

## University Operations

Employee Relations Committee  
Tuesday, August 5, 2014 1:30-3:00  
Andy Holt Tower, 8<sup>th</sup> Floor Conference Room

### ***MEETING MINUTES***

**Present** Tom Anderson, Dan Berryman, Brian Browning, Robert Bryant, Rose Rita Cooper, Robert Dykes, Eddie Golden, Rick Gometz, Karen Hackworth, Mike Herbstritt, Mary Lucal, Ed McDaniel, Jeff Maples, Janet Miles, Randy Miller, Julie Monday, Claudine Nagel, Jonathan Ramsey, Ed Roach, Dennis Saben, Anthony Seabolt, Lisa Turner, Karen Valero, Mike Werley, and Cecil Woody

**Absent** Marilyn Butler, Carlos Carrillo, Paul Fulcher, Dave Irvin, Sharon Jackson, Rick McCarter, Megan Redmon, Patrick Smith, and Frank Wren

#### **Welcome**

Mike Herbstritt, Human Resources, welcomed everyone to the meeting.

#### **New Business**

##### **1. University Commons Update – Janet Miles**

**Q:** Are there any general updates on the University Commons project? Employees would also like to know if there will be any revisions to the entrance for the Kingston Pike Building (KPB) as well as any plans for a pedestrian crosswalk from KPB to the Commons.

**A:** Jeff Maples, senior associate vice chancellor for Finance & Administration, stated there are plans to change the entrance to the KPB in summer 2015. Mr. Maples met with developers on July 17, 2014 to discuss the project and there will be a pedestrian crossing signal to University Commons. However, this will be delayed due to the Cumberland Avenue Corridor project, so it will not be installed until next calendar year.

##### **2. Smoking Areas near Andy Holt Tower – Karen Valero**

**Q:** Employees want to know where are the smoking areas in Andy Holt Tower, especially on the parking levels. Smoking has occurred on P1 level at the ramp going down the side of building to the loading dock area and there are a lot of cigarette butts at the stairs going into the building. Similar instances have occurred on the south end of the loading dock near the motorcycle parking. Are these areas too close to building entrances?

Prohibited areas on campus and parking garages are included Safety Policy SA0900. Section 3a speaks to inside buildings. Section 3b states entrances to all university buildings are designated as smoke free unless otherwise posted. Does this need to be refreshed to faculty, staff and students since the last date is September 23, 2011?

**A:** Jeff Maples said smoking is prohibited in garages and referred to Safety Policy SA0900. For more information visit:

[http://policy.tennessee.edu/safety\\_policy/sa0900/](http://policy.tennessee.edu/safety_policy/sa0900/).

Anthony Seabolt asked if e-cigarettes are considered a part of the smoking policy.

Mr. Maples responded yes and said it is listed within the policy.

### **3. Dumpsters on the Ag Campus-Cecil Woody**

**Q:** Three dumpsters have been removed from the Ag Campus after renovations. When will they be replaced?

**A:** Mr. Maples will contact Terry Ledford, Director of Preventive Maintenance.

### **4. Archibus System Training-Mike Werley**

**Q:** Will training be provided for employees on how to use the new Archibus System?

**A:** Tom Anderson added that a practice website is available.

### **5. Partners for Health Insurance-Mike Herbstritt**

Dr. Herbstritt shared that some employees have received letters stating that they failed to fulfill their Partnership Promise. Some of these employees are appealing the letter. If anyone receives this letter and feels they have completed the Partnership Promise more information can be found at the Partners for Health website. The appeal form is located at: <http://partnersforhealthtn.gov/documents/appeal.pdf> . All appeals must be submitted by August 31<sup>st</sup>, 2014.

## **Old Business**

### **6. Update on Patch Work for Lot 70**

At the July 2014 meeting, Lisa Turner stated that Lot 70 has large holes and uneven surfaces. Ms. Turner asked if the lot could be paved.

Lisa reported the lot has not been repaired as of today's meeting. Brian Browning said he would check with Parking & Transit Services to determine if the lot could have patch work in the short term until it can be fully repaved.

## **Announcements & Other Comments**

- ❖ Jeff Maples provided various updates for several construction projects on campus to include: completion of the pedestrian mall in August 2014 and lot 9 improvements.
- ❖ Ed Roach asked if there are any updates regarding merit increases. Mr. Maples said UT Knoxville is still reviewing the possibility of a mid-year merit raise, but no decisions have been made at this time.
- ❖ Ed McDaniel asked when the 24/7 campus initiative will start. Mr. Maples said it has already gone into effect for certain buildings such as the library.
- ❖ Dan Berryman, assistant vice chancellor of Human Resources, talked about the changes surrounding temporary employees. Effective February 2014, employees can only remain in a temporary status up to 26 consecutive biweekly or 12 consecutive monthly pay periods.
- ❖ Robert Dykes asked when the transfer of city streets would be complete. Mr. Maples said the University acquired several streets in January 2014, and another round of acquisitions are slated to occur within the next 60 days.

- ❖ Mike Werley asked if a crosswalk could be reinstalled at the intersection of UT Drive and Andy Holt Avenue. Mr. Maples shared that is a campus street, and he will follow up.
- ❖ Rose Rita Cooper said the KAT trolley blocks the drive at the Aquatic Center. Mr. Maples said that is a temporary route that will end once the new Wal-Mart opens in August 2014.

### **Distributions**

- ❖ July 2014 Minutes

**Next Meeting**

Tuesday, September 2, 2014, from 1:30-3:00

University Center, Room 227

Submit agenda items to Jonathan Ramsey at [jramse17@utk.edu](mailto:jramse17@utk.edu) or 974-8299.