council uses the group email tool to communicate with constituents.
- Development of an organizational chart.
- Implementation of meeting best practices.

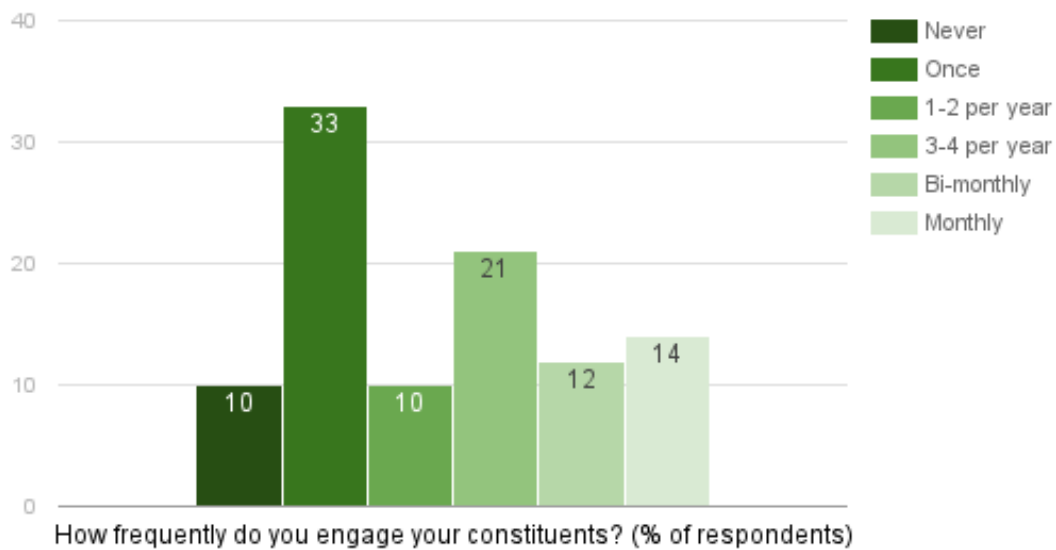
Engagement Survey

Based on conversations with representatives, as well as the personal experiences of committee members, it became clear that representatives had questions and concerns about what was expected of them as members of Staff Council. Therefore, the Engagement Committee constructed a survey to gather data on:

- Clarity of communication expectations.
- Group email tool usage.
- Existing engagement efforts with constituents.
- Barriers to engagement with constituents.
- Barriers to representatives' engagement with Staff Council.
- Representatives' ideas for improvement that the Engagement Committee could address.

We wanted to know if Staff Council's members knew what to communicate to their constituents and how often. On average, 88% of respondents had confidence levels below "definitely yes" when asked questions related to whether they knew what was expected of them regarding constituent communication.

We also wished to determine how frequently Staff Council representatives corresponded with, or otherwise engaged, their constituents. 43% reported doing so only once or less.



Survey questions asked respondents to determine what barriers inhibited their engagement with their constituents. The most common concerns were:

- Fear that their constituents would feel “spammed” by Staff Council communications. 62% of respondents reported that this impacted the communications they sent to their constituents.
- Unclear expectations for what was appropriate to send. 21% of respondents self-reported this as a top concern.
- Lack of a personal connection with their constituents. 12% of respondents self-reported this as a top concern.
- Lack of the time necessary. 12% of respondents self-reported this as a top concern.
- Geography of the disparate offices in some representatives’ districts and the lack of opportunities for casual face-to-face interactions. 10% of respondents self-reported this as a top concern.
- Perceived constituent apathy toward Staff Council’s messages. 10% of respondents self-reported this as a top concern.
- Lack of clarity around which information would be relevant to constituents. 10% of respondents self-reported this as a top concern.

Respondents were also asked to determine what barriers inhibited their engagement with Staff Council. The most common concerns were:

- Lack of the time necessary. 17% of respondents self-reported this as a top concern.
- Lack of clear direction or answers to their questions. 10% of respondents self-reported this as a top concern.

- General membership meetings not at times or locations that are compatible with their availability based on their role at the university. 7% of respondents self-reported this as a top concern.

Survey Outcomes

Based on the survey results, the committee identified key areas for improvement internal to the Council, and pursued efforts to respond to each:

Key Area for Improvement	Committee Projects	Methodology
Appreciation and acknowledgement.	Established a Kudo Program, in which representatives could write anonymous notes of appreciation for one another.	Both a physical box and online survey were created to accommodate members' different work styles. A Kudo Manager was identified to operationalize the program and collect data on its usage.
Clear expectations for their role in Staff Council.	Developed a centralized and easy-to-read expectations document for reference.	Responsibilities addressed were largely based on survey results. Input was also gathered from the Communications Committee, the Executive Committee, and general membership. It was published in time for incoming representatives to use it as a resource.
More support for constituent communication.	Developed several email tool support mechanisms.	Support provided to representatives included: leading training on how to use the group email system, serving as liaison between the tool's technical support staff and Staff Council, and strategizing more effective training methods for the following year. Some of the survey results indicated work that was needed but that was outside the scope of the Engagement Committee. Those were shared with the Communications Committee for consideration and analysis.
Visibility into the council's leadership team and better organizational efficiency.	Developed an organizational chart and implemented meeting best practices.	With many members not knowing the leadership structure of Staff Council, a simple and easy-to-update organizational chart was developed. This chart will be published each year as annual committees change. Rollout will include adding this organizational chart to webpages that representatives rely on for

		<p>internal information and emailing representatives its location for their reference.</p> <p>Time-saving techniques were implemented to keep Executive Committee and general membership meetings ending on time and running smoothly. These included: appointing a meeting time keeper, setting more specific agendas before meetings, and showing speakers time cue cards.</p>
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Lessons Learned

The engagement survey received a 52% response rate, which was lower than committee members expected.

It is noteworthy that this survey was sent to representatives in November of 2016—6 months into the year’s term. The survey did not capture data on which respondents were first-time members or had been in Staff Council for longer than 6 months.

Staff Council members were given 4 business days to respond, which could have negatively impacted response rates. The survey period took place in the week following Thanksgiving Break, which also could have negatively impacted response rates as Staff Council members’ workloads may peak after holidays.

In future years, the committee recommends following survey best practices to elicit a higher response rate, which may provide a larger dataset that will help inform the year’s work.

For next year’s Engagement Committee, we recommend the following:

Engaging current Staff Council representatives:

- Develop and request representatives’ responses to a survey to help inform projects for the year and to gather data on previous initiatives.
- Continue to revise the expectations document based on Staff Council feedback.
- Request a By-Laws change to establish the Engagement Committee as a standing committee.
- Build an expectations document for Executive Committee members.

Engaging constituents of Staff Council

- Identify strategies for engaging UT staff with Staff Council, which might include various media projects or in-person meetings.

Conclusion

The Engagement Committee has a critical role to play in the inner workings and future success of Staff Council. In its first year, it filled gaps between what representatives needed to be successful in their role and what was already available.

The committee's work on representative appreciation, expectation-setting, group email usage, and meeting efficiency helped to address concerns identified among Staff Council's membership, however more work lies ahead. In the years to come, the Engagement Committee should both continue to improve the experience and efficacy of its members and increase the council's visibility among, and engagement with, UT staff at large.

Diversity and Inclusion Committee

Prepared by The University of Texas at Austin Staff Council Annual Committee on Diversity and Inclusion

Committee members: Ricardo Vela – Chair; Tameka Thomas – Former Chair; Mirna Benahmou, Malena Castillo, Jocelyn Elder, Wendy Nelson, Pratikshya Rijal, Maria Ruffino, Marisol Sanchez, and Susan Stockton.

Executive Summary

UT Staff Council created the Diversity and Inclusion Committee in the Fall Semester 2016 as a result of a staff survey administered in October 2016 to determine what topics staff would like for the Staff Council to work on. Diversity and Inclusion was one of the top topics based on responses to the survey.

The Diversity and Inclusion Committee strives to promote diversity and inclusion education at all levels to ensure a welcoming and inclusive campus climate and to provide all staff with a voice and the opportunity to be heard. In this vein, we worked with the Division of Diversity and Community Engagement to provide input for the UDIAP and worked with Human Resources to gather data to determine how well the Staff Council's Representatives represented the diversity at the university as a whole. While there were a few areas that could be improved, overall the Staff Council Representatives were a reasonable match with the overall diversity of the university.

Introduction

With this past year's events that has issued in a campus climate of fear, hatred, and intimidation, the committee collaborated with DDCE by providing staff input in for the University Diversity and Inclusion Action Plan (UDIAP). The committee's desire is that the campus would be a welcoming, diverse, and inclusive place for all staff members to work.

Guided by UDIAP and in an effort to further reach its constituency, the committee compared the demographics of UT Staff Council with UT Workforce. This comparison allowed the committee to determine which constituencies need to be introduced and engaged with Staff Council.

Data Collection

With the assistance from Human Resources Services Analytics team of Director Dr. John Moore and Ms. Karen Blanchette, the committee gathered demographics of the UT Workforce. We limited this data to benefits-eligible staff members. The categories of these demographical comparisons were:

- Age of staff, grouped by generation
- Gender of staff members (limited to male and female)
- Race and Ethnicity
- Highest education level
- Salary range
- Length of UT employment

The data captured was self-reported. The gender choices were limited to either male or female.

Graphs were created to compare UT data side-by-side with Staff Council data.

Conclusion

In general, there are proportional similarities between UT Workforce and Staff Council for each category we reviewed. The largest discrepancy was regarding gender, with more females being represented in Staff Council than in the overall UT workforce. Race and ethnicity comparisons showed a lower percentage of Hispanics, Blacks, and Asians in Staff Council than the UT workforce. Charts can be seen in [Appendix A](#).

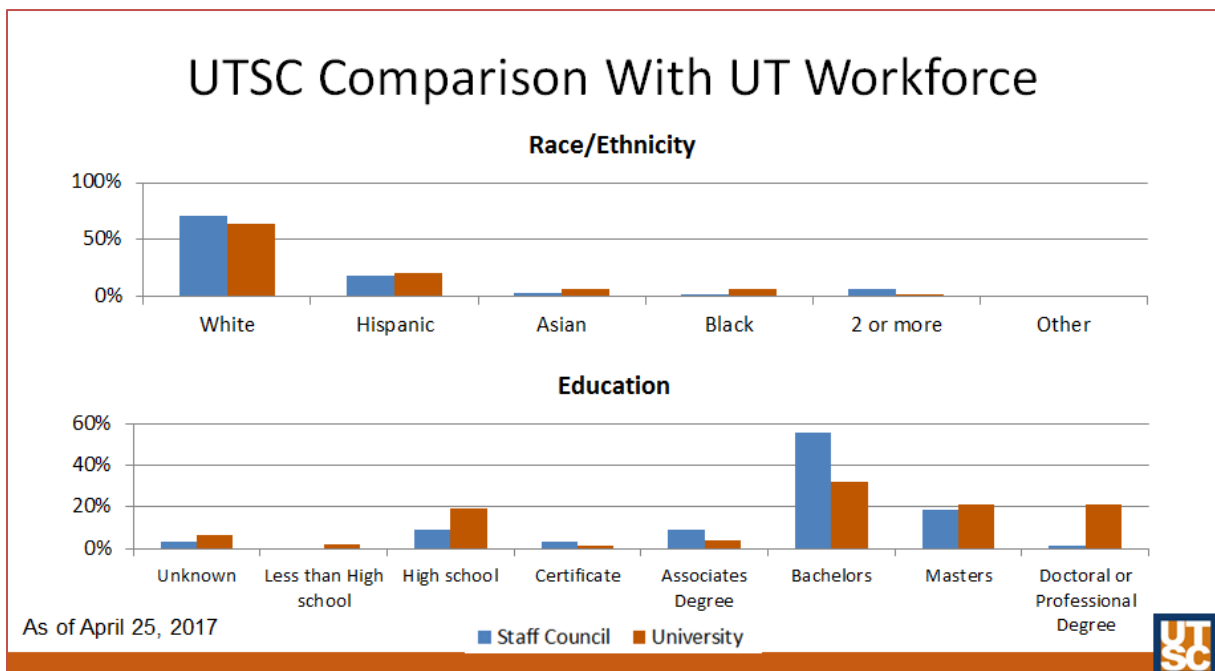
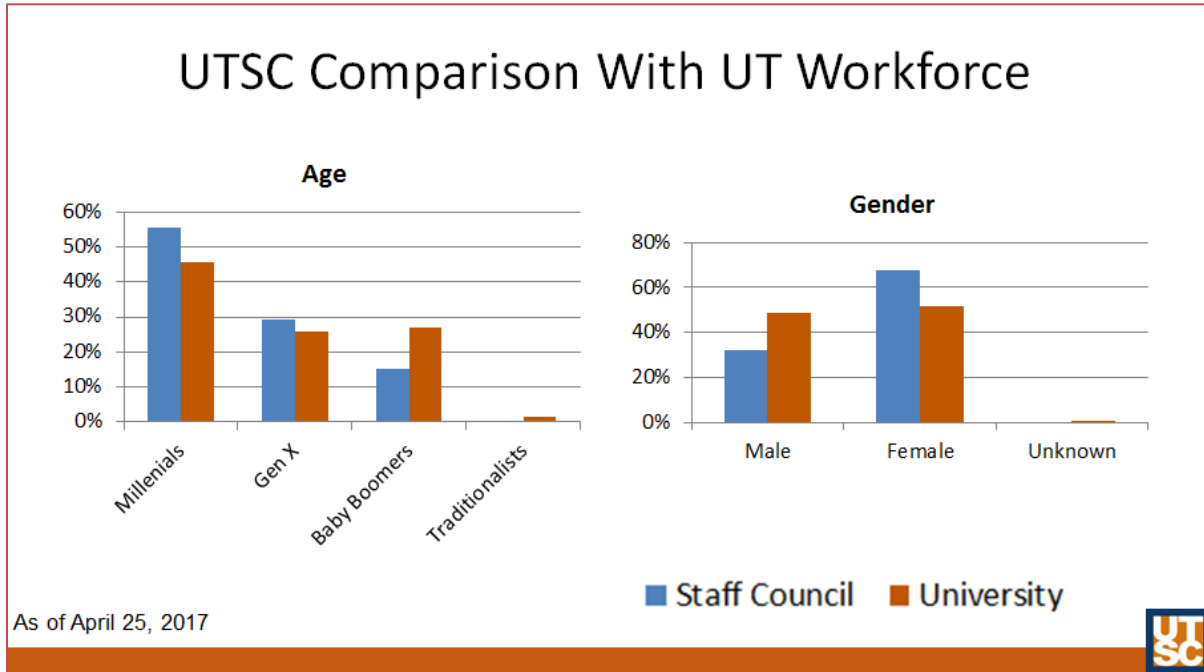
Future Goals

In order to address the lower percentage of Hispanics, Blacks, and Asian representatives, the Committee intends to:

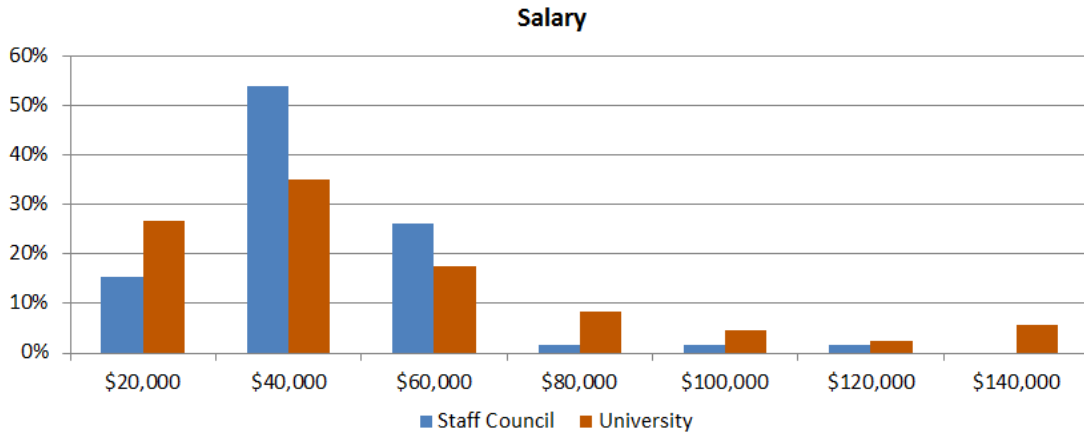
- Develop collaboration and partnership with other existing staff organizations like:
 - Asian/Asian-American Faculty/Staff Association
 - Black Faculty/Staff Association
 - Hispanic Faculty/Staff Association
 - Pride and Equity Faculty/Staff Association
- Establish meetings with departments that have a larger percentage of these ethnic groups to introduce them to Staff Council's work and recruit them to become UTSC representatives.
- Collaborate with units whose staff work nontraditional work schedules, lack computer literacy, and those whose primary language may not be English to see how Staff Council may better represent them in the future.
- Work with units and identify recruitment efforts for staff that are underrepresented.

The Diversity and Inclusion Committee hopes that these recommendations will raise awareness regarding the constituency outreach for Staff Council and how supported measures can help have a balanced representation of the UT workforce in Staff Council. Diverse workplaces increase innovation, retention and productivity. A diverse and inclusive culture at The University of Texas at Austin will help make our entire campus stronger and better equipped to support and propel the academic mission of the university.

Appendix A: Graphs showing comparison between Staff Council Representatives and UT workforce



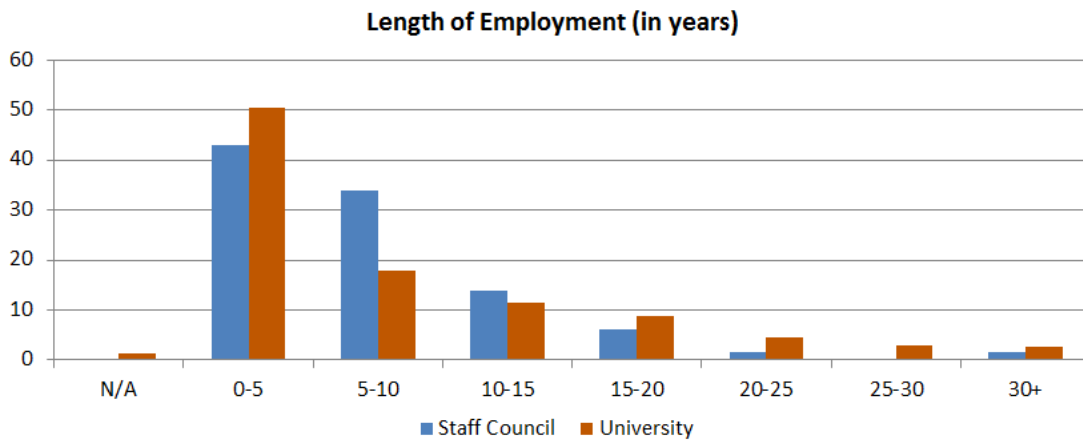
UTSC Comparison With UT Workforce



As of April 25, 2017



UTSC Comparison With UT Workforce



As of April 25, 2017



Flexible Work Committee

Prepared by The University of Texas at Austin Staff Council Annual Committee on Flexible Work Arrangements

Committee members: Alex Reshanov – Chair; Tracy DeMont, Bryan Hill, Victoria Miller, Wendy Nesmith, Derrick Ozuna, Michael Lee Walker

Executive Summary

The Flexible Work Arrangements committee was formed in response to strong interest from constituents observed in a 2016 staff survey.

After reviewing existing UT policies on flexible work arrangements, both at the university and unit levels, we decided to focus on interviewing managers and directors. Our hope was to increase awareness of and interest in flexible work arrangements among this group.

We interviewed managers and directors in several parts of the university about their experiences with flexible work arrangements and any reservations they might have about adopting them. We found that those already utilizing flexible work arrangements reported overwhelmingly positive experiences. Additionally, those with some reservations still expressed a willingness to try small pilots of flexible work arrangements. We hope the positive experiences of the former group can be used to mitigate the concerns of the latter and can also provide guidance to supervisors unfamiliar with managing flex work employees.

Introduction

Flexible work arrangements are a major priority for UT staff. Just over half of respondents to the 2016 staff survey chose flexible work arrangement as the top project they wanted pursued during the 2016/17 session.

Research suggests that flexible work arrangements provide improved employee morale with no reduction in productivity. Additionally, employees increasingly value flexibility as much or more than monetary compensation. Given budget constraints affecting the university, offering flexible work arrangements may be a way to improve employee recruitment and retention when wages cannot always keep pace with the private sector.

Flexible work arrangements, especially telework, also have the potential to ease office and parking shortages, and to cut down on time lost to commuting and unexpected absences.

Research

Our committee began by reviewing existing flexible work policies – both those of the university and of colleges, schools, and units. We found that current policies allow both flexible hours and telework options, but that these are contingent on supervisor approval.

We also explored the comments in the staff survey, which suggested that many staff who would like flexible work arrangements either do not know these options are allowed per UT policy or do not feel their supervisors would approve requests.

Because increased adoption of flexible work arrangements seems to hinge more on a cultural shift than on policy change, we decided to focus this year on interviewing managers and directors about their experiences supervising flex work employees. Our hope was to talk to those already managing flex work staff about the pros and cons they encountered, but also, for those not yet managing flex work staff, to learn about any reservations or perceived barriers to adopting these practices.

Process

Manager/Director Interviews

With the assistance of contacts in HR, we crafted interview questions ([Appendix B](#)) and introductory emails to send to managers/directors.

We spoke with supervisors in eight administrative and six academic units. Among the people we interviewed, five managed staff who regularly telework one or more days per week. Several others had staff with flexible hours but no telework arrangements.

Response summary among those already managing flex work employees

- Increase in productivity and staff morale observed (particularly with telework option)
- No reduction in quality of work
- Telework/flex hours options cited as recruitment and retention tool

Response summary among those not yet managing flex work employees

- Perceived barriers to adopting flexible work arrangements
 - Potential for misuse by some employees
 - Perceived unfairness if flexible work options are not offered for all positions
 - Staff not being available during business hours
 - Difficulty of assessing productivity
- Most expressed interest in trying small flex work pilots (e.g., one telework day per month, or flexible hours during slower periods)
- Support from Dean's office or CFO would help
- Having resources all in one place would help

We also collaborated with the Financial and Administrative Services (FAS) flexible work committee, who were in the process of proposing telework/flexible schedule guidelines for their newly merged portfolio. We provided them with our interviews and also weighed in on priorities for the guidelines. We hope that, if adopted, these guidelines can serve as a model for other units looking to increase their use of flexible work arrangements.

We were also able to add two questions specific to flexible work arrangements to the 2017 Employee Engagement Survey, which we hope will yield further insight into the staff perspective on such arrangements.

Conclusion

Our aim with these interviews was not to conduct a broad survey but rather to open a dialogue and get a sense of what concerns supervisors might have about flexible work arrangements. We feel we were successful in accomplishing this and that more people are thinking about and discussing flexible work arrangements now than before we began. One example is that one HR person we spoke to decided to broach the issue at a senior staff meeting following the interview. We were also able to direct managers to policies and forms needed to help them set up flexible work arrangements for their staff.

Going forward we would like to gauge how widespread the concerns we heard about are, possibly gathering this data via a survey in order to reach more people.

Additionally, we hope to incorporate the experiences of managers already utilizing flexible work arrangements into guidance for those considering adopting these practices. We believe that managers will be more likely to allow flexible work arrangements for their employees if they have a sense of how others have successfully navigated them. (See [Appendix C](#))

Another possible avenue for future efforts is educating staff members about existing policies and resources available to help them talk to their managers about flexible work arrangements. This may be especially important because several managers we spoke to indicated that, while they were happy to

hear from their staff about flexible work arrangements, they did not intend to introduce the topic themselves.

One question that still remains is exactly how many UT employees have some degree of flexible work arrangements and how this number is changing over time, particularly in the wake of efforts to increase their use. As far as we could find, the university does not track this data and we would be eager to see some method of gathering it implemented.

Appendix B: Interview Questions for Directors/Managers

1. Does your department have an established practice for telecommuting or flex time?
 - a. If yes, at what level is the policy set? Who sets the policy? Proceed to question 3.
 - b. If no, proceed to question 2

2. Did you know that UT Austin has a telecommuting policy?
 - a. If yes, proceed to question 3
 - b. If no, please see <https://hr.utexas.edu/current/compliance/telecommuting.html> and <https://policies.utexas.edu/policies/telecommuting>

3. Do you have any staff currently telecommuting or using flex time?
 - a. If yes, how many are telecommuting? How many are using flex time?
 - b. If yes, how many days a week are staff members telecommuting?
 - c. If yes, what performance metrics are used to measure their productivity?
 - d. If yes, have you ever had to renegotiate telecommuting or flex time agreements with employees?
 - e. If no, what downsides or obstacles do you see from telecommuting?

4. Are there any resources you may need to help you manage staff members who are telecommuting and/or effectively measure their productivity?

Appendix C: Examples of Management Concerns and Potential Solutions

Concerns	Solutions
Misuse of arrangements	<ul style="list-style-type: none">• Trial period• Renegotiate as needed
Perceived fairness	<ul style="list-style-type: none">• Decide in advance which positions are eligible
Availability of staff	<ul style="list-style-type: none">• Use technology (email, chat, Skype, VPN)
Assessing productivity	<ul style="list-style-type: none">• Discuss projects in advance• Look at output

Sustainability Committee

Prepared by The University of Texas at Austin Staff Council Annual Committee on Sustainability

Committee members: Joseph Bussey, Elizabeth Cobbe Goeller, Jeffrey Meserve, Amy Reyna, and John Vernon

Executive Summary

Staff Council's 2016-17 Sustainability Committee experienced a regrouping year, due to a change in leadership and membership. We succeeded in partnering with the Office of Sustainability to co-host the Sustainability Staff Luncheon, and we explored the possibility of applying to the Green Fee program for a larger-scale project.

Introduction

Due to unavoidable work commitments, leadership of the committee shifted partway through the year, and the committee began work in earnest in the early spring. We co-hosted a Sustainability Staff Luncheon and explored the Green Fee Program.

Sustainability Staff Luncheon

The luncheon is an annual event that draws around 100 staff members, designed to inform UT staff about sustainability efforts within the institution.

This year, the Sustainability Committee explored and succeeded in recruiting a faculty speaker, Dr. Art Markman of Marketing and Psychology, to deliver a presentation on the topic of how to speak with skeptics about climate change and other issues of sustainability.

Attendance was roughly 130. Anecdotally, it was observed that this year, attendees stayed to the end of the presentation, rather than leaving after eating the free lunch as has been common in the past.

Green Fee Program

For the first time, the staff council sustainability committee explored the possibility of applying to the Green Fee Program to take on a more ambitious project.

Progress:

- Committee members met with architecture and engineering faculty and staff to explore project ideas concerning sustainable infrastructure. Committee members began work on an application for a project that would serve as an early alert system in the event of a malfunction or unexpected event (for example, a cracked window) that would let maintenance services know as soon as possible about the event and fix the situation quickly, reducing the amount of energy lost as a result.
- A combination of Green Fee funds and Staff Council funds would likely have provided the necessary resource to create this system. However, too many external partnerships needed to be established to begin work on a project like this for the sustainability committee to complete the Green Fee application before this year's deadline.

Conclusion

The sustainability committee looks forward to expanding on this year's successes and building off of lessons learned to tackle projects that are appropriate in scope and nature for the resources we have available. There were some lessons learned as well:

- Projects that are ambitious in scope need to be explored starting at the beginning of the Staff Council term.
- Partnerships with outside organizations are difficult to forge, given the shifting membership of Staff Council and the committee itself.

President's Staff Luncheon

Prepared by The University of Texas at Austin Staff Council Annual Committee on President's Lunch Lottery

Committee members: Eda Matthews – Chairperson; Page Stephens – Secretary; Mimi Govea and Tameka Thomas. Special Thanks to Jason Eitelbach for guiding us through this process.

Executive Summary

Staff members indicated they would like to have the opportunity to meet with President Fenves in-person in a small group to discuss items of interest. The luncheon process was modeled after the [Student Lunches](#) and was found to have an overwhelmingly positive response from the staff who attended. We look forward to continuing this process in the future.

Introduction

This project gives staff members an opportunity to meet with the university President in a smaller and less formal setting, where they can discuss ideas that are important to them. In order to create fairness and open the opportunity to as many people as possible, a lottery system was set up and staff members are limited to attending only one luncheon per calendar year.

Process

The luncheon was modeled after the Student Lunch process. Four themes were created to provide structure and context to the discussions:

- Career Paths/Growth Opportunities
- Diversity, Equity, and Disability Resources
- Creative Work Structures
- ASMP

Guidelines:

1. An email is sent out to all staff announcing a date and topic for Lunch with President Fenves. A link to a survey is included in the email for interested staff members to apply.
2. The survey asks for:
 - Staff member's name and EID
 - The type of job they have at UT (ex: Service/Maintenance, Clerical, Executive/Managerial)
 - How many years they have worked at the university.
 - 2-3 short answer questions pertaining to the luncheon topic
3. At the end of the survey period, all surveys are downloaded to an Excel spreadsheet. A random number generator is used to select 20 applicants from the survey spreadsheet.
4. The first 13-17 staff members are invited to attend Lunch with President Fenves (depending on the number that can be accommodated). The remaining names are put on a waitlist as alternates in case invited staff can no longer attend.

Staff members may only attend one luncheon per calendar year, so that as many different staff members as possible can participate annually. Selected staff who RSVP to an invitation are entered into a database of attendees, so that we may keep track of all attendees for each calendar year.

Conclusion

One staff luncheon has been completed as of June 2017, with the next planned for July 2017. The topic of the first luncheon was Career Paths/Growth Opportunities at UT. There were 310 survey respondents, and 14 luncheon attendees.

All of the feedback was very positive. Staff really loved this idea and were happy with the execution. Highlights of the feedback were as follows:

- It would be nice to have a list of attendees with their names, jobs, and departments/colleges at the outset of the lunch (or even before).
- Box lunches were good so everybody could take leftovers back to their offices. (Some people were so engrossed in the conversation, they didn't really eat.)
- The Stark Library was a great venue for the luncheon.
- Most people felt the size of the group was satisfactory.
- One person suggested a President's Lunch blog to chronicle the discussion and any "proceedings" from the conversation.

Workplace Culture

Prepared by The University of Texas at Austin Staff Council Annual Committee on Workplace Culture

Committee members: David Barrett – Chair; Edgar Garza, LeeAnn Gibson, Christian Glakas, Teresita Gonzalez, Bryan Hill, Jeff Meserve, Michelle Monk, Wendy Nesmith, and Ashleigh O'Connor.

Executive Summary

According to a staff-wide survey commenced in the summer of 2015, responses indicated a desire for increased access to on-campus showers to facilitate active commuting (e.g. biking or walking) and exercise before, after, or during the workday. Data was collected about what resources were already available and a small partnership was created between PTS and Rec Sports. A pilot program will begin in the fall of 2017.

Introduction

The guiding question the committee used for this project was “Does free, on-campus shower and locker access increase active commuting and/or exercise for staff?” Active commuting was defined as walking, running, or biking to campus. There were five goals for the year:

1. Determine the number and locations of current staff shower access.
2. Explore options and assess costs for new or alternative shower facilities.
3. Assess staff interest and impact for greater shower accessibility.
4. Inform constituents on current shower accessibility.
5. Define options for moving forward on this topic

Research

Preliminary findings indicated that existing shower facilities were:

- A. Underpublicized
- B. Require entry fees
- C. Not available for general use
- D. Beyond reach for staff at the north end of campus

Existing facilities were identified at Rec Sports, Anna Hiss Gym, and Facilities Services. There were two major barriers cost to access (gym membership sometimes required) and distance from their workplace. This caused the committee to research alternatives to on-campus shower facilities, including building new showers and renting temporary shower units. Both options, however, proved to be costly and posted maintenance challenges beyond the scope of this project.

A survey was sent to all staff and yielded a high number of responses, which suggested a sizable interest in this topic. Approximately 25% of the respondents actively commuted at least a few times per year and 33% of the respondents exercised on campus at least a few times per year. By offering shower facilities to campus, the committee expected an increase in in the number of active commuters and the frequency in which they commuted to campus. The hope was that if more people commuted to campus, the better the parking situation would be. The committee also expected an increase in the number of people who exercised on campus.

Process

Phase 1 of this project started in Fall 2016. Research determined that Belmont Hall had shower facilities and lockers that were under-utilized. A partnership was created with PTS and Rec Sports to subsidize locker and shower access for \$8 per month for staff.

Phase 2 of the program will be to expand the availability of showers and locker room access 15 men's lockers and 15 women's lockers. PTS and Staff Council partnered to cover the cost for the 30 lockers, but additional lockers remained available at \$8/month for other staff.

Participation was limited to full-time, benefits-eligible staff who did not currently have a Rec Sports membership (because they already had access to shower facilities and locker rooms). It did not include faculty or students. The enrollment period will be open June 14-August 14 and the actual dates of the program will be September 1, 2017 through August 31, 2018.

Marketing will be done by Rec Sports, Staff Council, PTS, the Office of Sustainability, and HealthPoint Wellness.

Conclusion

We hope this program will help to encourage people to commute to campus by way of walking or biking. Parking and Transportation Services is interested in ways to reduce the amount of people needing parking spaces on campus.

After the 2017-2018 pilot program ends, we will reassess the demand for this type of program. If it proves to be popular, we will look at expanding it. We hope to help guide new construction to include shower facilities to increase access to the UT community.