

University Operations Employee Relations Committee
Tuesday, October 9, 2012 – Room 2220 University Center

MINUTES

PRESENT Tom Anderson, Dan Berryman, Brian Browning, Jim Buchan, Rose Rita Cooper, Randy Clowers, Robert Dykes, Bonnie Frank, Mike Herbstritt, Dave Irvin, Jeff Maples, Ed Roach, Karen Valero, and Fred Wolfenbarger.

ABSENT Jill Brown, Travis Godfrey, Troy Grant, Sharon Jackson, Jeff Jones, Christian McDaniel, John Seviars, Tim Shields, Tom Spoon, and Mark Wagner.

WELCOME

Jeff Maples welcomed everyone to the meeting and introduced Dan Berryman, Assistant Vice Chancellor for Human Resources, UTK. Dan Berryman gave a brief overview of his background and interest in the University of Tennessee, Knoxville.

NEW BUSINESS

None

OLD BUSINESS

None

COMMENTS/ANNOUNCEMENTS

1. Annual Evaluations – Robert Dykes (for Tom Anderson)
Q: Would a letter of recommendation be helpful to include with the annual evaluation.
A: Dave Irvin responded that it might be helpful to include with the performance review, depending on the person writing it and why it was written.
2. Campus Chest information – Robert Dykes
Q: Why are Campus Chest postcards required to be signed and returned, even if the employee is not giving?
A: Brian Browning clarified that the employee signature was not required if not contributing and the intention of having everyone return the card is a way to confirm all employees are counted and included. Any contributions to the annual campaign are 100% volunteer and are for Knox area agencies. Mr. Irvin added that employees should not be pressured or told that they have to contribute.
3. New name tags part of facilities uniform – Robert Dykes
Q: The use of nametags seems to create a safety issue for some facilities employees. Will they be part of the new uniform policy?
A: Dave Irvin noted that use of nametags would be reviewed along with the uniform policy. A draft of the new uniform policy will be shared with ERC representatives, when available. Ed Roach also asked about wearing jeans as some employees have done. If employees do not have uniforms, they should contact their manager to get some. Mr. Irvin said once the uniform policy is issued, new uniforms will be ordered and he expects quick delivery (about 4 weeks). Tom Anderson added that the housing director was meeting with Cintas about uniforms. Mr. Irvin will follow-up on this.

4. Career Ladder – Tom Anderson

Q: Will those employees that qualified for career ladder, and then were put on hold due to reorganization, be able to get it and will increase be retroactive? What would the base pay be if promoted?

A: Mr. Irvin said it sounds like it makes sense, and he will look into it. If promoted, the vice chancellor has reviewed it and they are still determining how it will be handled.

5. Vision Care availability – Ed Roach

Q: Is the new eye care program available for both individual and family, regardless of employee's participation in other insurance?

A: Mike Herbstritt stated the health, dental and vision insurances are provided by separate carriers and are available separately to employees. Dr. Herbstritt reviewed information on the new flexible spending account and noted the Open Enrollment period ends November 1. Employees must use Edison online to change or add coverage. Further questions should be directed to Rob Chance in Payroll Office at 974-5251.

6. Updates/Announcements – Jeff Maples

Mr. Maples announced that a new vendor has been selected for campus buses. First Transit will operate the campus transit system starting July 1, 2013. There will be an on-site manager, 20 new buses with the university logo and colors, along with improved route signage and bus stops. The KAT system will continue to operate campus transit services until First Transit takes over. Mr. Maples noted they are working out an agreement with KAT.

7. HR Updates/Announcements – Mike Herbstritt

- a. *Flu Clinic* held **today** at the Student Health Center at 4:30 p.m.
 - b. Open Sessions on the new *Flexible Benefits* program are being held on **Friday morning, October 12** at the UC.
 - c. The annual *Fall Festival* is scheduled for **Friday, October 12 at 11:30-3 p.m.**
 - d. Final two open forums for meeting *Vice Chancellor of Diversity candidates* are on **October 16** at 10 a.m. and **October 18** at 9:30 a.m. ERC Representatives are encouraged to attend if their schedule allows.
 - e. *Nominations and elections* for representatives and alternates will take place this fall and the ERC representatives/alternates orientation is scheduled for **January 16, 2013.**
8. 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 September 11, 2012 University Operations ERC Meeting
October 2012 EAP Newsletter

Next Meeting:

Tuesday, November 6 at 1:30 p.m.
Room 237 at UC