

University Operations Employee Relations Committee
Tuesday, April 3, 2012 – Room 237 University Center

MINUTES

PRESENT Brian Browning, Jim Buchan (Alternate), Randy Clowers, Rose Rita Cooper, Bonnie Frank, Randy Huelsman, Sharon Jackson, Jim McCarter (Alternate), John Seivers, Tim Shields, Tom Spoon, Kathy Stallings, Karen Valero, Fred Wolfenbarger. Guests: Dave Irvin, Associate Vice Chancellor for Facilities Services, and Tony Givens, HR Team Leader of Recruitment.

ABSENT Tom Anderson, Jill Brown, Travis Godfrey, Troy Grant, Mike Herbstritt, Larry Holbert, Jeff Jones, Jeff Maples, Christian McDaniel, Ron Tredway, and Mark Wagner.

WELCOME

Tony Givens (on behalf of Mike Herbstritt) welcomed everyone to the meeting.

NEW BUSINESS

1. Merit raises – Rose Rita Cooper

Q: Will merit raises be given this year?

A: Brian Browning expressed Chancellor Cheek's and Vice Chancellor Chris Cimino's commitment to add to the Governor's proposed 2% across the board increase in salaries. Dave Irvin added that even if the legislature passes the Governor's budget, an increase might be mandated but not funded by the state. Mr. Browning also noted that a possible tuition increase to support any salary increase goes through the Board of Trustees for approval in June.

2. Update on comp time policy – Tom Anderson (Alternate: Jim McCarter)

Q: Is there a posted overall policy or is it strictly by department? My understanding is that Dave Irvin is working on establishing a written policy for Facilities Services and we'd like an update on that process.

A: Mr. Irvin stated that he is working on a policy to clarify compensation time, as Facilities Services generally does pay overtime rather than comp time. According to Mike Herbstritt, HR Policy HR0445 talks about Overtime and Compensatory Time. Within the parameters of the policy and procedure, departments can establish their own guidelines for how and when overtime will happen, how the employee will be reimbursed, i.e. comp time or pay. Unless otherwise stated the University's position is to grant employees comp time. There are some units that prefer to pay for overtime: Police, Housing, Athletics, and usually Facilities. If employees are given comp time there is a maximum of 240 hours that they can bank (160 hours X 1 ½). Once they max out at 240 hours, any additional overtime must be paid. Also, when the employee wants to use the banked comp time, he/she must receive permission from his/her supervisor the same as if he/she was taking annual leave. Mr. Irvin will follow-up with Dr. Herbstritt for further clarification.

3. Middlebrook Pike parking lot maintenance – David Thorpe

Q: Is there a schedule of when parking services maintains the parking lots? There are several holes in the parking lot at Middlebrook Pike and a large area that has broken pavement. In the

12 years that I have been at the building, the lot has only been striped once. Is this what the parking fees are for?

A: Brian Browning responded that parking lot maintenance is typically completed in the summer. They plan to do some patchwork first and then in late spring/summer plan to restripe. He will also follow-up with Mark Hairr at Parking Services.

4. UT equipment forms – David Thorpe

Q: Why does the Treasurer's Office require so many forms to be filled out on equipment such as when a department transfers equipment to another department, they fill out a form, keep a copy in their office, then when the receiving department does the equipment inventory, they fill out a different form on the same equipment and send to the Treasurer's Office and then if it doesn't get put on the inventory list the next year, the same forms have to be filled out again as well as equipment being taken out of the inventory.

A: Brian Browning reviewed the procedures and reasons for the required equipment forms.

OLD BUSINESS

None

COMMENTS/ANNOUNCEMENTS

1. Randy Huelsman expressed concern for pedestrians near the UC Parking Garage construction. Brian Browning stated a crosswalk was being added at the east doors of the UC.
2. Sharon Jackson relayed employee concern for the new time clocks at Aramark and the finger scan system. Brian Browning will follow-up with Tim McWilliams.
3. Karen Valero asked about the date for Employee Engagement Survey Open Forums. Bonnie Frank agreed to add the dates here. The UT Knoxville Open forums are scheduled on May 8th at 9:45 a.m. and 1:30 p.m. in the Ball Room at the UC. Employees may attend either session.
4. Tom Spoon inquired about an update on the Graphic Arts Services. Brian Browning gave an update on the bidding process that includes GAS and Mail Services, adding that the next steps would be for the evaluation team to review bids, invite vendors to make presentations, and make recommendations to the Chancellor.
5. John Seivers asked for clearer definitions of categories in facilities, construction/maintenance and utilities central shops. Dave Irvin provided some clarification and more details will be discussed at the facilities meeting on April 4. Randy Huelsman asked about carpenters' changes. Mr. Irvin plans to work with the Carpenter Shop and specifically, those who want to transfer.
6. Updates/Announcements – Dave Irvin
 - a. The transition of Custodial Services from an outside company to in-house employees under Facilities Services began April 2 in the first building and is projected to be completed by July 2013 in all buildings. Mr. Irvin reminded everyone to be aware of maintenance needs and turn in work orders as required. Mr. Irvin added, generally, we can expect better cleaning, better service and more loyalty of custodial employees with the new in-house system.
 - b. A proposed schedule of the campus-wide Spring Cleaning effort was distributed. The building schedule begins April 16th and includes hiring of extra employees and a partnership with the Warehouse (surplus) and Maintenance (recycling).

7. Updates/Announcements – Brian Browning gave a brief update on campus construction projects including the UC Parking Garage, noting alternate parking is available at Volunteer Hall Garage on White Avenue and parking will be validated for ERC meeting attendance. Mr. Browning shared updates on Transit Services and the required bidding process as well as plans for a new UTPD Chief to begin on July 1st (there are 4 finalist).
8. HR Updates/Announcements – Tony Givens
 - a. Mr. Givens gave an update on Taleo automated application system and reports a positive experience for most since go-live in January. He reported an increase in applications from 669 in 2011 to 2,200 online applications from January 18 to March 8, 2012. The Recruitment Office has 6 workstations available for public use and HR recruiters are available by phone at 974-6642.
 - b. 2012-2013 Sick Leave Bank Open Enrollment dates are **April 1-June 30, 2012**. Completed application forms must be returned to the HR Employee Relations Office by June 30, 2012.
9. Items for next agenda – Please submit questions to: Bonnie Frank, 825 Andy Holt Tower, or email: bfrank1@tennessee.edu, or call: 974-8170.

DISTRIBUTIONS

Minutes from March 6, 2012, University Operations ERC Meeting

Next Meeting:

Tuesday, May 1 at 1:30 p.m. in Room 202 at UC