Employee Relations Council Meeting

Minutes

June 12, 2018

I. Welcome and Introduction (Sherry Shanklin)

Andrew Larkins      (19) Administration Bldg.
Angie Gertsch       (19) Administration Bldg.
Daphne McDaniel     (19) Administration Bldg.
Deanean Smith       (19) Administration Bldg.
Beth Bodwell        (19) Administration Bldg.
Randy Pigg          (19) Building Services & Physical Plant Administration
Melissa Morris      (19) Children's Center, Elam Center, Fieldhouse, Football Bldg., Recreation Wellness Facility
Amanda Broussard    (19) Office of Educational Outreach & Gooch Hall
Sheila Scott        (18) Office of Educational Outreach & Gooch Hall
Sara Rachels        (19) Library
Lisa Hoskins        (19) Library
Phyllis Hammer      (19) Public Safety
Donna Butler        (18) Information Technology Services
Diane Marks         (18) Clement Hall, Child & Family Grant Program, Humanities Bldg.
Sherry Shanklin     Administration Bldg.
Keith Carver        Chancellor of the University of Tennessee at Martin

II. Chancellors Holiday Breakfast Chair and Co-Chairs. (Sherry Shanklin)

The 2018 Chancellor's Holiday Breakfast December 14, 2018.

Please contact Tenna Bynum, Pete Gibson and Phyllis Hammer for additional information.

III. Construction Update. (Dr. Carver)

Latimer Engineering and Science Building site will save trees that will surround the building.

The University's Departments of Engineering, Computer Science, Chemistry and Physics, Mathematics and Statistics and an Entrepreneurial Center will be located in the Latimer Engineering and Science Building. The plans include classrooms and teaching laboratories, as well as dedicated student laboratories and project workspaces. Construction is scheduled to begin next year and take approximately two years to complete. Alternate parking arrangements during construction will be announced.

IV. UT Martin 2018-19 Monetary Outlook (Dr. Carver)

Fall 2019 enrollment very promising for new in state and out-of-state prospective students.

Merit and Market raises will be considered.
V. UT Martin Employee Fee Waiver and Dependent Fee Discounts (Dr. Carver)

Changes are being made in the UT Martin fee-waiver process beginning fall semester 2018. These changes will align UTM's fee-waiver process with the Human Resources Policy (HR0330) Educational Assistance (Fee Waiver) and with other UT System campuses and units.

With the revised fee-waiver process, all UT Martin/UT System Employee Fee Waivers will apply only to university maintenance fees (also known as in-state tuition) and out-of-state tuition for up to a maximum of nine (9) undergraduate or graduate credit hours per term.

The employee will be responsible for all program & service, technology, facilities, course, and lab fees. The UT Policy in its entirety can be viewed at the following link:


We know these changes mean an added financial cost for employees who take advantage of the university’s fee waiver to attend classes. However, the fee waiver remains a generous and valuable benefit that we want employees to continue to use.

Fee Waiver Reminders:

1. Remember to submit a new form for each semester that you are enrolled.
2. The deadline to turn in a fee waiver form is the last day of classes for the appropriate semester.
3. Please note that if you need the waiver/discount applied to your fees to secure your classes, the form will need to be turned in by the payment deadline for the term.
4. All of the appropriate signatures must be on the form before the Bursar’s Office is able to process.

VI. UT Martin Non-Smoking Campus (Dr. Carver)

The University of Tennessee at Martin promotes a healthy, safe, work, educational, and living environment. Our campus community acknowledges that long-term health hazards may accrue to people who are subjected to second-hand smoke.

Effective July 1, 2018, UT Martin will become a Smoke-Free Campus, and smoking will not be permitted except as specifically permitted under this procedure. Additionally, the advertising, sale, or free sampling of tobacco products via University controlled venues, signage, and outlets is prohibited on campus.

This procedure applies to all faculty, staff, students, contractors, and visitors of UT Martin and is in effect 24 hours a day. For further details, please refer to the Smoke-Free Campus procedure on the Environmental Health and Safety Website at the following link:


VIII. Comments from Chancellor Carver

UT Martin has always taken great pride in offering the best student experience. We look forward to Fall 2018 and our goals. We believe that it is important for our degree recipients to have a
recognized quality education. Everyone at UTM can promote our campus and help meet the Fall 2018 enrollment goal.

**Annual Board Meeting**

The annual meeting of the full board will begin at 1 p.m. EDT on June 22, 2018 the meeting will be webcast live and archived for later viewing; a link to the webcast will be available at tennessee.edu.

Meeting agendas and materials are available by contacting the individual below.

Contact:

Jennifer Sicking, 865-974-5179, jsicking@tennessee.edu, P-265 Andy Holt Tower, 1331 Circle Park, Knoxville, TN 37996

Anyone with a disability who wishes to attend this meeting may contact the individuals listed below to request auxiliary aids or services needed to facilitate attendance. Contact may be made in person, by writing, by email, by telephone or otherwise and should be received no later than 5 p.m. EDT, Tuesday, June 19.

The University of Tennessee System distributes this notice to all faculty and staff as part of its compliance with the adequate public notice requirement of state open meetings law.

**Fall 2017 Enrollment**

Fall 2017 enrollment was approximately 6,800 students; we hope to reach 8,000 in the coming years.

Fall 2017 incoming freshmen goal was 980.

Fall 2017 freshman class size 1,052.

The retention rate for fall 2017 students was 76.1 percent.

**Veterinary Health Technology (VHT)**

The University of Tennessee at Martin’s Department of Agriculture, Geosciences, and Natural Resources (AGN) has developed an exceptional curriculum in the area of Veterinary Health Technology that provides extensive "hands-on" learning opportunities. The VHT programing is growing on the campus of UT Martin.

Students completing this curriculum earn a Bachelor of Science in Agriculture with a concentration in Animal Science and an option in Veterinary Health Technology (VHT).

There are two full time Veterinarians and two Licensed Veterinary Technologists on staff in the Department of Agriculture, Geosciences, and Natural Resources. These facilities and dedicated personnel provide an outstanding platform for students to maximize their education through experiential learning.

**UT System Wide Sick Leave Bank**

Please refer to the following policies, for the UT system wide sick leave bank: