

**MINUTES**  
**University Operations - Employee Relations Committee**  
**May 3, 2011 @ 1:30 PM – Room 237, University Center**

**PRESENT:** Tom Anderson, Jill Brown, Brian Browning, Jim Buchan (Alternate), Randy Clowers (Alternate), Bonnie Frank, Mike Herbstritt, Larry Holbert, Sharon Jackson, John Lewis (Alternate), Jeff Maples, Tom Spoon, Ron Tredway, Karen Valero, Mark Wagner, and Fred Wolfenbarger.

**ABSENT:** Rose Rita Cooper, Rhonda Cowden, Travis Godfrey, Troy Grant, Jeff Jones, Christian McDaniel, George McGhee, John Seivers, and Tim Shields.

**WELCOME**

Mike Herbstritt welcomed everyone to the meeting.

**OLD BUSINESS**

1. Update on Saturday Man Compensation – Rhonda Cowden  
The Electrical Shop requests that when you are scheduled to work on Saturday an option be available to earn overtime for that day. The current policy requires the "Saturday Man" to take a day off during that scheduled work week so that staff member will only be scheduled for a 40-hour work week.  
FOLLOW-UP: Jeff will follow-up with Terry about the possibility of establishing a permanent Saturday shift assigned to one person.
2. Update on Electrical Services Training Programs – Rhonda Cowden  
The Electrical Shop Apprenticeship program is no longer offered. There is a training program in place that does not compensate staff member for furthering their education; it does allow for paid training. Will the training program through Lincoln Park Trade and Technology Center no longer be a university scholarship? Rhonda submitted information on apprenticeship programs to Jeff Maples.  
FOLLOW-UP: Jeff Maples expressed his support of training and the need for facilities-wide employee training programs. Part of the requirement for the new director is to have a priority on life-long training. There are some training programs offered now in AC, Electrical and Plumbing Shops. Jeff will follow-up on the status of apprenticeships and training for the whole department with the new Director of Facilities once the person is hired and begins work.

**NEW BUSINESS**

1. Compensation Consultant Company – Rhonda Cowden (Alternate Randy Clowers)  
What companies will UT be using for the wage analysis comparison? Will it be mom & pop companies or larger companies such as TVA, KUB, or Oakridge?  
RESPONSE: Mike Herbstritt said the analysis will be done by a national organization and at some point, more information will be shared with group. Jeff Maples added that the university will be compared with other institutions with a similar number of employees. The Compensation Advisory Board will develop a plan based on the compensation survey results.

2. UT wage increase – Rhonda Cowden (Alternate Randy Clowers)  
Rumor has it that the 1.6% wage increase will begin on July 1, 2011. Can this date be confirmed?  
RESPONSE: Jeff Maples reported the Governor’s budget proposal of an across the board 1.6% salary increase is still included in the appropriations bill, which must be approved by both the State house and senate. In the meantime, the Chancellor and President are still exploring funding options to supplement the salary proposal from the State. However, it is important to note, all salary adjustments are pending based on funding and securing the appropriate approvals. The effective date for the adjustments, if approved, is July 1, 2011.
  
3. Benefits packet with optional vision plan - Rhonda Cowden (Alternate Randy Clowers)  
There have been several requests for an optional vision plan to be added to the benefits packet. Could this be a possibility?  
RESPONSE: Mike Herbstritt suggested this be brought up at the next ERAB meeting.
  
4. Facility Services Representative on Compensation Committee – Rhonda Cowden (Alternate Randy Clowers) There is no one representing facility services on that committee. How are our concerns being communicated to the committee?  
RESPONSE: Mike Herbstritt mentioned the outside consultant is being used for compensation analysis. Ron Tredway added that members of the Compensation Advisory Group (CAB) are appointed by the President. CAB’s first recommendation is the increase in UT’s minimum starting pay rate to \$8.50/hour for regular full- and part-time employees (not including term employees). Supervisors are being trained in communicating this increase to employees. Jeff Maples expressed UT administration’s support for salaries as a top priority.
  
5. Update on Grievance Procedures Training by HR - Rhonda Cowden (Alternate Randy Clowers)  
During our first ERC meeting, it was discussed off the agenda that the Employee Reps would like some formal Human Resources training on handling Grievance Procedures. Will that training or something similar be made available to us?  
RESPONSE: Mike Herbstritt responded that this training will be added to either June or July’s agenda as time allows.

## COMMENTS/ANNOUNCEMENTS

1. Jill Brown asked if Parking Services is moving to Student Health Services. Jeff Maples responded that there are no plans to move Parking Services for the next year and he will review with the new Parking Services Director in the next few weeks.
  
2. Larry Holbrook asked for an option to work a 4-day workweek be considered. Jeff Maples has looked into this and met with the Vice Chancellor. Jeff will follow-up with the new director and asked Larry to send him a plan developed for a trial basis and they will explore the possibility.
  
3. Sharon Jackson asked about summer activities on campus such as Destination Imagination. Jeff Maples responded and added that he will review the master plan for the Cumberland Avenue Project set to begin in December 2012 at a future meeting.
  
4. Announcements – Jeff Maples expressed thanks to those employees involved in the campus hail/wind damage cleanup over the past week. Over 1,000 windows were broken, over 200 trees damaged, numerous roofs damaged, and over \$2 million worth of hail damage to motor pool vehicles.

5. Campus Updates – Jeff Maples reviewed current building projects across campus.
6. HR Updates/Announcements – Mike Herbstritt reminded the reps the open enrollment deadline for joining the **sick leave bank** is June 30 and reviewed the eligibility requirements. The **Tennessee Partners for Health** requires a physical and health screening for both employee and spouse if on the plan with a deadline of June 30. Mike also reminded reps that a **beneficiary form** should be filled out and the contact is Connie Walden for the form. Larry Holbert asked for HR to set-up sessions at Facilities for completion of forms. Mike will follow-up on Larry's request.
7. Items for next agenda – Please forward at any time during the month to: Bonnie Frank, 825 Andy Holt Tower, or email: [bfrank1@tennessee.edu](mailto:bfrank1@tennessee.edu) or call 974-8170 (voice mail is available).

*With no further business, the meeting was adjourned.*

#### **DISTRIBUTIONS**

1. Minutes of University Operations ERC meeting on April 5, 2011
2. Flyer on Career Development Expo on May 4, 2011
3. Flyer on Prostate Cancer Screening on May 11, 2011
4. Flyer on Breast Cancer Screenings for the rest of 2011

**NEXT MEETING:**  
**Tuesday, June 7, 2011 @ 1:30 PM**  
**Room 237, University Center**