

University Operations Employee Relations Committee
Tuesday, November 6, 2012 – Room 237 University Center

MINUTES

PRESENT Tom Anderson, Jill Brown, Dan Berryman, Jim Buchan, Robert Dykes, Bonnie Frank, Mike Herbstritt, Dave Irvin, Sharon Jackson, Jeff Maples, Christian McDaniel, Tom Spoon, Karen Valero, and Fred Wolfenbarger.

ABSENT Rose Rita Cooper, Randy Clowers, Travis Godfrey, Troy Grant, Jeff Jones, John Seviers, Tim Shields, and Mark Wagner.

WELCOME

Dr. Mike Herbstritt welcomed everyone to the meeting and made the following announcements. ERC nominations are due November 21 and elections will be held with onsite locations for each area, Parking, Facilities, Graphic Arts, Dining Services and UTK Administration. ERC Orientation will take place on January 16, 2013. Mr. Dave Irvin added that due to the reorganization in facilities, the number of reps will increase by one (12 reps for 2013).

Sharon Jackson asked for paper ballots in Dining Services and Mr. Jeff Maples and Dr. Herbstritt will ensure all UT Dining employees receive paper notification of nominations and paper ballots for elections.

NEW BUSINESS

1. Update on Salary Increases/Adjustments in Facilities – Tom Anderson
Q: Can we get an update on where the salary increases for the promotions, position reorg, and educational achievement? Is there a concrete timeline when our people can expect this to be fixed?
A: Mr. Dave Irvin reported that educational adjustments were included with merit raises, and 2 more were processed after merit pool was dispersed and approved. Promotions have been processed in the last few weeks and some are still continuing to be processed. Position reorganizations are mostly processed and effective October 8 (retroactive) with only a few still in processing (included about 100 employees). Mr. Irwin will follow-up on career ladders and retroactive salaries.

OLD BUSINESS

None

COMMENTS/ANNOUNCEMENTS

1. Comments
2. Announcements – Jeff Maples
 - a. *Campus building update:* demolitions on the corner of Cumberland and Volunteer will begin on **December 17**, after students have left for winter break, including Temple Court and Aconda Court. One lane on Cumberland and one lane on Volunteer will be blocked at the intersection during the demolition process. The music building is expected to be substantially complete by March 2013. The Tinkle Building is planned to open in Fall 2013. The new residence hall opening is planned for June 2014.
 - b. *GAS update:* the committee report is completed in the evaluation of Graphic Arts Services and a decision is anticipated by the end of the month.

- c. *ERC Holiday Luncheon* will be held on **December 12 at 11:30 a.m.** Invitations are forthcoming from Mr. Maples to ERC representatives. In order to assist in the planning for the luncheon, please RSVP to Ashley Payne at ashleypayne@utk.edu or by telephone at 974-3061 no later than Thursday, December 6.
 - d. Mr. Maples added the vendor First Transit will operate the campus transit system starting June 1, 2013.
3. HR Updates/Announcements – Mike Herbstritt
- a. *Nominations and elections for ERC representatives and alternates* will take place this fall. This election will determine those that will serve on the ERC for the next two-year term. ERC Orientation will be held on **January 16 at 1:30.** The 2013 meeting schedule was distributed to reps.
 - b. *Knoxville's Annual Fall Festival* was held last month with approximately 2,500 employees in attendance. Dr. Herbstritt extended his appreciation to the group for their work and support of the event.
4. Items for next agenda – Please submit questions to the Employee Relations Office at Suite 230 Conference Center Building, 600 Henley Street, or call 974-6452.

DISTRIBUTIONS

Minutes of the University Operations ERC Meeting on October 9, 2012
University Operations ERC Meeting Schedule 2013
Flyer on *Coats for the Cold* sponsored by Knox Area Rescue Ministries and College of Social Work
Student Organizations
EAP November Newsletter

ERC Holiday Luncheon
Wednesday, December 12 at 11:30 a.m.
Executive Dining Room 337, UC

ERC Orientation in 2013
Wednesday, January 16 at 1:30 p.m.
Bio-Tech Bldg., Ag Campus

Next Meeting in 2013
Tuesday, February 5 at 1:30 p.m.
4th Floor Conference Room at Andy Holt Tower