Employee Relations Council Meeting
Minutes
June 24, 2014

I. Welcome and Introduction – (Phil Bright)

Sherry Shanklin
Sherry Argo
Jolene Cunningham
Marsha Davis
Emily Powers
Amanda Broussard
Tenna Bynum
Susan Lémord
Nan Murphy
Tracie Stewart
Betty Cowan
Tim Nipp
Nancy Yarbrough
Karen Elmore
Ray Coleman
Phil Bright
Gail Stephens
Dr. Rakes
Dan Trotter
Administration
Administration
Administration
Administration
Public Safety
Child Care Center, Elam Center, Fieldhouse, Football & Student Life
Business Admin, McCombs, Reed Center and Sociology Bldg.,
Business Admin, McCombs, Reed Center and Sociology Bldg.,
Library
Physical Plant
Extended Campus and Online Studies & Gooch Hall
Maintenance Center
Finance and Administration
Library
Public Safety
Human Resources
Equity and Diversity
Chancellor
Human Resources UT Knoxville

II. Reorganization and Budget (Nancy Yarbrough)

The budget was approved for a tuition increase of six percent, student activity fees will see an increase of ten dollars, thirty dollars student health fee increase and twenty-five dollar tech fees, and the new increase will be visible in the fall 2014 semester bills. The six percent increase will cover the fixed cost at UT Martin such as electricity, heating and general maintenance.

Sustainable Financial Model Committee recommends an out of state scholarship to lower the out of state student fees. UT Martin promotes diversity along with an increase in our out-of-state student body. Tammy Hall will serve on the Sustainable Financial Model Committee representing the ERC.

Student employment positions will be posted on-line and training sessions will be available to help your department post positions. UT Martin will look at the distribution of student workers on campus.

In an effort to better serve our students and campus community, The Division of Finance and Administration announces the reorganization of the Office of Business Affairs into two separate areas – the Bursar’s Office and Office of Business Services.

The Bursar’s Office will primarily be responsible for cash collection and cashier service, Skyhawk Card, Perkins Loan, and any student-related billing. Vickie Pfleuger will continue to serve as Bursar. Lori Donavant will head The Office of Business Services which will be responsible for purchasing and invoicing, inventory and surplus, accounts payable, travel, procurement cards, risk management, credit applications and related financial matters.

Laura Foltz, Special Assistant to Vice Chancellor for Finance and Administration, will provide audit assistance, research on a variety of topics and will be the contact for any fiscal policy issues. Joe Croom will continue to oversee contracts.

We hope these changes will enhance customer service and ensure prompt and efficient handling of financial matters for the campus.
III. Christmas Breakfast (Tenna Bynum)

If you would like to volunteer please contact Debbie Hunter. The breakfast is for non-exempt staff. The Breakfast will take place on December 16, 2014 @ 7:30a.m.

IV. Sodexo Information (Phil Bright)

Please remember the coffee shop in the library serves a variety of food and drinks. Sodexo is looking at the possibility of a food truck to serve various areas of the campus. The construction on the new cafeteria should be complete at the start of the fall 2014 semester.

V. UT Policies (Phil Bright)

University Family & Medical Leave Policy, Sick Leave Policy and other polices are available on the Human Resource website http://policy.tennessee.edu/.

Employees who earn sick leave may use it for personal or family illness, injury, and or due to child birth or adoption. Family is defined as (spouse, child or parent). Family medical leave can be taken for these same individuals.

The Sick Leave Bank Enrollment period ends June 30, 2014.

VI. UT Call Center- Because Google cannot answer everything. (Dan Trentham)

The Human Resources Call Center available for you at 865-946-8847 for information about benefits, policies, employment, and training opportunities. The Call Center is open 8:00 a.m. until 6:00 p.m. eastern time. If you are outside the 865 calling area, you may use the 1-888-444-8847 toll-free number.

The HR staff who serve the UT community are dedicated to providing useful, accurate, and timely information in an easy to understand format. Our goal is to offer you great service first time and every time.

The call center has specific events and information that affects all of the campuses and institutes. You will also be able to ask about job openings for the Knoxville campus, the Institute for Public Service, the Institute of Agriculture, and University Administration.

VII. UT Martin inventory tags information (Phil Bright)

UT Martin inventory tags are small but they come from Knoxville. You can ask UT Martin’s IT Department for the number if you cannot read the numbers. Most of the tagged equipment has a larger paper sticker on it with a readable size tag number provided somewhere on the equipment.

VIII. Personality (Phil Bright and Dr. Gail Stephens)

Three ways a personality can be changed.

- Brain Surgery
- Deep Psychoanalysis or Chemotherapy
- Religious Conversions

Manager theory X and Y

Douglas McGregor’s Theories
Management styles are strongly influenced by beliefs and expectations that motivates employees. Understanding why you have assumptions about employees and their motivation can enable proper management and make it more effective (McGregor, 1960). (see additional handout provided)

What is Bullying?

Bullying is when someone or a group commits a repeated aggressive act or behavior. Bullying can be physical or verbal. This behavior is intentional, belittling, and deliberate with an intent to hurt.

What bullying is not!

Bullying is not when your supervisors holds you to a higher standard in your job or gives you negative feedback on your performance review.

For additional information please contact:

Gail Stephens
Equity & Diversity
Equity & Diversity Officer/Interim Dean
303 Hall-Moody Administration Bldg.
gstephe6@utm.edu
731-881-3505

IX. 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 times and zones. Stickers for 2014-2015 are ready and will cost sixty dollars. We no longer have hurt street parallel parking for safety reasons. Please contact Ray Coleman, Assistant Director of Public Safety, if you have further questions.

X. Campus maintenance projects (Tim Nipp)

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

The Elam Center, Clement Hall and Gooch Hall will have new elevators installed. Other buildings will have elevator upgrades. You will receive additional information on elevator outages by email.

Fixit@utm.edu email address can receive work orders. The physical plant is working to implement a software system called TMA that will respond to your work orders and provide a status report. We are also working on a tracking system for work orders to make the process easier.

An additional chiller will be installed in the academic chiller plant at the library.

Football Stadium project will start after the 2014 UT Martin football games are completed.

The field house has a new floor.

The Sorority Lodge project will start soon with the construction of four Sorority lodges.
Please work with us on the noise and inconveniences for your safety while construction and repair projects are going on. Emails will be sent with updates on maintenance projects.

**XI. Communication (Phil Bright)**

New policies, changes to existing policies and new or changed procedures will be communicated by email. When you receive these emails you are encouraged to read the new or changed policy or procedure.

The University of Tennessee at Martin employee engagement survey (EE), we will coming again in November 2014. UT Martin was number two in the percent of employees responding in 2011. Please continue the UT Martin tradition of excellent response rates.

UT Martin Human Resources will work closely with other offices and departments to ensure that we communicate the same information on the same topic.

**XII. Chancellor’s Comments (Dr. Rakes)**

Dr. Rakes would like to thank everyone for all they do day in and day out. It has been many years since UT Martin has raised fees. Some of the fees support the maintenance of the student recreation center equipment. The top priority for UT Martin at this time is the accreditation in all academic programs across campus and our enrollment problem. Tennessee Promise will affect our enrollment. We are targeting transfer students, out of state students, online students and all open markets possible.

University Center will have additional renovations and relocations of some offices. A consultant will look at the project, additional information will be given in the future.

The Chancellor was asked “do you see a work force reduction”? Answer: Not at this time.

UT Martin will work on better communication around campus between offices and with our students. We are also working on the front end making the campus better, by raising money such as playing division one schools in the upcoming football game, upgrades such as the new cafeteria, bookstore, campus beatification, and attractions that will bring students to our campus. UT Martin is looking at Fayette County as an additional campus this will help enrollment and reach new students in that area.
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<tr>
<th>TABLE 2-5</th>
<th>Theory X and Theory Y Managerial Assumptions</th>
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<tbody>
<tr>
<td><strong>THEORY X ASSUMPTIONS</strong></td>
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<tr>
<td>1. The average person dislikes work and will try to avoid it.</td>
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<td>2. Most people need to be coerced, controlled, directed, and threatened with punishment to get them to work toward organizational goals.</td>
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<td>3. The average person wants to be directed, shuns responsibility, has little ambition, and seeks security above all.</td>
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<tr>
<td><strong>THEORY Y ASSUMPTIONS</strong></td>
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<tr>
<td>1. Most people do not inherently dislike work; the physical and mental effort involved is as natural as play or rest.</td>
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<tr>
<td>2. People will exercise self-direction and self-control to reach goals to which they are committed; external control and threat of punishment are not the only means for ensuring effort toward goals.</td>
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<td>3. Commitment to goals is a function of the rewards available, particularly rewards that satisfy esteem and self-actualization needs.</td>
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<td>4. When conditions are favorable, the average person learns not only to accept but also to seek responsibility.</td>
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<td>5. Many people have the capacity to exercise a high degree of creativity and innovation in solving organizational problems.</td>
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<td>6. The intellectual potential of most individuals is only partially utilized in most organizations.</td>
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