Employee Relations Council Meeting  
Minutes  
July 25, 2013

I. Welcome and Introduction – (Phil Bright)

- Teresa Bodkin  
- Leanne Perry  
- Cynthia Gaylord  
- Debra Hunter  
- Amanda Broussard  
- Tenna Bynum  
- Karen Sliger  
- Betty Cowan  
- Susan Waterfield  
- Tim Nipp  
- Sherry Whaley  
- Donna Butler  
- Darrell Simmons  
- Judy McMorries  
- Lisa Kinkade  
- Phil Bright  
- Nancy Yarbrough  
- Patsy Potts  
- Laura Foltz  
- Nancy Yarbrough  
- Administration  
- Administration  
- Library  
- EPS, Fine Arts, Brehm Hall & UTM Farm  
- Child Care Center, Elam Center, Fieldhouse, Football & Student Life  
- Business Admin, McCombs, Reed Center and Sociology Bldg.,  
- Extended Campus and Online Studies & Gooch Hall  
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- Governor’s School, Student Success, Healthy Start, Humanities  
- Maintenance Center  
- ITS  
- ITS  
- Public Safety  
- Human Resources  
- Human Resources  
- Human Resources  
- Finance and Administration  
- Records  
- Business Affairs  
- Vice Chancellor

II. Update on the last Employee Relations Advisory Board Meeting (Debra Hunter)

Term Life Insurance

An item was raised in the ERAB meeting to request an increase to the basic life insurance coverage for eligible dependents (spouse and children) from the current $3,000 figure or increase the maximum amount you can get on the optional term life coverage for eligible dependents.

Health Coaches

The people doing the health coaching have been reported to be very aggressive, rude, and pushy. They make calls during work hours, sometimes regardless of request. They are difficult to get off the phone if you are busy, even at work, and often try to give medical advice. Can these complaints be registered so something can be done about the excessive behavior? Also, is there an alternate form of contact (e.g. e-mail): and if so, how does one change? If you are having trouble with your health coaches, get specific examples, ie, times, dates, time of calls, names, etc.

Call Center hours:  M-F 7:30 a.m. – 9:30 p.m. CST   Sat – 8:00 a.m. – 6:30 p.m. CST

***MARTIN – ONLY – I asked about the CIGNA – Volunteer General negotiations. Response I received: “All we know is that negotiations are continuing.”

Next ERAB will be a face-to-face in Knoxville in September.

III. Update on the 2013-2014 CAPP program of study. (Patsy Potts)

Students cannot change their major on line. Students must turn in add /drop form with the records department.
IV. Travel advance, pay advances, fee waivers, fee discounts and other possible new electronic processes. (Dr. Laura Foltz)

A question was submitted asking why the travel advance policy had changed and why non-exempt employees could not get travel advances.

The travel advance policy has not changed in at least 7 years. The travel advance has always been designed for non-exempt employees. Non-exempt employees can still obtain a travel advance.

Exempt employees are eligible for a travel advance if they are travelling outside the continental 48 states or are travelling as a group sponsor. If an exempt employee needs a travel advance and they do not meet these conditions, then they must request an exception to policy and provide a specific reason why they need the advance. The exceptions are approved by our Chief Business Officer (Nancy Yarbrough) and by the UT System. In the past, some exempt employees have received an advance in error; we are going to be more carefully monitoring the advances to ensure that this does not happen. Additionally, all travel advances must be listed in the comments section of the travel. We are also going to be more carefully monitoring this.

Automation

The following new automated forms have been released in the past year.

- UT Martin Employee/Employee Dependent and graduate fee waivers for attending UT Martin (bursar page)
- T25 for World Travel (advance purchase of airline tickets) (Business Affairs page)
- Outside Interest Disclosure (Human Resources page)
- Contract – including electronic signatures

The following forms are in testing and will soon be announced.

- Travel advance form
- Payroll advance form
- Surplus property form
- Key request form
- Moving expense form (Treasurer’s Office)

Process changes in early stages:

- ESM purchasing system
- T27 request for special payment

Other manual forms

- T29 request for advance payment
- T30 request for travel registration – awaiting an electronic fax option that works
- Travel invoices to be paid in the Business Office
- Journal vouchers

As processes continue to become more streamlined, we will announce changes on the allddept mailing list. We want to thank everyone who has assisted with feedback and testing to make these new processes successful.

V. Employees Training- Determining what is offered. Meeting specific areas of training needs. (Karen Sliger)

The goal is to provide UT Martin employees with training opportunities that will, help with their current position and enhance their job growth. Employees will have the opportunities to obtain 32 hours of training. Instructional Technology Center Training classes and individual training help available through ITC also provide HR 128 training credit opportunities.
You can review the ITC's Training Calendar at [http://www.utm.edu/departments/itc/calendar.php](http://www.utm.edu/departments/itc/calendar.php)

A calendar of all training sessions offered on UTM campus for employees, [http://www.utm.edu/departments/training/traininggc.php](http://www.utm.edu/departments/training/traininggc.php)

If you have a suggestion of an area of training you would like to see, please contact Employee Training & Development 731-881-7940.

VI. Compensation Plan (Judy McMorries)

The year two compensation plan will cover UTM employees five through fifteen years of service. Compensation worksheets will be based on minimum requirements, UT experience and education above minimums, to get closer to the referenced salary on the salary schedule.
We will also look at fifteen years plus service that were capped at ten percent last year.

VII. Exercise locations in Martin-individual memberships, group memberships and other discounts or payment ways. (Phillip Bright)

Volunteer Community Hospital wellness center membership includes use of all equipment, aerobics classes and walking.

PACT 170 Faculty and Staff fitness classes.

You may walk the UT Martin Quad for exercise.

The Sidelines located in the Varsity Theatre on Oxford Street, in Martin, The Sideline is a Fitness Center that is open 24/7. Dr. Tina Lee collects money for UT Martin staff that would like to join sideline at a group rate. You can contact Dr. Tina Lee at 881-7520 for more information.

UT Martin Student Recreation Center offers students, faculty, and staff the best opportunities for fitness. The Fitness Center has cardiovascular equipment, free weights, and strength training machines, group exercise classes and Group Fitness and Multipurpose Room. Faculty and Staff can pay monthly by employee payroll deduction (themselves, Spouse, Children 16-21). For more information visit the campus rec page at [UTM.edu](http://www.utm.edu).

VIII. Health insurance plan and Cigna (Lisa Kinkade)

All agreements between Cigna and Community Health System (CHS) facilities expired on July 1, 2013. Therefore, effective July 1, 2013, Volunteer Community Hospital and CHS affiliated physician clinics are no longer In-Network Providers for Cigna HealthCare of Tennessee, Inc. (Cigna). Other CHS hospitals in West Tennessee include Dyersburg Regional Hospital, McKenzie Regional Hospital, Regional Hospital (Jackson), Haywood Park Community Hospital (Brownsville), Henderson County Community Hospital (Lexington), and McNairy County Regional Hospital (Selmer).

For various reasons, including contract negotiations, network providers are subject to, and very often do, change during the plan year. While members may not switch health plans mid-year, members may still access their existing providers at in-network charges in the following instances:

- In the event of a true emergency
- If members are undergoing an active treatment plan for a serious medical condition, including pregnancy

Please be aware that such exceptions allow benefits to be paid at the in-network level to an out-of-network provider or facility, if the exception is approved by Cigna. It is very important to know that any charges above the maximum allowable charge are the patient’s responsibility. All requests are reviewed individually by the carrier and are granted only for medical necessity, not for convenience.

If you feel you or a family member may qualify to have claims for services rendered by Volunteer Community Hospital or an affiliated physician clinic, that is now out-of-network, please review the attached CIGNA Continuity of Care brochure. The Continuity of Care Request form can be found in the brochure. If you have questions or need assistance, please contact Lisa Kinkade in Human Resources at 881-7850.
Also, if you receive emergency care at an out-of-network hospital, in the event of a true emergency, please contact Human Resources. We can assist you in taking steps to have the claim for services reviewed and considered for processing as if the provider is in-network. Cigna would review the claim and make the final decision. Remember, Cigna can help you find another hospital or physician in the network that best meets your needs. Below are some options available to assist you in deciding on an alternative care provider:

- Call Cigna at 1.800.997.1617. Customer service is available 24 hours a day, seven days a week to answer any questions you may have.
- Visit Cigna's website. Go to myCigna.com for a list of network doctors and hospitals in your area. You’ll also find helpful information about medical conditions and treatment options, and can compare hospitals based on quality and cost efficiency.

We will continue to keep you updated as we are made aware of information regarding the on-going contract negotiations between Cigna and CHS.

IX. Construction update and fixit@utm.edu (Tim Nipp)

New construction on campus will take place. Four new Sorority Lodges are in the early stages of building.

Renovations that will take place on campus: University Center Book store Barnes and Noble will move to the 1st floor. Business Affairs office along with the lobby and restroom area in the Administration Bldg., Paul Meek Library second floor carpeting will be replaced, Public Safety Dispatch office will be updated and possibly other restrooms.

Department moves will take place in EPS and Clement Hall.

Fixit@utm.edu has been around a long time as an active email for work orders. The emails will go to Kathy. TMA software will be used for work orders so you can track them. Feel free to go our website to leave comments.

Raccoons are being monitored continuously on campus.

UT Martin will not be able to widen the streets near the chancellor’s office, because of the impact of traffic concerns.

The configuring of the Clement Hall circle parking lot is a big success.

X. Nancy Yarbrough Vice Chancellor comments:

I am excited about the New Year and the new UT Martin Deans on campus. We welcome deans, Mark Kelley, Ross Dickens, Todd Winters, and Charles Julian the new Paul Meek Library Director.

A new system in purchasing will be implemented in the future and this will be a great addition.

Any ideas to improve a process please see Mike Abney or Kiara Champion.

Tuition will go up two percent this year and the year two compensation plan will be looked at next year, this will be an ongoing effort. UT Martin is looking at space on campus for the future and long range plans.

Dr. Rakes is in Nashville, meeting with the Governor today.