

MINUTES

University Operations - Employee Relations Committee July 5, 2011 @ 1:30 PM – Executive Dining Room, University Center

PRESENT: Tom Anderson, Brian Browning, Robert Dykes (alternate), Bonnie Frank, Mike Herbstritt, Sharon Jackson, Jeff Jones, Jeff Maples, John Seivers, Tim Shields, Ron Tredway, Mark Wagner, Fred Wolfenbarger.

ABSENT: Jill Brown, Rose Rita Cooper, Rhonda Cowden, Travis Godfrey, Troy Grant, Larry Holbert, Christian McDaniel, George McGhee, Tom Spoon and Karen Valero.

WELCOME

Jeff Maples welcomed everyone to the meeting.

NEW BUSINESS

1. UTK Merit Raises – Tom Anderson
What are the guidelines on how the merit component of the raise will be distributed for UTK campus?
RESPONSE: Jeff Maples agreed to provide the guidelines for adjusting compensation and reviewed the guiding principles for merit and equity salary increases as approved by the Chancellor and will ask Terry Ledford to provide any additional guidelines specifically used in Facilities. Mike Herbstritt noted the effective dates of salary increases, employee qualifications and requirements for documentation in response to a question from Tim Shields. Mike stated that over 90% of employee performance reviews have been completed. Ron Tredway added clarification on the limitation of the 3% pool to be divided within each area in response to a question from Robert Dykes. Tom Anderson asked about any appeal process. Mike responded that there is no separate process for merit distribution at UTK and employees would follow normal complaint procedure.
2. Complaints Procedures Training – Tom Anderson
Can we do a complaints procedure training similar to the grievance training we had last month? I found it very helpful.
RESPONSE: Mike Herbstritt reviewed the complaint procedure when an employee alleges unfair or inequitable treatment and the steps required to work out issues. Tom Anderson asked for clarification on discrimination. Mike responded that a formal complaint is submitted to Office of Equity and Diversity for review and response and how HR becomes involved in implementing disciplinary action.

OLD BUSINESS

None.

COMMENTS/ANNOUNCEMENTS

1. Comments – Tom Anderson reported on discussions at the last ERAB meeting, including a vision care supplement. Rob Chance (Payroll) is working with insurance committee in Nashville.
2. Comments – John Seivers asked about the Partnership plan and if you are kicked out, how long before you can re-enroll. Mike Herbstritt responded that it would be during the annual open enrollment period.
3. Announcements – Jeff Maples reviewed the decision to increase tuition and made a comparison to UTK peers that we're below the average and still a bargain. Jeff also expressed thanks to every employee for all that they do for the university.
4. HR Announcements – Mike Herbstritt provided an update on the Associate VC for Facilities search and next steps with open forums for employees with candidates. The committee hopes to be able to make an offer to a candidate in August and have the new person begin in September.
5. HR Announcements – Ron Tredway asked if any reps or their families were members of the military and in honor of Independence Day, expressed his appreciation to all those military families and the sacrifice they make for us and our country.
6. Items for next agenda – Please forward at any time during the month to: Bonnie Frank, 825 Andy Holt Tower, or email: bfrank1@tennessee.edu or call 974-8170.

With no further business, the meeting was adjourned.

DISTRIBUTIONS

1. Minutes of University Operations ERC meeting on June 7, 2011

NEXT MEETING:
Tuesday, August 2, 2011 @ 1:30 PM
Room 237 University Center