

University Operations

Employee Relations Committee
Tuesday, September 2, 2014 1:30-3:00

Meeting Minutes

University Center, Room 227

Welcome

Dr. Mike Herbstritt, executive director Employee Relations, welcomed everyone to the meeting.

New Business

1. ERC Elections - Dr. Herbstritt

This Fall elections will be held for all Employee Relations Committee representatives. In the past in-person elections have been held. There is a new electronic system that proved successful with Exempt Staff Council elections that is available for departments unless in-person ballots are preferred. The nominations and elections will take place in November. There will be an orientation in January for the representatives as they take office. There are no term limits for representatives.

Facilities Services employees will have the opportunity for each shift to vote during their shift (as they come on to their shift or go off most likely).

2. Traffic Markings in Parking Area - Karen Valero

Q: Would it be possible to place yield or stop signs in the C6 student lot to establish right of way and slow the traffic? The staff lot 30 adjoins this lot and there have been issues.

A: Jeff Maples, senior associate vice chancellor for Finance and Administration, answered that there are stop bars painted in the lot currently at the intersection in question. This is a high traffic area, and he is aware of the issue.

3. Traffic Issues Around University Commons – Jeff Maples

Jeff Maples addressed the issue of traffic concerns on Joe Johnson Drive due to traffic from the Wal-Mart and Publix at University Commons. Traffic calming bumps have been placed at intersections but with pedestrian crossings ADA requirements limit their size. At Joe Johnson and River Drive two new pedestrian crossings are being created with lighted warnings for drivers. Police presence has also been increased to slow traffic.

4. Kingston Pike Building Entrance - Marilyn Butler

Q: Marilyn Butler, representative for OIT Knoxville Area 1, asked if the improvements to the entrance for the Kingston Pike Building were still expected to take a year.

A: Mr. Maples answered that the time frame should be around a year.

5. Parking Office Locations - Lisa Turner

Q: Lisa Turner, representative for Business Services, asked what locations are available for Parking & Transit Services. She has had several questions from students.

A: Mr. Maples answered that the Underground location in the University Center and the Stephenson Drive location are the only locations on campus.

6. Facilities Services Building - Ed Roach

Q: Ed Roach, representative for Zone Maintenance 1, requested an update regarding the new Facilities Services Building.

A: Mr. Irvin informed the committee that due to unforeseen soil conditions and structural issues the Project completion date has been delayed from late 2015 until early 2016.

7. Fall Festival - Lisa Turner

Q: Has a date been set for the Fall Festival?

A: Dr. Mary Lucal, director of Employee Relations, said there are changes to recognition events. There will be a new fall event in the form of a benefits fair with similar vendors. Jon Gushen, director of Benefits and Retirement, is heading the event which will be held in the month of September at the University Center. There will be further information available later. The Fall Festival is being replaced with a comparable spring event in April titled Picnic on the Plaza. This event will be held on the pedestrian plaza near Humanities tentatively.

8. Music Building Key Issues - Ed McDaniel

Q: Ed McDaniel, representative from Lock and Key Services, asked when the walkthrough will be held for the Haslam Music Building. There have been issues raised by the administrative staff with keys and other aspects.

A: Mr. Irvin has requested a warranty walkthrough of the building with Facilities Services, Facilities Planning and the Contractor.

9. Insurance Issues - Karen Valero

Q: Karen Valero, representative for VC Finance & Administration, asked whether there might be informational events for the open enrollment period since there has been much confusion with the insurance processes. She raised concerns on behalf of her constituents. Denis Saben, representative for Custodial third shift, and Megan Redmon, representative for OIT Knoxville area 2, both raised concerns with the coach calls and the processing of completion of requirements.

A: Dr. Herbstritt took the opportunity to inform the committee of issues across the state with the Partnership Program and information being compromised. All employees whose information may have been compromised received a letter informing them, and the insurance company will provide a year of free identity theft protection for those

individuals. Dr. Herbstritt encouraged everyone to document their interactions with the company. Recording the full name of the call center employee, time of call, and date of call will allow the company to review the call later if issues arise. Mr. Maples encouraged employees to save any and all notifications from the company especially relating to the completion of requirements for the Partnership Program. Dr. Herbstritt encouraged representatives to bring specific issues such as rejections to Rob Chance, director of Payroll, at the 974-5251 Payroll main line.

10. Motor Pool - Rick Gometz

Q: Rick Gometz, representative for Construction and Design, asked whether a decision had been made regarding the Motor Pool.

A: Mr. Maples said that an announcement should be made by the end of the month, but he stated that no decision has been made yet and bids are being considered.

Old Business

11. Ag Campus Dumpsters

Q: Will the dumpsters that were removed from Ag Campus locations be returned?

A: Dave Irvin, associate vice chancellor for Facilities Services Administration, said the dumpsters were relocated and consolidated. There are carts to be used to move recyclables/trash to the locations.

Robert Dykes, representative for Zone Maintenance 2, stated that there had been dumpsters removed and never replaced following construction. He relayed issues of capacity with the existing dumpsters.

Mr. Irvin agreed to follow up on the issue.

Announcements & Other Comments

- ❖ Mr. Maples thanked everyone for their part in making the start of another semester successful.
- ❖ Mr. Maples announced that commuter parking would be extended temporarily for the start of the semester to a portion of the fraternity parking of Todd Helton Drive.
- ❖ Mr. Maples announced that the University Center will be open until the end of Spring semester 2015 due to delays. Mr. Irvin announced that the new building is slated to open in April of the following year.
- ❖ Mr. Irvin updated the committee on the ongoing landscaping, construction, and renovation projects around campus.
- ❖ Mr. Maples encouraged everyone to stop by the two new VolShop locations at Cumberland Avenue and University Commons. Both locations have been successful so far.

- ❖ Brian Browning, director of Administrative and Support Services for Finance and Administration, announced that the Campus Chest drive begins the 15th of the month. Letters will be sent, but there is also a new online process this year for contributions.
- ❖ Dr. Herbstritt announced that insurance rates for employees will remain the same through the end of 2015 as long as employees remain on the same plan.

Distributions

- ❖ August 5th, 2014 Meeting Minutes
- ❖ Meeting Agenda
- ❖ UT Safety: Runaway/Rollaway Vehicle Accidents

Next Meeting

Tuesday, October 7th , 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.