Employee Relations Council Meeting  
Minutes  
November 21, 2013

I. Welcome and Introduction – (Phil Bright)

Sherry Shanklin  
Administration
Teresa Bodkin  
Administration
Sherry Argo  
Administration
Jolene Cunningham  
Administration
Marsha Davis  
Administration
Tammy Hall  
EPS, Fine Arts, Brehm Hall & UTM Farm
Amanda Broussard  
Child Care Center, Elam Center, Fieldhouse, Football & Student Life
Phyllis Hammer  
Child Care Center, Elam Center, Fieldhouse, Football & Student Life
Tenna Bynum  
Business Admin, McCombs, Reed Center and Sociology Bldg.,
Susan Lemond  
Business Admin, McCombs, Reed Center and Sociology Bldg.,
Mark Shepherd  
Custodial Services
Stephanie Butler  
Extended Campus and Online Studies & Gooch Hall
Betty Cowan  
Extended Campus and Online Studies & Gooch Hall
Susan Waterfield  
Governor’s School, Student Success, Healthy Start, Humanities
Tim Nipp  
Maintenance Center
Mike Abney  
Finance and Administration Effectiveness/Effcy Facil
Kiara Champion  
Finance and Administration IT Specialist II
Karen Elmore  
Library
Ray Coleman  
Public Safety
Phil Bright  
Human Resources
Vicky Pflueger  
Business Affairs
Dr. Rakes  
Chancellor

II. Public Safety (Ray Coleman)

The Placement of parking stickers must be on the driver’s side of windshield for emergency purposes. Also please make sure the bar code and numbers are visible. Public safety will enforce proper parking for staff and students. The Gooch parking lot has a fire lane/emergency area 24/7. Please pay attention to parking lot time and zones. Please contact Ray Coleman if you have further questions.

III. Old Fashion Christmas Breakfast (Tenna Bynum)

If you would like to volunteer please contact Debbie Hunter. The breakfast is for non-exempt staff.

III. Registration (Vicky Pflueger)

Reorganization changes will be made in Business Affairs. January 7, 2104 is the confirmation and due date for the spring semester 2014. Students will receive emails and phone calls as a reminder. Students will have an option of a two or four part payment plan.

IV. Campus maintenance projects (Tim Nipp)

A sidewalk extension to connect the parking lot at the Bob Carroll Building to existing sidewalk at the football field parking lot, leading to the crosswalk for the Administration Building, Brehm Hall and the quadrangle will be investigated.

The future plans call for additional flashing signs to be installed at the cross walks on Mount Pelia Road.

The Elam Center, Clement and Gooch will have a new elevators installed. Other buildings will have elevator upgrades. You will receive additional information on elevator outages by email.
Fixit email address can receive work orders. We are also working on a tracking system for work orders to make the process easier.

Roofs and windows on several buildings will be replaced or repaired.

An additional chiller will be installed.

Please work with us on the noise and safety inconveniences. Emails will be sent with updates and additional information.

V. Employee Relations Advisory Board (Debi Hunter)

Bereavement Leave- UT grants up to five days’ leave due to the death of a spouse, child, step-child, parent, or step-parent.

BlueCross was able to work out contract negotiations with Baptist Health Group. Network S participation will continue. Doctors’ groups, like the ones in Martin, send out letters to their patients during negotiations to put pressure on providers. Martin BlueCross – three hospitals in BlueCross Network S with 25 miles, including Volunteer. Martin Cigna – two hospitals in Cigna Open Access Plus within 25 to 35 miles. Whether or not a provider is in or out of a network is a business decision between the provider and insurance carrier, and the State plays no part in those negotiations. Benefits Administration’s role is to ensure that the medical carriers (currently Blue Cross/ Blue Shield of Tennessee and Cigna) offer a network that meets contracted access standards, which are designed to provide sufficient member access across the entire State of Tennessee. Even with the recent changes in networks, both of the current contracted carriers continue to meet these contractual requirements.

A pharmacy out-of-pocket copay maximum of $3,750 per individual will apply in network for both the Partnership and Standard PPOs.

The current performance evaluation format is rather general and does not apply particularly well for most Facilities personnel, regardless of campus. This issue has been discussed a number of times over the years with a general “we’re looking into it” response. Could departments propose a performance evaluation “redesign,” to be approved by HR, to be geared to Facilities personnel, as distinct from most other campus employees? The current point system could be matched with no problem, and it would allow a process to develop a better, more accurate way to evaluate our employees.

This topic was covered in the opening discussion. One of the recommendations made by the statewide committee was approving other designs for performance review forms as long as the employee can receive a numerical score consistent with the summary form categories and cumulative scores. Evaluations will be done on a calendar year base. The evaluation format should reflect the summary scale.

Fee waivers and fee discounts are only associated with UT or Board of Regents schools.

Three-part compensation training for supervisors will be implemented. Part I is an overview and summary of compensation. Part II focuses on performance reviews and link to pay, and Part III discusses policies and applications.

VI. Perfect Forms (Mike Abney)

Perfect forms will save time, paper, toner and the overall process. We welcome feedback and you can find this in the upper right corner of each form. A database will be available for forms “one stop shop help” section in the future. The new perfect form format you can use all “iDevices” starting the first of the year. Please call 7911 to contact Kiara for help.

Please check with Sherry Shanklin for upcoming holiday payroll dates.

VII. Chancellor’s Comments (Dr. Rakes)

A tuition increase is possible, 2014-2015 school year increases may range between zero to four percent. We are in the process of looking for a new Athletic Director.

Starting January 1, 2014 the minimum, pay rate will increase to $9.00 per hour. June 2014 the minimum starting pay rate, will increase to $9.50 per hour.

UT Martin complementation plans- Year 2 (Phil Bright and Dr. Rakes)

UT Martin participated in a system-wide compensation survey completed by Sibson Consulting. Using the results of the survey, UTM developed a multi-year compensation plan to address salary issues. The second phase of the plan will be
implemented January 1, 2014, for monthly staff and 12-month faculty, December 30 for bi-weekly staff, and February 1 for flex-year and academic-year faculty.

Those employees who reached 15 years of service this year with satisfactory performance evaluations were adjusted to 85% of market with a 10% cap on the increase. Years of UT service, education, and certifications were used to determine the salary level above the minimum for employees with 5 to 14 years of service. Job requirements posted on the UT System HR website were used in the analysis. Employees with greater than 15 years of service whose increases were limited to 10% during Phase I were again compared to market and adjustments were made. Increases were capped at 10%. Funds were also allocated to pay grades 31 to 35 to address compression issues as a result of the January 1 minimum salary level increase to $9.00 per hour. Staff whose last five years of performance reviews averaged below 15 received no increase.

For faculty, the average salaries for rank and discipline from the College and University Personnel Association (CUPA) (or other professional salary surveys if CUPA information not available) for our THEC peers and other identified peers were used as the benchmark salaries. Salary averages by rank and discipline code were adjusted to 85% of market value with a 10% cap on the increase.

Although we are not financially able to address all issues at this time, we are making progress. We hope to fund year three of the plan during 2014-15. We continue to hire new employees above the minimum levels when qualifications exceed the advertised requirements of the job. Improving wages is a top priority of the university, and we will continue to make advances as resources allow.