

University Operations Employee Relations Committee
Tuesday, June 5, 2012 – Executive Dining Room 337 University Center

MINUTES

PRESENT Tom Anderson, Brian Browning Randy Clowers, Burchell Coffey, Robert Dykes, Randy Huelsman, Dave Irvin, Sharon Jackson, John Seivers, Mike Herbstritt, Jeff Maples, Julie Monday (on behalf of Bonnie Frank), Tom Spoon, Ron Tredway, Karen Valero, and Fred Wolfenbarger

ABSENT Jill Brown, Travis Godfrey, Troy Grant, Jeff Jones, Christian McDaniel, Tim Shields, and Mark Wagner

WELCOME

Mike Herbstritt welcomed everyone to the meeting, reviewed the announcements and distributed flyers to the group.

NEW BUSINESS

1. Career Paths – Randy Clowers

Q: Have the plans to incorporate career paths in Facilities Services been suspended?

A: Dave Irvin stated there are two areas in Facilities Services that do not currently have career paths set up, building services and the steam plant. Meetings are taking place to begin the development on those. Randy Clowers added that two employees have submitted paperwork to begin the next steps in career paths but have not heard back. Dave Irvin said that the career path procedure will be finalized before any forward progress will be done with current paperwork. Mr. Irvin encouraged employees to continue to submit career path paperwork and ask questions as they arise.

2. Parking – Robert Dykes

Q: Why was there such a large increase in parking fees?

A: Jeff Maples reported that this is only the second parking increase in 12 years. The increase in parking costs is to meet the demand of parking and build new garages. Tom Anderson added that a graduated parking fee might be a reasonable option.

Mr. Anderson added that raises are based on percentage of pay while parking is a flat rate. Mr. Maples noted that there are other universities that use a graduated parking fee based on location instead of pay. For example, those who choose to park closer to the core of campus will pay more than those who choose to park at the perimeter of campus. This is something that has been discussed. Mr. Maples also stated that there are no plans to raise the cost of parking again for a while. In addition, other options are being utilized to create additional revenue besides parking fee increases. For example, for event sales (concerts for example) people can purchase a reserved parking spot in advance for an additional charge.

OLD BUSINESS

1. Follow-up on Timesheets at Presidential – Sharon Jackson

Q: There are still issues with the timesheets.

A: Jeff Maples said the university policy does mandate a deadline for payroll entry, making corrections after the deadline impossible. However, protocol should be in place within the department to ensure that time is taken/entered in a timely manner. Mr. Maples stated that there will be a meeting with Aramark next week to ensure that these issues are addressed.

COMMENTS/ANNOUNCEMENTS

1. Facilities Updates/Announcements – Dave Irvin: There were no new announcements other than the Career Path issue addressed in the new business.
2. Updates/Announcements – Jeff Maples/Brian Browning
 - a. **Salary Increases:** Jeff Maples shared that the 2.5% salary increase may have an additional increase. The minimum salary threshold for regular faculty/staff on the across the board increase for those making less than \$40,000 is a \$1,000 increase. There is also a possible 2.5% merit market pool that may be available for the Knoxville-Area. Pay increases are a top priority for the Chancellor. This is contingent on Board of Trustees approval at the June meeting.
 - b. Tom Anderson asked if any consideration will be given to the gap in pay for different genders in regards to the merit pool. Mr. Maples stated that it will be up to each department/area to decide how to allocate the money.
 - c. Randy Huelsman asked how the raise pool would be allocated in Facilities Services. Dave Irvin said that no final decisions have been made, but putting more money towards merit leans towards the direction the department wants to go. Dave Irvin added that about 82% of performance reviews for Facilities Services employees are complete.
 - d. Jeff Maples reported that several roads are closed due to construction, paving, etc. Up-to-date information can be found on the Cone Zone website. Phase one of the New Student Union is scheduled to begin fall 2012. The new music building is scheduled to be complete in 2013. Sharon Jackson asked if Presidential will still be standing since there are new residence halls going in. Mr. Maples reported that Presidential will remain standing.
 - e. Tom Spoon asked what progress has been made regarding Graphic Arts. Jeff Maples stated that they are in the bidding process and two bids have been submitted at this time.
3. HR Updates/Announcements – Mike Herbstritt/Ron Tredway
 - a. UT Medical Center breast cancer screening by the Mobile Mammography unit is on **Thursday, June 7** at 9 a.m.-4 p.m. Call (865) 305-9069 to schedule an appointment.
 - b. *Lunch with Chancellor Cheek* is on **Tuesday, June 12** at Noon-1 p.m. in UC Shiloh Room and is open to Knoxville area employees.
 - c. UT Medical Center prostate cancer screening is on **Wednesday, June 13** at the Student Health Services Building at 8 a.m.-Noon. Call (865) 974-6452 for an appointment.
 - d. Sick Leave Bank 2012-2013 Open Enrollment dates are April 1-June 30, 2012. Completed application forms must be returned to HR Employee Relations by **June 30, 2012**.
 - e. The annual Fall Festival is scheduled for **Friday, October 12, 2012**. More information will be communicated as we get closer to the event.
 - f. Ron Tredway said that bids have been received on the flex spending account and are currently being reviewed. More information will be distributed as it becomes available.
4. 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 May 1, 2012, University Operations ERC Meeting
Flyers on Breast Cancer and Prostate Cancer Screenings
Flyer on *Lunch with Chancellor Cheek*

Next Meeting:

Tuesday, July 10 at 1:30 p.m. - Executive Dining Room 337 at UC