SAC Chair End of Year Annual Report 2014

Chair: Beth Payne, MAEd, C-TAGME
Vice Chair: Pam Sabrsula
Secretary: Angie Watts
Treasurer: Jennifer Cerecero

Projects and Initiatives:

1. Work with (HR) to realign subcommittees with main HR Committees.
   - Staff Development
     - The SAC chair met with Heather Kobbe as the HR Counterpart for staff development to discuss how to realign the SAC committee to serve the campus more efficiently. The committee prepared a link on the SAC website to leadership and staff development opportunities via the communications committee to meet their goal of ensuring all opportunities inside of UT and in the community are available to our staff.
   - Communication
     - The communication subcommittee chair met with Nancy Arispe as their counterpart to discuss outlets for better information sharing. To meet their subcommittee goal of disseminating accurate information to all staff members, the committee continued to update and maintain the SAC website to include pictures, member list, minutes, and agendas. They were able to send group information to HSC news when applicable. In addition to basic information maintained, the group also added an Accomplishment Page to website to highlight activities, volunteer opportunities and events the SAC hosted or participated in. The group also met their goal of creating a “Welcome to SAC information packet.” Finally the group worked alongside the EAC reps on UT System Day.
   - Benefits
     - SAC Chair met with Misty Gaeke as the HR counterpart in an effort to meet the group goal of becoming Wellness Champions for our divisions, departments and University as a whole. The subcommittee prepared a link on the SAC website for wellness, work life and benefits offered and changes to come. The group also volunteered heavily and assisted in the coordination for UT Wellness Day. Finally, the subcommittee volunteered for the HR benefits fair in July.

2. Revamp 1st Annual SAC Meeting:
   - Offered a comprehensive introduction to the SAC to include an overview of the bylaws, subcommittees, expectations, parliamentary procedure, and year in the life of SAC to ensure we are all working towards the same goal.

3. Redefine and reformat Subcommittee 1st meetings
   - Selected Chair/Vice Chair during first meeting to spearhead goals
   - Read bylaws and description of each group to ensure clarity
   - Developed new goals for each group
   - Set up meetings with HR counterpart

4. Offer a volunteer activity to help San Antonio/campus
   - The SAC selected Gifts for Children (GFC) as their volunteer activity for the year.
   - The group individually donated over $100 to GFC.
• All SAC reps set up boxes in their offices and helped with the promotion of event.
• The SAC also volunteered in picking up, separating and bagging donations on 12/17/13.

5. **Offer campus event: UT Appreciation Day with EAC**
   - SAC hosted the 1st Annual UT Appreciation Day on Nov 8th.
   - UT Appreciation Day hosted close to 1100 staff, students and faculty from UTHSCSA.
   - The day included the following: free popcorn and a 25% off apparel coupon at the bookstore all week, free ice cream provided by SAC, a DJ playing fun music, tables with swag to include Student Life, Human Resources, Employee/Student Clinic, SEC, Women's Health Institute at UT Med, SAC, Golds Gym, and EAC. All staff wore UTHSCSA shirts, employee service pins and SAC buttons. The marquee ran information for 4 days, the UTHSCSA Portal offered pre and post event info, an article ran in the HSC Newsletter, an appreciation email was sent to all staff, students and faculty from the President. The article on success can be found at: http://inside.uthscsa.edu/articles/2013/UTSystemDay2013.asp

6. **Offer (1) fundraiser**
   - Upon suggestion a campus wide **Wellness Day** was offered on April 10, 2014. This was the first event of its kind on campus.
   - The funds raised were split between SAC and the Wellness Clinic (total raised $1860).
   - The event hosted about 800 faculty, staff and students from throughout the campus.
   - The event featured a 5K Run/Walk, more than 30 booths featuring organizations with health and wellness information, as well as health screenings, online health and risk assessments, and healthy food offerings from five food trucks. The event was a collaborative effort of the Staff Advisory Council, the Campus Health & Wellness Committee, the Employee Health and Wellness Clinic (EHWC), UT Nursing Clinical Enterprise, Employee Advisory Council and the Office of the President.
   - The goals were to:
     • Promote wellness and healthy living for the mind, body and spirit;
     • Create an environment of healthy living; and
     • Make people aware of the wellness opportunities available at the Health Science Center.
   - The 5K featured 92 registered runners and walkers including the PRESIDENT!!

7. **Develop Succession Planning Packet**
   - Prior to my arrival there was no succession plan or annual overview in place for the SAC. Over the last year and a half a “Year in the Life” document has been developed and implemented for all SAC leadership.
   - Succession planning meetings with the leadership to ensure continuity between previous, current and incoming chairs have been held throughout the year.
   - Final transition meeting between current and incoming chair have been formalized to ensure continuity of goals and to eliminate confusion for incoming leadership.

8. **Develop a Staff Emergency Fund – IN PROGRESS**
   - This initiative began in the 12-13 year under Ninette Roberson.
   - In the 13-14 year the proposal was completed, submitted and accepted to be included in the next SECC as an option for support.
   - Initial meeting occurred May 23, 2014 to review the initiative and its many moving parts with Cindi Adcock, Mary DeLay, Mike Black, Heather Kobbe and Mike Tesh.
Since the meeting a timeline has been created, input from UT System and UT Austin (originator for the program) have been received and next steps have been developed.

**SEF Timeline:**
- Fall 2013: Began conversation about SEF
- April 15, 2014: Approved SEF inclusion in the SECC beginning 9/1-10/31, 2014
- June 10, 2014: First SEC fundraiser ($5 jewelry sale) for SEF
- July 24, 2014: SAC general session – vote on donating $1500 to SEF campaign
- August 2014: Determine committee to review and oversee the SEF
- August 2014: First meeting of SEF committee
- October 2014: First draft SEF application and application process sent for President Office Review (President, Mike Black, Andrea Marks and Mary DeLay)
- November 2014: Final Application for SEF funds reviewed by President’s Executive Committee
- December 2014: Begin working on marketing for next year’s SECC campaign (If approved by EC)
- December 2014: SAC to discuss SEF and determine (1) large fundraiser per year to dedicate to the SEF
- January 2015: Host a meeting for SEC, SECC and SAC to review marketing and begin creating a strategy for university wide communication
- March 20, 2015: First set of SECC funds available to local campaign manager
- April 6, 2015: First Quarterly Distribution of SECC funds
- April 2015: Review total funding from SECC, SEC and SAC raised from Sept 2014-April 2015
- May 2015: Open first round of SEF open applications

9. **Guest Speakers for the 2013-2014 year**
   - Mike Black and Andrea Marks have a standing slot at every general session to discuss ISTF
     - September 12, 2013: Mike Tesh “Merit Raises”
     - November 21, 2013: Chief Parks “Parking”
     - December 12, 2013: Special Session - Overview by President's Office on the Institutional Sustainability Task Force
     - January 23, 2014: Mike Black “Institutional Sustainability Task Force”
     - **March 27, 2014:** President Henrich “Townhall” - cancelled
     - May 22, 2014: Employee Health & Wellness Clinic
     - August 28, 2014: Ralph Kaster; Associate Director (AP)

**Accomplishments outside of original goals:**
- The university requested a representative from the SAC to represent UTHSCSA employees in the upcoming WEB strategy planning sessions. SAC rep selected: Becky Karp
- The university requested a representative from the SAC to represent UTHSCSA employees on the Student Fee Advisory Committee. SAC reps selected: Julie Barker and ALT Angela Watts
- The university requested a representative from the SAC to represent UTHSCSA employees on the Committee on Committees. SAC rep: Dana Whitmire
- Leadership proactively set up all meetings dates, rooms reservations, v-tel requests and guest speakers in September to avoid last minutes issues throughout the year.
- The university requested the SAC Chair represent UTHSCSA employees by serving on the Employee Advisory Council (EAC) for a one year term.
  - Additionally SAC chair was elected as the EAC Chair for UT System Day for all UT campuses.
• The university requested the SAC Chair represent UTHSCSA employees by serving on the Presidents Executive Committee
• The university requested the SAC Chair represent UTHSCSA employees by serving on the Professional Development Committee.

Staff concerns and resolutions
1. There will be no increase in official business permits, but a new sticker will be required and we will be adding a mirror in the parking garage for cars that have to make the blind or mostly blind corner. I have also confirmed with facilities that they will have the camera at the HRAHC installed by the end of the week. resolved
2. Under Review: Last year I had brought up the issue of non-communication with the ERAHC about the new university/med school and were able to have a meeting with the Dean on one occasion. However, at that time there was not much to report. Now, with fall of 2015 as the projected start of the UTRGV, we are again left out of the loop of information on what our role and transition (as a department and as individual employees) will be. Below are a few questions for when you meet with the President. Here are our original questions about the transition that we share:
   i. Will staff and faculty have to reapply for their positions once the transition to UTRGV starts?
   ii. Upon reapplication (if it is required) will benefits be included?
   iii. Will current faculty be given an option to stay with UTHSCSA as the UTRGV is formed?
   iv. How will AALAC accreditation be handled?
   v. Will UTRGV have a program to allow employees to continue education and get some reimbursement?

Terminations and resignations:
We had 5 vacancies on the SAC this year:
• Pam Sabrsula
• Kit Smart
• Julie Crane
• Kristin Hilty
• Molly West

FY14 SAC Financial Report Balance: 4119.19

Challenges for this year:
• No challenges were met that couldn’t be quickly resolved. Improvements can always be made to advance the committee and allow for more meaningful work to be accomplished.
  o First area of improvement would be extending the term for the chair to two years to allow for greater continuity and more meaningful projects to be accomplished.
  o Second area of improvement would be to create a formal appointment system for SAC leadership so all parties are aware of their expectations (ie meetings, committees, travel, etc)
  o Third area of improvement would be to improve the nomination and elections process to better represent each work unit with more efficiency.

Ongoing Goals/Projects:
• Complete the Staff Emergency Fund timeline
• Continue UT Appreciation Day in November annually