Employee Relations Council Meeting
Minutes
April 19, 2017

I. Welcome and Introduction - Phil Bright

Erin Chesnut (17) Administration Bldg.
Tina Harris (17) Administration Bldg.
Deanean Smith (18) Administration Bldg.
Daphne McDaniels (18) Administration Bldg.
Natalie Medling (18) Administration Bldg.
Suezane Speight (18) Brehm Hall, EPS Bldg., Fine Arts & UTM Farm
Debra Hunter (18) Brehm Hall, EPS Bldg., Fine Arts & UTM Farm
Susan Lemond (17) Business Administration Bldg., McCombs Center,
Phyllis Hammer (18) Reed Center & Sociology Bldg.
Sheila Scott (18) Children's Center, Elam Center, Fieldhouse, Football Bldg.,
Diane Marks (18) Recreation Wellness Facility
Donna Butter (18) Office of Educational Outreach & Gooch Hall
Dana Breland (17) Clement Hall, Child and Family Grant Program, Humanities Bldg.
Karen Elmore (17) Information Technology Services
Tara Jahr (17) Library
Tenna Bynum (17) Library
Vickie Hardrick (17) Public Safety
Stephanie Sellers (17) Business Administration Bldg., McCombs Center,
Amber Varvaro (17) Reed Center & Sociology Bldg.
Jenny Harrison (18) Custodial Services and Recycling
Petra McPhearse (18) Office of Educational Outreach & Gooch Hall
Keith S. Carver

II. Equity and Diversity Council Representative for 2017-2018

Diane Marks

III. Athletics Board Representative for 2017-2018

Phyllis Hammer

IV. 2017 Chancellor's Holiday Breakfast

Chair- Tenna Bynum
Co-Chair- Sheila Scott


V. The University of Tennessee Employee Relations' Advisory Board Meeting March 24, 2017

1. Opting-in
Each campus will decide what is in the best interest for the campus as far as the facilities outsourcing opportunities. The campus leadership will make a case to the president; the recommendations will be discussed at a board meeting, most likely in November. The focus is on gaining important details before a decision is made. We have to conduct a sound analysis. David Miller, the Chief Financial Officer, is working with Campus Business Officers (CBO) to coordinate the analysis.

http://us9.campaign-archive2.com/?u=d896b38de9dd8fd3c043073b3&id=9c51da690d

2. Inclement Weather Leave Proposal

The ERAB board reviewed the inclement weather leave proposal revised by the subcommittee. The proposal will go to the UT exempt and non-exempt employees to receive up to 16 hours a year (the hours for part time employees are prorated) that could be used only in instances where documented inclement weather happened in the area. The board recommended to sending the proposal forward for further review. (The full proposal is included on the next page).

3. Recommendation

The state of Tennessee currently has a robust, healthy economy that has not been seen for many years. There is development in Nashville and across the state. There are approximately 88 individuals moving into Nashville every day. A majority of the counties in the state are doing well.

Recommendation of 3% salary increase pool for faculty and staff no decision made on how the 3% salary increase will be distributed. UT units are looking to come up with two approaches. The first is the base approach by giving the minimum amount increase based on the salary profile amount. The other is the merit or market approach.

4. Recent Leadership Changes

Dr. Beverly Davenport became the new Chancellor of University of Tennessee at Knoxville.

Dr. Tim Cross started his position as the Chancellor of Institute of Agriculture.

Dr. Keith Carver has been selected as the UT Martin Chancellor.

David Miller started his position as the Chief Financial Officer.

Dr. Tonja Johnson started her position as the Vice President and Chief Operating Officer.

Dr. Katie High, the Vice President of Academic Affairs, is retiring; a search for her replacement is underway.

VI. Summer 2017 projects at UT Martin:

1. The public is invited to attend a ribbon-cutting event beginning at 1:30 p.m., April 28, to officially open the University of Tennessee at Martin's new Sorority Village complex. The four houses, located off Peach Street adjacent to the University Courts apartments, give the sisters of Alpha Omicron Pi, Alpha Delta Pi, Chi Omega and Zeta Tau Alpha sororities a place to call home. They are not residences, but rather provide meeting and social space for the organizations to gather. The construction project came with a total price tag of approximately $2.8 million, most of which was donated by chapter alumnae.

2. EPS will be under construction.

Inclement Weather Leave Proposal

A proposal is being put forward for UT employees to receive up to two days a year (much like the personal day) that could be used only in instances where documented snowfall or ice conditions are in the area. The days would not be deducted from other types of accrued leave and not be given credit for at the time of retirement. Much like bereavement or court leave, these days should only be used in instances where winter weather either prevents an employee from traveling to work or when their children’s schools are closed due to winter weather and no alternate care is available. The winter weather leave days could reset annually (like personal days) or be accrued, if not needed that year, to be used in future years in which the campus location does experience more snow or ice storms. This policy would not override any essential personnel policy at the various campuses or institutes.

Given the geographical differences of the area and the many different locations our employees travel from each day, it can be difficult for some employees to travel to work safely during winter weather conditions. As is known, there are times when a campus receives little snow, but a few miles away the area is covered in several inches. Many employees feel they must put their safety at risk and attempt to travel to work, if they do not wish to use the vacation days they have worked so hard to accrue. A winter weather leave option would be helpful to everyone, and its intent is to show support for staff and recognize the difficulties they face in these situations. However, do keep in mind certain groups who are often hit hard during these winter weather situations: anyone who has had (or will have) medical procedures or major illnesses in their lives, those who are giving birth or adopting, single parents who have to be out for different purposes regarding their children, anyone who may have already prepaid for an upcoming vacation, etc. Winter weather is difficult to anticipate, and this proposal seeks to lessen the blow of winter weather wreaking havoc on employees’ accrued vacation days.

The ERAB is sending this forward for consideration with stipulations. In order to provide a way to determine if the employee should be granted leave we recommend that the benefit be tied to the school closing of the employee’s home county/city. For example, if the University is open and the Sevier County schools are closed and the employee lives in Sevier County, they would be eligible for this benefit whether or not they have children in the Sevier County school system. If not, the employee would be required to take annual leave or leave without pay for the time missed.

**There has been discussion regarding whether this proposal is for all staff or only non-exempt. In an effort to give this proposal every opportunity for success, it has intentionally been left broader. It is believed that specific refining is best left to the Policy Advisory Group.**
4. Clement roof, parking and other renovations.
5. Energy savings project will take place in Gooch.
6. New sidewalks by the baseball stadium.
7. STEM building planning.
8. With all the changes, taking place on campus additional signage will be added around campus.

VII. Certifications Currently Approved for a Pay Increase Phil Bright

1. The Certified Administrative Professional (CAP) exam and certificate offers UT’s regular, non-exempt clerical, secretarial, or clerical management employees or any employees performing closely related duties the opportunity to demonstrate their understanding of job-related skills and receive a 9 percent pay increase for earning the certification.

2. Campus Police Certification after training equals a dollar per hour.

VIII. 2017-2018 Monetary outlook and other topics (Petra McPhearson)

We are working on the following budgetary details. Additional information will be available soon.

1. 1.8 percent tuition increase in undergraduate and graduate courses.

2. No across the board increases. UT Martin will have a Market Merit increase of 3% raises.

3. FY 2018 Regular employee’s salary schedule will be increased a minimum of $10.10 per hour.

IX. Comments from Chancellor Carver

Greetings from the Chancellor and thank you for serving on the ERC.

1. Student Success, Enrollment Management, Retention, Student Engagement in the community and graduation will be the priority and focus of Chancellor Carver. Cruising with Carver went really well and we visited 27 high school and 10 cities. Enrollment is up in applications and admitted students, our goal is to get the students to attend SOAR.

2. Chancellor Carver provided updated information on the vendor, for facilities out-sourcing in Tennessee; the vendor is Chicago-based JLL. The vendor has visited five campuses in Tennessee to establish a base line to determine cost.

3. August 2017, Chancellor Carver will have a State of the University Address, to launch a strategic plan and form a task force of students, staff, faculty, alumni, trustees and community members. The plan will have clear goals, action steps and measurements.

UT Martin’s graduation rate is in the 50% range we would like to raise this percentage.

Please email or call Chancellor Carver if you have additional questions.