

University Operations Employee Relations Committee
Tuesday, September 11, 2012 – Room 237 University Center

MINUTES

PRESENT Tom Anderson, Jim Buchan, Rose Rita Cooper, Randy Clowers, Robert Dykes, Bonnie Frank, Eddie Golden, Deborah Higgs, Sharon Jackson, Jeff Maples, Ed Roach, Ron Tredway, and Fred Wolfenbarger.

ABSENT Jill Brown, Travis Godfrey, Troy Grant, Mike Herbstritt, Randy Huelsman, Jeff Jones, Christian McDaniel, John Seviars, Tim Shields, Tom Spoon, Karen Valero, and Mark Wagner.

WELCOME

Jeff Maples welcomed everyone to the meeting.

NEW BUSINESS

1. AHT Loading Dock clean-up – Inez Mabry

Q: Everyone in the Student Services Building walks through the Andy Holt Tower loading dock to go to the Arena dining. Is there any way to brighten the area up? Maybe add some lights and pressure-wash the loading dock? It is just so dirty.

A: Jeff Maples agreed to follow-up on this request to ensure the areas are cleaned.

2. Arena Dining Entrance (Thompson Boling Arena) clean-up – Inez Mabry

Q: Also, the same goes for the entrance to Arena Dining. The sidewalk is black in areas from garbage runoff around the trash cans. Can this be cleaned up?

A: Jeff Maples will follow-up on this request to ensure the entrance area is cleaned.

3. Smokers using bridge between SSB and AHT – Inez Mabry

Q: I am very sensitive to cigarette smoke. I like to walk across the 3rd floor bridge from SSB to the Tower, and take the stairs. However, the smokers have decided to take over the nice little landscaped area on the bridge, so when I come back up the stairs, I have to stand in the foyer of the Tower and catch my breath, so I can hold my breath until I get to the Circle Park stairs. Even when they stay in the little covered area, the smoke spreads out several dozen feet. I can smell it in front of the elevator and in front of Admissions, and I believe those areas are supposed to be No Smoking. Any route I take from my office to the Arena will take me past that area, unless I go fairly far out of my way and walk through parking lots. Since both SSB and the Tower are No Smoking areas, and technically that area behind the elevators is "in" the Student Services building... and the bridge is the roof of the building connector... I'm wondering if the smokers can be told to go out in the park and stay away from the building.

A: Jeff Maples noted that the safety policy requires smokers to be 25 feet from a building. Mr. Maples agreed to follow-up on the smoking issue.

4. Comp Time in Facilities Services – Tom Anderson

Q: How is comp time kept, logged, and applied? We were told that that policy was under review and would be clarified and posted. Has there been any final decision on that or anything to report?

A: Dave Irvin was not present at this meeting but responded that there is nothing to report at this time.

OLD BUSINESS

None

COMMENTS/ANNOUNCEMENTS

1. Dining Services Time Clocks – Sharon Jackson asked when the new time clocks with finger scans would be implemented. Ms. Jackson noted that some staff are unable to use new clocks. Jeff Maples will follow-up on these issues with the time clocks.
2. Performance Reviews in Facilities Services – Robert Dyke asked for an update on performance review scoring. Mr. Dyke would like clarification on how an employee could receive a 14.75 total score. Ron Tredway responded and will ask Mike Herbstritt and Dave Irwin to follow-up on this facilities services question.
3. Updates/Announcements – Jeff Maples
Mr. Maples shared an update on campus construction projects noting projects that have been completed. He also reviewed the on-going evaluation of bidders for graphic arts and mail services and transit services, noting it will be at least another month.
4. HR Updates/Announcements – Ron Tredway (Mike Herbstritt unable to attend)
 - a. *Safety Expo* to be held on **Tuesday, September 18, 2012** in the UC Ballroom at 8:30-12:30 sponsored by Environmental Health & Safety. All faculty, staff and students are invited to attend this free event on “Safety Begins with You”.
 - b. The annual *Fall Festival* is scheduled for **Friday, October 12, 2012**. More information will be available closer to the event.
 - c. *Nominations and elections for representatives and alternates* will take place this fall. This election will determine those who will serve on the ERC for the next two-year term. The ERC reps/alternates orientation is scheduled for **January 16, 2013**.
5. Items for next agenda – Please submit questions to: Bonnie Frank, 8th floor Andy Holt Tower, or email: bfrank1@utk.edu, or call: 974-8170.

DISTRIBUTIONS

Minutes from August 7, 2012 University Operations ERC Meeting; Safety Expo postcards; Fall Festival Flyers

Next Meeting:

Tuesday, October 9 at 1:30 p.m.

Room 220 at UC