Employee Relations Council Meeting
Minutes
November 6, 2017

I. Welcome and Introduction - Phil Bright

Lian Taylor                  Administration Bldg.
Cheryl Branon                Administration Bldg.
Angie Gertsch                Administration Bldg.
Daphne McDaniel             Administration Bldg.
Debra Hunter                Brehm Hall, EPS Bldg., Fine Arts & UTM Farm
Suezane Speight            Brehm Hall, EPS Bldg., Fine Arts & UTM Farm
Peter Gibson                Building Services & Physical Plant Administration
Mitchell Reeder              Building Services & Physical Plant Administration

Randy Pigg                               Building Services & Physical Plant Administration
Susan Lemond                Business Administration Bldg., McCombs Center,
Jennifer Schlicht          Reed Center & Sociology Bldg.
Melissa Morris              Children’s Center, Elam Center, Fieldhouse, Football Bldg.,
Vickey Hardrick            Recreation Wellness Facility
Amanda Broussard            Office of Educational Outreach & Gooch Hall
Sheila Scott                Office of Educational Outreach & Gooch Hall
Robert Bivens               Grounds, Transportation Services & Warehouse
David Chambliss             Grounds, Transportation Services & Warehouse
Sara Rachels                Library
Robert Thompson             Housing
Lonnie Roudenbush           Housing
Valerie Dean                Housing
Scott O’Neal                Information Technology Services
Donna Butler                Information Technology Services
Lisa Hoskins                Library
Petra McPhearson            Vice Chancellor Finance and Administration
Phil Bright                 Director of Human Resources
Tim Nipp                   Director of Physical Plant Operations
Keith Carver                Chancellor of the University of Tennessee at Martin

Past Members
Karen Elmore                Library
Dana Breland                Library
Tenna Bynum                  Business Administration Bldg., McCombs Center,
                                Reed Center & Sociology Bldg.
II. 2017 Chancellor's Holiday Breakfast (Chair- Tenna Bynum, Co-Chair- Sheila Scott)

If you have, questions please contact:

Tenna Bynum  
College of Business and Global Affairs  
103 Business Administration  
Phone: (731) 881-7306  
FAX: (731) 881-7241  
tbyname@utm.edu

III. The University of Tennessee Employee Relations' Advisory Board Representative

January 01, 2018 – December 31, 2019 David Chamblis

IV. The University of Tennessee Employee Relations' Advisory Board Meeting

1. Outsourcing

The University of Tennessee at Martin will opt-out of outsourcing its facilities management services with, Jones Lang LaSalle Americas, Inc. (JLL), The adjusted proposed savings to UT Martin with the JLL contract are not significant.

2. Inclement Weather Leave Proposal

BAG (Benefit's Advisory Group) elected not to approve the Inclement Weather Leave Proposal.

Three primary concerns, used in this decision:

1. The University's benefit package must be comparable to the package the State employees receive. This proposal, if approved, would move the University ahead of the State with respect to paid days off.

2. BAG was concerned with the cost.

3. Concerns about equitably administering the proposal.

V. Comments from Chancellor Carver

1. The Gateway Columns project is part of the university's campus master plan update completed in 2016, which includes seven designated campus entryways. This project represents the second completed entryway and is the first entryway to be dedicated.

Carver credited Dr. Smith with the columns entryway idea and for working with Mr. Nassar and Savant Learning, to make the gift possible. He then noted the second relationship that exists between the university and the city and county, which are joined together symbolically by the columns.
Please email or call Chancellor Carver if you have additional questions.

2. November 11, 2017, the University of Tennessee at Martin will host the final Fall Preview Day. Attendees will learn about financial aid and scholarships, student organizations and housing options, as well as speak to faculty members and tour UT Martin’s campus. Preview Day will begin with registration and an administrative fair from 9-9:30 a.m., a UTM welcome will start at 9:30 a.m., followed by a student panel discussion at 10:00 a.m. Departmental visits will begin at 10:45 a.m., and campus tours will start at 11:30a.m. Students will also receive complimentary tickets to the UT Martin football game against Jacksonville State at 2:00 p.m. in Hardy M. Graham Stadium.

Visit utm.edu/preview to register. No fee to attend.

3. The University of Tennessee at Martin fall enrollment increase since 2010 by reaching 6,800 students for the 2017 fall semester. The total includes 1,048 freshmen, the largest freshman class since fall 2014. Final numbers include students enrolled at the main campus, online students and students attending the university’s five centers in Jackson, Parsons, Ripley, Selmer and Somerville.

Total enrollment is up 1.4 percent – or 95 students – compared to the 2016 fall enrollment of 6,705 students. First-time freshmen increased 10.8 percent – or 102 students the average ACT composite score for incoming freshmen remains at 23, and the high school grade point average of 3.54. Other increases include transfers (+66), dual enrollment (+71) and graduate students (+16).

Our recruiting efforts are bringing in qualified students and the Tennessee Promise is starting to bring more students to UTM.

VI. Campus Construction and other information (Tim Nipp)

1. This is the current renovation update, for Clement Hall includes the roof replacement for the west and south wings of the building scheduled for completion in late spring 2018.

2. East and North sections of Clement Hall roof- completed

3. Major interior renovation on the east and north wings of Clement Hall will include modifying the north entrance and the addition of an elevator in the north portion of the building, as well as extensive interior modifications-construction starting by mid-summer 2018.

VII. Changes to Position Review since Summer 2017 ERC meeting (Phillip Bright)

We are improving our processes, classifications and pay structures.

**Phase 1: Staff Position Descriptions (Completed)**

1. Implementation of the new position description form, effective July 1, makes it easier to create and update staff position descriptions.

2. New training courses created to help supervisors write effective position descriptions.
   
   A. To date, more than 400 employees system-wide have participated in the trainings, and additional offerings are available at each campus and institute.
Phase 2: Job Families (Summer 2017 – Summer 2018)

1. A statewide human resources team appointed in June to review and update job families—classifications grouped by similar types of work and required training, skills, knowledge and expertise.

2. Focus groups with subject-matter experts are being held at each campus.

3. The focus groups provide essential feedback to ensure the new and revised roles within each family are an accurate description of work.

4. Position descriptions for regular staff also will be used to validate the new job family descriptions.

5. Human resources offices will request updated position descriptions as the work begins on each of the job families, the first batch planned for late November.

Phase 3: Market-Based Pay Ranges and Benchmarking (Summer 2018 – Winter 2019)

1. A system-wide market assessment and develop market-based pay structures plan after completion.

Questions: Please contact your campus human resources officer.

VIII. Financial Information and Updates (Petra McPhearson)

UT Martin completed the first year of Merit and Market increases for Staff and Faculty. Vice Chancellor, Petra McPhearson discussed the results.