Employee Relations Council Meeting
Minutes
November 22, 2016

I. Welcome and Introduction – (Phil Bright)

Sherry Shanklin  Administration
Erin Chesnut     Administration
Tina Harris      Administration
Deanean Smith   Administration
Daphne McDaniel Administration
Peter Gibson    Building Services & Physical Plant Administration
Suezane Speight Brehm Hall, EPS Bldg. Fine Arts & UTM Farm
Chris Bell      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.,
Stephanie Butler Office of Educational Outreach & Gooch Hall
Sheila Burlison Office of Educational Outreach & Gooch Hall
Diane Marks     Clement Hall, Child and Family Grant Program, Humanities Bldg.
Christopher Virgin Grounds, Transportation Services & Warehouse
William Kaler II Custodial Services and Recycling
James Fleck     Heating, Ventilation, and Air Conditioning
Susan Waterfield Governor’s School, Student Success, Healthy Start, Humanities
Tim Nipp        Maintenance Center
Traci Stewart   Building Services & Physical Plant Administration
Jeffrey Hart    Housing
Lisa Hamilton   Housing
Robert Thompson Housing
Scott O’Neal    Information Technology Services
Donna Butler    Information Technology Services
Karen Elmore   Library
Vickie Stout    ITS
Jenny Harrison  Student Health, Counseling Services & University Center
Tara Beauchamp  Public Safety
Phil Bright     Human Resources
Tim Nipp        Physical Plant
Petra McPhearsen Finance and Administration/Interim Vice Chancellor
Dr. Smith       Chancellor

II. 2016 Holiday Breakfast (Tenna Bynum)

The Holiday Breakfast is set for December 15, 2016 at 7:30 am. If anyone would like to participate in the program, please see Tenna Bynum (including retirees). Please RSVP for the breakfast.

III. Employee Relations Advisory Board (Debi Hunter)

Search for replacement for Keith Carver - will open in a week or so. Internal search statewide (executive assistant).

Search for CFO (Butch Peccelo replacement), finalists in next week.

The University of Tennessee Board of Trustees met Friday and approved the appointment of Dr. Keith Carver to the post of UT Martin chancellor, effective Jan. 3, 2017.

UT Martin will opt out of out-sourcing and each campus will make their own decisions on outsourcing.
The search for the UT Knoxville Chancellor is underway. There are around 100 nominees for the Chancellor and around 20 candidates who have applied. The committee will carry out preliminary interviews for interested candidates in October. The finalists will be selected in late October. A selection will hopefully be sent to the Executive and Compensation Committee of the board in November.

UT Martin Human Resources has been working closely with departments and units across campus to implement changes required by federal law, UT Martin’s deadline is November, 2016. The law requires that employees who earn less than $47,476 be converted to nonexempt status on December 1, 2016, an ERC member asked for clarification of the terms exempt vs nonexempt. Mr. Bright explained the meaning:

Workers are classified as either exempt or non-exempt depending on their salary and the type of work they perform at UT. The Federal Fair Labor Standards Act (FLSA) requires that in addition to paying at least the minimum wage employers also must pay overtime or provide compensatory time to nonexempt employee, who work more than 40 hours in a given work week. UT employers must make sure they abide by FLSA.

Mr. Bright stated we have passed the open enrollment periods for health coverage and flexible spending accounts. The changes will take place, January, 01, 2017.

IV. Recycle

The Recycling Center takes donations of the following items: paper and cardboard, aluminum cans, glass bottles, plastics, steel cans and other scrap metal, eye glasses, used clothing in good shape, cell phones, rechargeable batteries, ink cartridges, and any electronic appliances except televisions.

Please take all recycling to the Recycle center for appropriate disposal.

Open
Monday, Wednesday, Friday, Saturday: 7am - 1pm
Tuesday, Thursday: 3pm - 6pm

105 Moody St.
Martin, TN 38238
Ph: 731-881-7640

V. Construction updates (Tim Nipp)

The University of Tennessee Board of Trustees approved the naming of the future UT Martin Engineering and Science, the Labtimer Engineering and Science Building will be the first capital outlay funded project for UT Martin since 2006. The Latimer Engineering and Science Building, will be located on the east side of the university’s academic quadrangle.

A ground-breaking ceremony is scheduled for December 07, 2016, at the former Methodist Fayette Hospital in Somerville. This will be the start of renovations that will create a new home for the University of Tennessee at Martin Somerville Center. The Tennessee General Assembly approved $250,000 in recurring funding for the center in the state’s 2016-17 budget. Also approved was $875,000 in one-time funding to support the hospital facility’s renovation. The building is expected to open fall 2017.

Construction continues on our campus. The following are updates:

- UT Martin new sorority meeting lodges scheduled for completion December 01, 2016.
- Sociology Building, Crisp Hall and the Margaret Perry Children’s Center roof work is completed. Construction on Clement Hall roof project continues.
- New sewer lines will be implemented on campus.
- Please be aware the buildings will be at an unoccupied status with heating and lightening to cut down on empty savings during the weekends, Christmas break and after hours.
- UT Martin will implement LED lighting to save money on campus.
- The restroom renovation continues in the Administration Building scheduled to continue through spring.
- New columns on University Street in front of the Administration Building called the “gateway” will begin in the spring and will also be located at the baseball and softball field administration offices and on Skyhawk Parkway facing the shopping center also new sidewalks will be installed.
- Sociology Building and the Business Administration Building will begin planting a Memorial garden.
- UTM students will design new landscaping for the quad near Brehm Hall.
- Energy-saving strategies will be implemented across campus by the Physical Plant, employees and students can assist with this by reducing the use of electric heaters and turning off lights in empty rooms.
- UT Martin will implement many projects in phases such as: air conditioning upgrades in the Johnson EPS Building, electrical upgrades around campus, replacing the cooler roof on the Elam Center and repairing storm drains outside the of the Administration Building.
VI. 2014-2015 Finance and Administration (Petra McPhearson)

Because of enrollment decreases this fall and expected decreases in spring 2017, the campus is facing budget cuts on all campus units by approximately $3.9 million. Some of these cuts have been offset by other funding sources, but campus units are being asked to reduce their budgets by $2.5 million across the board. Petra McPhearson listed planned budget cuts from several departments across campus. UT Martin departments will look at other ways to save money and help with budget cuts strategically. Please remember we are all recruiters for the University of Tennessee at Martin.

VII. Chancellor’s Comments (Dr. Smith)

Interim Chancellor Bob Smith stated each degree of energy saved will be approximately $60,000. Tim Nip confirmed this fact. the solar garden is completed; we have extra material that will be implemented in other places on campus.

Keith Carver will be on campus January 3, 2017 and prepared to make informed decisions for the UT Martin campus. Smith also announced the UT Martin Help Desk hours will be expanded and the phone bills for each department will be centralized; individual departments will not reconcile phone bills each month or have funds for phone bills added to their budget. All non-standard phones will be replaced over time, and all voicemail services will be standardized in the future.