Employee Relations Council Meeting
Minutes
July 11, 2017

I. Welcome and Introduction (Phil Bright)

Erin Chesnut (17) Administration Bldg.
Tina Harris (17) Administration Bldg.
Deanean Smith (18) Administration Bldg.
Daphne McDaniel (18) Administration Bldg.
Natalie Medling (18) Administration Bldg.
Suezane Speight (18) Brehm Hall, EPS Bldg., Fine Arts & UTM Farm
Debra Hunter (18) Brehm Hall, EPS Bldg., Fine Arts & UTM Farm
Susan Lemond (17) Business Administration Bldg., McCombs Center,
Reed Center & Sociology Bldg.
Phyllis Hammer (18) Children’s Center, Elam Center, Fieldhouse, Football Bldg.,
Recreation Wellness Facility
Sheila Scott (18) Office of Educational Outreach & Gooch Hall
Diane Marks (18) Clement Hall, Child and Family Grant Program, Humanities Bldg.
Scott O’Neal (18) Information Technology Services
Donna Butler (18) Information Technology Services
Dana Breland (17) Library
Karen Elmore (17) Library
Christopher Virgin (17) Grounds, Transportation Services & Warehouse
Tenna Bynum (17) Business Administration Bldg., McCombs Center,
Reed Center & Sociology Bldg.
Vickie Hardrick (17) Custodial Services and Recycling
Tina McWherter (17) Custodial Services and Recycling
Stephanie Sellers (17) Office of Educational Outreach & Gooch Hall
Tina Adams Human Resources
Phil Bright Human Resources
Tim Nipp Director Physical Plant
Petra McPhearson Finance and Administration Interim Vice Chancellor
Keith S. Carver Chancellor

II. First Day of class (Karen Elmore)

Karen Elmore suggested the campus greet the students on the first day of class August 28, 2017. This will help students with information, directions and welcome them to campus.

III. Campus Construction and other Information update (Tim Nipp)

- Construction on the north and east sides of Clement Hall set to begin January 2018. Roof replacement will begin on the north and west sides of Clement Hall and on the Kathleen and Tom Elam Center.

- Gooch Hall will receive LED light replacement to save energy.

- The EPS building will have HVAC repairs and ADA doors installed by Spring 2018.

- The Latimer Science and Engineering Building programming and design phases set to start Fall 2018.
Sidewalk construction near Hampton Inn and Huddle House will connect to UTM campus and Skyhawk Park with new entrance monuments similar to the ones in front of Hall Moody.

The University Street crosswalk safety discussed.

Golf carts do not have the right away in the crosswalks. Please discuss this with your departments.

New trees will be planted on campus.

IV. New Position review and Position Description Form Training (Tina Adams)

Facilitator: Phil Bright and Tina Adams

Session 1- Tuesday, July 18, 2017, 10:00AM-Noon, Brehm Hall 258
Session 2- Tuesday, July 18, 2017, 2:00-4:00PM, Brehm Hall 258
Session 3- Tuesday, July 25, 2017, 10:00AM-Noon, Brehm Hall 258
Session 4- Tuesday, July 25, 2017, 2:00-4:00PM, Brehm Hall 258

Human Resources will be conducting training on the new online Position Description form. The Position Description form is used to give an accurate and up-to-date position description. It is an important component because the position description identifies responsibilities of the position that an employee’s performance should be evaluated on ensuring an employee is at the correct pay level. The forms are electronic. You can find the forms on the Human Resources website page.
http://www.utm.edu/departments/personnel/positions.php

All staff are encouraged to attend one of the training classes.

The Office of Human Resources will begin a complete review of all position descriptions on the UTM campus, starting with the custodial staff in the Physical Plant, Office of Housing and the Educational Outreach Centers. Additional information will be provided to each department.

V. Financial Information and Updates (Petra McPhearson)

2017-18 Salary Increase have been approved system-wide to reward exceptional performance and move overall compensation closer to market levels. You can view the SharePoint website. Salary increases will take effect on the August 1, 2017 biweekly payroll and the July 31, 2017 monthly payroll. All increases are retroactive to July 1.

VI. Comments from Chancellor Carver

Enrollment is up for first-time freshmen beginning in the fall semester as compared to this time last year. The first Tennessee Promise class will enter in the fall, and enrollment is up approximately 30 percent for transfer students.

A Strategic Plan will be introduced to the campus

UT Martin welcomes new hires Dr. John Burch, director of the Paul Meek Library, and Kurt McGuffin, director of intercollegiate athletics