

University Operations

Employee Relations Committee
Tuesday, October 7, 2014 1:30-3:00

Meeting Minutes

Andy Holt Tower, 8th Floor Conference Room

Present

Anthony Aparijo, Dan Berryman, Brian Browning, Robert Bryant, Marilyn Butler, Carlos Carrillo, Rose Rita Cooper, Robert Dykes, Eddie Golden, Rick Gometz, Karen Hackworth, Mike Herbstritt, Judy Jones, Mary Lucal, Jeff Maples, Jim McCarter, Rick McCarter, Ed McDaniel, Randy Miller, Jonathan Ramsey, Ed Roach, Dennis Saben, Patrick Smith, Josh Smyser, Lisa Turner, Karen Valero, and Mike Werley.

Absent

Tom Anderson, Paul Fulcher, Dave Irvin, Sharon Jackson, Megan Redmon, Anthony Seabolt, and Frank Wren.

Welcome

Dr. Mike Herbstritt, Executive Director of Employee Relations, welcomed everyone to the meeting.

New Business

1. Middlebrook Building Signage – Lisa Turner

Q: What could be done to improve the signage of the Middlebrook Building? Visitors to the building have had issues identifying it as a UT building. Could the UT emblem be added to existing signage to increase visibility?

A: Dave Irvin, Associate Vice Chancellor for Facilities Services, shared, “regarding signage at Middlebrook and on the streets UT has assumed ownership of from the city we are completing Campus Signage Standards and estimating costs for phased implementation.” Jeff Maples, Senior Associate Vice Chancellor for Finance and Administration, added that this process of updating signage will break campus into sections for easier directions. Directional signs will be added around campus as well. Signs will be simplified and made uniform across campus. The building name and address must be included according to emergency services guidelines. An outside group was hired to review UT campus signage and recommendations were made. The process of changing and updating existing signs will be carried out in house. Dan Berryman, Assistant Vice Chancellor of Human Resources, asked if there was a time frame for the implementation of the new signs. Mr. Maples answered that early 2015 is the target for this project.

2. Signage on Acquired Roads – Rick McCarter

Q: Where in the process is the acquisition of roads from the city? What sorts of signage and curb markings will be added? There is some confusion regarding speed limits and also who is responsible for ticketing for speeding on which roads. The entrance to Fraternity Park is being blocked by students parking there because the curbs are not marked.

A: (Please refer to the previous answer for signage changes to come.)

Mr. Maples agreed that speed limit signs need to be addressed. The policy on campus is a speed limit of 25 unless otherwise posted. He also believes that the new signage around campus will help with these issues to some extent.

3. Traffic Lights – Karen Valero

Q: Is there a reason that the traffic lights at Lake Loudon and Phillip Fulmer Way are blinking yellow one direction and blinking red the other direction? This can cause issues when everyone is trying to get to the parking areas.

A: Mr. Maples explained that the blinking lights were implemented a few years ago in response to complaints of traffic backing up to Neyland Drive in the morning as everyone arrives on campus. The lights should be changed back to the normal process between 8:30 and 9. Occasionally, officers are called away due to a disturbance and the light is left blinking longer.

4. Faculty Pub – Eddie Golden

Q: Some staff members are interested in being allowed to use the Faculty Pub at some time. Is that a possibility?

A: Dr. Herbstritt shared the following information: This issue was raised in the Academic Affairs ERC in September of 2012. Below is the piece from those minutes.

Q: Why are regular staff not eligible to be a part of the faculty pub?

A: Dr. Martin said this issue came up over a year ago and started as a request for faculty to network and get to know each other. Thus the faculty pub was established and meets on a regular basis during the academic year when faculty are available. The faculty pub is more informal, with no member services or membership dues. The event is primarily used as a venue for faculty to network, although anyone can attend.

John Zomchick, Vice Provost of Faculty Affairs, shared that this event has been held the first and third Thursdays of each month in the Boat House. This venue will no longer be available after the end of the current semester, and as yet no other venue has been selected. All are welcome even though it is primarily meant as an opportunity for faculty to network.

Mr. Maples explained that this event was established after the Faculty Club was closed. This is not a venue but an event. Dr. Herbstritt explained that the University Club was closed due to lack of use. The Faculty Club was created to replace it. Then it was changed to an event for faculty and titled the Faculty Pub. Mr. Berryman emphasized that all are welcome to this event.

5. Possibility of Raises – Ed Roach

Q: Will the budget include raises this fiscal year?

A: Mr. Maples stated that due to the state budget situation being tight raises are not definite this year. State agencies are looking at 7% cuts to their budgets. At this point, the University is not planning to make such a cut, but given the state situation, the budget is being reassessed. Mr. Roach followed up by asking if a hiring freeze was coming. Mr. Maples, Mr. Berryman, and Dr. Herbstritt had no knowledge of any plans of the university regarding a hiring freeze.

6. Henson Hall – Ed Roach

Q: In the abatement of Henson Hall there have been complaints regarding cut communication lines and the removal of cast iron heating stoves. What is the current plan in regards to these issues?

A: Mr. Maples will look into these issues. The building renovation is not due to be complete until May or June of 2015.

7. Clocking Out Lines – Ed Roach

Q: Are there plans to add additional portals for Kronos time clocking? There are consistently lines forming at the existing portals which prevent people from leaving in a timely manner at the end of a shift.

A: This issue will be referred to Dave Irvin for consideration.

8. ERC Constituents– Josh Smyser

Q: Is there any way that the Building Services representatives could receive a constituent list? Would it be possible to have this available after the upcoming elections?

A: Dr. Herbstritt stated that due to movement within the department it is difficult for Building Services to create a constituent list for the representatives. He used this opportunity to remind everyone of the upcoming ERC elections. Facilities will hold in-person elections as they always have. Other departments can choose between in-person and online elections. The new online process was used with the Exempt Staff Council and worked well. Dr. Mary Lucal, Director of Employee Relations, related that participation was greatly increased with the online process. Rose Rita Cooper requested in-person elections on behalf of the Motor Pool. Dr. Herbstritt stated that the in-person elections will be held in November and will be set up to accommodate shifts. The newly elected representatives and alternates will take their place in January. There will be no January ERC meetings because an orientation will be held January 21st on the Ag Campus. Marilyn Butler asked how employees will be notified of the new online process. Dr. Herbstritt explained that an email will be sent notifying employees of the upcoming elections. A request for nominations will be sent with the employees in the specific group that are available for nomination. Any nominated employee will receive an email which allows them to respond by accepting or rejecting the nomination. This process is confidential. A list of candidates will be sent to the constituents for selection. The constituents will have 10 days to respond.

A reminder can be sent to those who have not yet voted. The system only tracks whether someone has voted not how they have voted for this purpose. HR will follow up with the in-person groups regarding timing and process.

Lisa Turner asked who the email will come from so that she could tell her department what email to look out for. This would prevent emails being deleted hopefully. The emails will come from OIT_NoReply@utk.edu. Karen Valero requested that something be posted in TN Today to alert employees. HR will look into this.

9. Motor Pool Update – Robert Dykes

Q: Is there an update on the Motor Pool project?

A: Mr. Maples said that the project is currently under consideration by Vice Chancellor Cimino.

10. Guest Speaker: Dr. Eugene Fitzhugh, Walking Communities

Dr. Fitzhugh works in Kinesiology, Recreation, and Sport Studies. A survey of UT employees listed physical activity programs as the most desired health related issue. There is an app available that provides walking routes around campus ([HERE!](#)). Walking communities are a no cost means of meeting physical activity goals. The department is establishing a pedometer loan program for employees. There are monthly walks scheduled on campus. New routes are being planned for departments. Dr. Fitzhugh's department is willing to work with departments to create walking routes specific to departmental areas and schedules. This program was established to encourage physical activity around campus. Walking an extra mile a day adds up to 700 calories a week. This translates to roughly two pounds lost a year. The effects on blood pressure are nearly instant and can be profound over the years. You can contact Dr. Fitzhugh at fitzhugh@utk.edu or by calling 974-0458. For more information you can visit the following website: <http://physicalactivity.utk.edu/> .

Old Business

Announcements & Other Comments

- ❖ Mr. Maples announced that the Kingston Pike Building project will begin in December and continue through August of 2015. It will be a two phase project. UT is waiting for bids currently. The second phase is scheduled to occur January 2016 through August of 2017. The Cumberland Avenue changes will begin near the Kingston Pike building when the street is changed to one lane each way.
- ❖ Mr. Maples informed the group that the University Commons is doing better business than predicted. The VolShop especially has exceeded expectations. The Cumberland Avenue VolShop should be completed soon.
- ❖ The West Campus expansion is beginning. The 45 plus year residence halls will all be coming down. Shelbourne is currently being demolished. Low-rise residence halls will be built in 4 phases on the site. This project is due to be completed by 2019.
- ❖ There will be a dedication ceremony for the Fred D. Brown, Jr. residence hall Friday, October 10th. This will take place the day of the homecoming parade which will close certain roads around campus in the late afternoon.

- ❖ Mr. Berryman announced that the Employee Engagement Survey (EES) will begin November 3rd. The survey will be available through the 21st of the month. Dr. Lucal informed the group that there will be a UTK Forum on the EES October 22nd. Mr. Berryman asked the representatives to encourage their constituents to participate in the survey and remind them to submit their surveys. The last survey yielded a 61% participation rate system-wide. The goal is 65% participation this year. The feedback from these surveys result in changes around campus (see <http://humanresources.tennessee.edu/yourvoice/index.html> for more information). The data from this survey will be used to establish priorities at UT from the system level to departmental level.

Distributions

- ❖ Minutes
- ❖ Walking Community poster
- ❖ Worker Compensation wallet cards

Next Meeting

Tuesday, November 4, 2014, from 1:30-3:00

Andy Holt Tower, 8th Floor Conference Room

Submit agenda items to Jonathan Ramsey at jramse17@utk.edu or 974-8299.

UT Walking Community

(<http://physicalactivity.utk.edu/utk-walking-community/>)

Here at the Center for Physical Activity and Health, we are all about our VOLS getting up and getting active! We have created several walking loops located here on campus just to show you how easy it can be! Have some time during lunch? Why not go for a 1-mile walk!? Feeling extra motivated? Go for a 2 or 3 mile walk after work to help wrap up the day! Here are links to different maps created just for you. There are 3 starting locations (The Agriculture Campus, The Health Physical Education and Recreation building, and The Hill), so pick the one that works best with your location on campus and get going!

Choose from a PDF map or click Walk Now! to go to mapmywalk.com for the any of the 9 courses we have already made to get you up and walking around campus. You can even download the “Map My Walk” app to your smart phone where you can access all of our maps! For step-by-step instructions to make your own walking profile click [HERE!](#) (website) or [HERE!](#) (smart phone application).

Health, Physical Education and Recreation Building (HPER):

- [HPER 1 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)
- [HPER 2 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)
- [HPER 3 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)

Agriculture Campus Walking Loops:

- [AG Campus 1 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)
- [AG Campus 2 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)
- [AG Campus 3 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)

‘The Hill’ Walking Loops:

- [The Hill 1 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)
- [The Hill 2 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)
- [The Hill 3 Mile Loop \(pdf\)](#) or [Map My Walk Now!](#)

Walking Programs

- Walking Group Consulting & Set-up
- Will come to worksite location for a training
- Can set-up trial pedometer experience
- Help install 'Map my Walk' apps on smart phones
- Create custom walking routes from Work Location

- Weight Management Consults (Dietary & Physical Activity) (\$135)
- Body Composition (pre & post)
- Resting Metabolic Rate – determines your baseline energy expenditure
- 3-day Dietary Recall with report – determines average energy intake

Contact Information: cpah@utk.edu 974-6040