

## MINUTES

### University Operations Employee Relations Committee

January 10, 2012 @ 1:30 PM – Room 237 University Center

**PRESENT** Jill Brown, Brian Browning, Jim Buchan (Alternate), Robert Dykes (Alternate), Bonnie Frank, Mike Herbstritt, Randy Huelsman (Alternate), Jeff Maples, Kenny Miller (Alternate), Ed Roach (Alternate), John Seivers, Ron Tredway, and Karen Valero

Guests: Ashley Czyz and Tony Givens, HR Employee Recruitment Office  
Dave Irvin, Associate Vice Chancellor for Facilities Services

**ABSENT** Tom Anderson, Rose Rita Cooper, Rhonda Cowden, Travis Godfrey, Troy Grant, Larry Holbert, Sharon Jackson, Jeff Jones, Christian McDaniel, George McGhee, Tim Shields, Tom Spoon, and Mark Wagner, and Fred Wolfenbarger

### WELCOME

Jeff Maples welcomed everyone to the meeting and Mike Herbstritt introduced Tony Givens and Ashlie Czyz from the HR Employee Recruitment Office.

### NEW BUSINESS

1. Overview of New Applicant System – Tony Givens and Ashlie Czyz, HR Recruitment Office  
Tony Givens and Ashlie Czyz gave an overview of “UT Jobs and the new Applicant Tracking System”. All applicants will now apply online with the enhanced statewide system. Mr. Givens reviewed the features of the new system and how the online processing of requisitions, postings, and approvals has been streamlined. Ron Tredway added that it should improve the overall applicant experience. A pamphlet of *Frequently Asked Questions* and a schedule of open labs training in the IRIS Training Lab for hiring managers and their assistants were distributed, with a list of HR Recruiter contact information. The “GO LIVE” date is **January 18, 2012**, for the start of the new system. Dave Irvin added that he anticipates opening a computer lab in Facilities for employees use in about 3-4 weeks.
2. Veterans’ Day Holiday – Robert Dykes  
**Q:** How can Veterans’ Day be made a UT Holiday?  
**A:** Mike Herbstritt stated that the number of holidays is limited by the state. The suggestion would have to be added to the agenda for ERAB by Tom Anderson. Jeff Maples also noted that the academic calendar is set two years in advance. Ron Tredway added there is a campus task force working on enhancing events and the recognition of veterans, with participation by employees and students. Dr. Herbstritt also reminded everyone that UT is closed next Monday for Martin Luther King, Jr., Day.

### OLD BUSINESS

None.

## COMMENTS/ANNOUNCEMENTS

1. Steam Plant Career Ladder – Jim Buchan

**Q:** When will the steam plant have a career ladder for employees?

**A:** Mike Herbstritt responded with a little background on how career paths started 7-8 years ago and included the steam plant. At that time, ERC representatives adamantly opposed any career ladder for the steam plant. When steam plant salary adjustments were made, representatives said that's all they wanted. Mr. Irvin will review adding a career ladder for the steam plan and plans to follow-up with Martie Gleason in HR.

2. Updates/Announcements

Jeff Maples gave a brief update on the start of the legislative process for funding and the budget. Although the outcome is unknown at this time, both the President and Chancellor advocate for employee salary increases. The Governor's State of the State Address will be at the end of the month.

Mr. Maples also provided an update on construction projects such as the university center and Lot 9 garage. He added that a special website is being developed called "Cone Zone" to keep everyone informed on the progress of building projects and any necessary road/parking closures and changes during each phase of the construction. He anticipates the "Cone Zone" website will be launched by mid-February.

Mike Herbstritt added a reminder that the deadline for completion of performance reviews is **March 31** this year and there is an updated form available for use in the process. Mary Lucal in HR Employee Relations reports that Facilities day supervisor training has been scheduled for Feb. 14 and 17, and night supervisor training is an evening session on Feb. 7. For further details contact the Facilities Office.

Dr. Herbstritt also noted that Rhonda Cowden was resigning from UT and will no longer be a rep; Randy Clowers will take her place on the ERC from Electrical Services.

Ron Tredway described the "Employer of Choice" (EOC) Model and what it might mean for UT and specifically the Knoxville campus. What does the best UT work environment look like when everyone wants to work here? For example, employees would feel recognized, rewarded and fairly compensated. Dr. Tredway stated he would provide more details and ask for feedback from the representatives at the next meeting.

3. Items for next agenda – Please submit questions to: Bonnie Frank, 825 Andy Holt Tower, or email: [bfrank1@tennessee.edu](mailto:bfrank1@tennessee.edu), or call: 974-8170.

## DISTRIBUTIONS

Minutes from November 1, 2011, University Operations ERC Meeting

Handout – ParTNers EAP Newsletter, January 2012

Handout – List of University Operations ERC Meetings for 2012

Handouts – UT Jobs and the Applicant Tracking System, FAQs, Open Lab training sessions, and HR Recruiter Contacts

### **Next University Operations ERC Meeting:**

**Tuesday, February 7 at 1:30 p.m. – Room 237 University Center**