



# University Operations

Employee Relations Committee  
Tuesday, February 2, 2016 1:30-3:00

## ***MEETING MINUTES***

Andy Holt Tower, 8<sup>th</sup> floor conference room

### **Present**

Tom Anderson, Jeff Barnes, Laura Bryant, Leigh Cheek, Robert Dykes, Mike Herbstritt, Debbie Lane, Mary Lucal, Jeff Maples, Rick McCarter, Ed McDaniel, Randy Miller, Janet Miles, Bill Moles, Ed Roach, Dennis Saben, Josh Smyser, Karen Valero, and Mike Werley.

### **Absent**

Kyle Botica, T.J. Cansler, Carmella Ford, Holly Harmon, Debora Higgs-Thomas, Sharon Jackson, Beverly Johnson, Kayla Kirkland, Lori Owenby, Sammy Parcell, and Tim Widener.

### **Welcome**

Dr. Mike Herbstritt, Executive Director of Employee Relations and Recruitment, welcomed everyone to the meeting.

### **New Business**

#### **1. UT Compliance Hotline –Bill Moles, Director of Institutional Compliance and Leigh Cheek, Compliance Officer**

Leigh Cheek shared that new hotline has been created by the University of Tennessee Office of Audit and Compliance. This new resource does not replace current resources available to UT employees. Such resources include the State Comptroller's hotline for the reporting of fraud, waste, and abuse (of power, resources, etc.). The new resource was created to complement existing resources.

The new hotline resource will be handled by a third party vendor and will allow for anonymous reporting of fraud, waste, abuse (of power, resources, etc.), and compliance issues. This information can be collected via phone or the online aspect of this resource. The information collected will be reported to the appropriate departments or individuals on campus for follow up. No identifying information is collected from employees who wish to remain anonymous. A code is given to the issue or complaint so that the vendor can post requests for further information and the reporting individual can respond. This allows for communication within the anonymous process.

Information is available at <http://audit.tennessee.edu/hotline.html>.

The hotline is currently in operation, but it is in a pilot phase. The Office of Audit & Compliance is visiting groups around campus to share introductory information prior to the communications campaign to inform the wider campus community.

Questions:

Janet Miles asked about the process for notifying an anonymous reporting party that additional information is required. Leigh Cheek responded that these questions or request are posted on an area of the website. The individual who reported the issue can periodically check this site to see if follow up is required.

## **2. Be Well Program Information – Laura Bryant, Associate Director of the Center for Health Education & Wellness**

Laura Bryant thanked the group for having her to speak. The Be Well program was announced through an email from Chancellor Cheek recently. The kickoff event held in January was attended by around 900 employees. Over 120 surveys were completed by the attendees. The information collected will be used in the planning of programming through Be Well. Water bottles and t-shirts were given out at the event. If any departments would like to request these items please contact CHEW. Both are still available.

Be Well is about small starts that lead to big change. Be Well is the result of health programming that originated at the state level. In 2013 Governor Haslam created the program Working for a Healthier TN for state employees. The goal of the program was to enable employees of the state to lead healthier lives. Three focus areas were stressed in this program: 1). Physical Activity; 2). Healthy Eating; 3). Smoking Cessation.

UTK was chosen as the first higher education institution to partner with the Healthier TN program to create a Health Culture Climate. The Vol Well Taskforce was formed toward this end. Information was collected from the campus population and the same 3 areas of focus were found.

Resources were allocated on campus to create the Be Well program. Dr. Vincent Carilli, Vice Chancellor for Student Life, has provided resources for this program to be housed in CHEW. Human Resources has also partnered with CHEW on this program. Dr. Mary Lucal, Associate Vice Chancellor of Human Resources, shared that this is the first time there is a full-time staff member focused on faculty and staff health exclusively. This position was created as a result of many wellness and health taskforces. This is progress for the University in this aspect of employee resources.

Be Well, through its partnership with the Governor's Foundation for Health and Wellness and Human Resources is offering resources, information, encouragement, and social support for employees looking to make small starts on the path to health and wellness.

Programming is being offered from a weekly to monthly basis for faculty and staff. Move More Mondays will be held around campus weekly at noon in different locations. There will be a walk that is out and back one mile. During the walk health and wellness topics will be discussed. Wellness Wednesdays will be held every other week at noon. Employees are encouraged to bring a healthy lunch and discuss behaviors and increase knowledge. Be Well will also be present at different community events on a monthly basis. A calendar will be posted on the Be Well website at <http://bewell.utk.edu/>.

There are different ways faculty and staff can be involved with Be Well. The Streaks for Small Starts app associated with the program can be found at <http://streaks.healthiertn.com/join/bewell>. Employees can attend the events and

programming available. One of the best ways to be involved is to tell your circle of influence about the program. If faculty and staff would like to become more involved they may consider becoming a Wellness Champion. For more information about the role of a Wellness Champion visit:

<http://bewell.utk.edu/wellness-champions/>. Further online resources are listed on the slides following the minutes in this document.

Dr. Lucal inquired if or how Be Well and ParTNers for Health interact. Ms. Bryant stressed that Be Well is in no way linked to ParTNers for Health. The information in the app is not collected or reported to any parties for insurance or other purposes. The only information Be Well is interested in is the number of users of the app. There is no data sharing with the University.

Information is available at <http://bewell.utk.edu/>. The Streaks for Small Starts app associated with the program can be found at <http://streaks.healthiern.com/join/bewell>.

### **3. Finance and Administration Update**

Jeff Maples, Senior Associate Vice Chancellor for Finance & Administration, shared information regarding the State of the State address given by Governor Haslam the night before the meeting. From a general allocation perspective the budget shared seems to be positive for UT on the surface. (THEC) requested \$40 million for higher education statewide. The Governor allocated \$50 million to higher education but no additional funding was given for salary increases. UT Knoxville received roughly \$10,423,000 of these monies in total. Any salary increases currently would need to come from these funds currently. Definite plans are not set at this time. Tuition will factor into these decisions. The Governor hopes for a 4% salary increase statewide. Higher education has received approval from the state to develop individual plans for raises. This is good news, bad news due to the fact that monies are available but a salary increase of 3% would take \$9 million of the allocated funds. An additional \$1.5 in funding has been suggested to offset health insurance premium costs. Approximately \$291,000 was allocated for 401K matching as well.

No capital outlay funding was allocated. The only capital maintenance funds set aside was \$5.4 million dollars for window replacement and masonry work.

Robert Dykes asked what funding had been allocated for deferred maintenance. Mr. Maples answered that no funds were allocated for deferred maintenance.

Dr. Lucal inquired if the 401K matching funding was for UTK or for the UT System. Mr. Maples responded that the funds were for UTK.

Ed Roach asked if any discussion occurred regarding longevity. Mr. Maples answered that longevity was not addressed in the budgetary discussion. Last year there was discussion about the possibility that new employees would not be included in the longevity pay program. This was not discussed this year. No changes regarding higher education longevity were proposed.

Mr. Maples shared that overall this proposed budget is positive for UTK. Long term employees have seen years when deductions were made to the higher education budget. Increases or maintenance funding are good things for UTK.

Ed Roach inquired about the possibility of merit raises. Mr. Maples reminded the group that the past few years Chancellor Cheek has advocated for merit raises in the disbursement process. More information will be coming regarding across the board versus merit raises this fiscal year. Funding for raises is expected at this time.

Robert Dykes inquired about the possible impact on the campus master plan if no capital outlay funding has been proposed. Mr. Maples shared that some of the state funded projects will have to be pushed back. Institutionally funding projects like dorms are funded by rent and other revenue from students. The projects impacted will be academic and other buildings that receive funding from the state to proceed.

Ed Roach asked if Humes and Reese Halls will still be torn down. Mr. Maples shared that Humes will be demolished. Some of the housing projects have been over budget and will now be rebid on an individual basis. Due to this delay the Reese demolition is on hold. Humes, Morrill, and North & South Carrick will be demolished in that order. Budget has been the issue with this process. The current Humes footprint will be the location of the new dining facility once that project has been completed. It is still undetermined at this time whether to renovate the Presidential Court Building or to eventually demolish the structure.

#### **4. Access to Hire Date Online – Robert Dykes**

**Q:** Would it be possible to add the employee hire date to the personalized benefits statement so that we have access to that data?

**A:** There are several different dates for employees related to when they were hired or their service at UT. Some of these dates can be the same for employees, but if there has been a break in service or a change from temporary or student worker to regular employee these dates can differ. There is the current hire date which will be based on the employee's most recent position. There is original hire date which will show when the employee was first brought on at UT. There are also longevity date, regular continuous service date, and total regular service date. If the specific date being requested is known, HR can investigate the possibility of adding this information to the employee self-service portal.

Robert Dykes added that employees who are participating in career ladder may need access to certain dates. Dr. Lucal shared that most of the dates discussed should not have a major impact on that process.

Tom Anderson asked if it would be possible to list all of the different service dates as information currently available through the self-service portal is sensitive. Dr. Herbstritt responded by stating that the different dates could be confusing for employees. IRIS and different aspects of benefits manage the self-service portal currently. Dr. Herbstritt agreed to pass this request along to the appropriate parties for consideration.

#### **5. Crosswalks – Rick McCarter**

**Q:** Corporal McCarter raised the issue of crosswalks near Fraternity Park. There are several blocks without crosswalks which leads to pedestrians crossing all along that stretch of Volunteer Boulevard. Another issue is the stop sign at the corner of Phillip Fulmer Drive and Middle Drive. The stop sign applies to the right and left hand side, but drivers in the right hand lane do not stop at the intersection.

Mr. Maples shared that Volunteer Boulevard is being transferred from the city to UTK. UT can now address safety issues based on campus needs. A holistic approach is being used as this area is assessed. A three phase project will begin this spring to redesign Volunteer Boulevard. Medians will be removed and changed. Lighting, benches, pavers, etc. will be replaced. The first phase will include the stretch from Pat Head Summitt to Todd Helton Drive. Pedestrian and street traffic and safety issues are being assessed in preparation. The second phase will occur over the spring/summer 2017 and will move east to Peyton Manning Pass. It was hoped that pedestrian traffic would move to the pedestrian bridge off of the street. It improved the traffic flow, but there are still issues. A taskforce began last week with Facilities Services, Parking & Transit, UTPD, and Student Union staff involved. This taskforce will begin meeting in the next week or so. Corporal McCarter shared that UTPD watch this area closely, but pedestrian issues still occur. Mr. Maples agreed that the crosswalks are not observed well in this area.

Corporal McCarter also raised the issue of speed limit signage across campus. Speed limits are not uniform across campus and the signage is not sufficient in certain areas. Mr. Maples shared that this issue is under consideration. Instead of looking at individual streets and crossings the taskforce will review the overall plan for campus and will include this as part of the master plan. Speed limits are 25 miles per hour unless otherwise posted. With signage comes the issue of effective use across campus. There are also issues of capacity of the existing crosswalks. Corporal McCarter stressed that pedestrians have responsibilities as well at crosswalks. Ed Roach added that the area on Middle Drive between Walters Life Sciences and Alumni Memorial. Mr. Maples stated that pedestrian volume of traffic is the issue in this area. When a class of 300 students lets out at Alumni Memorial the current sidewalks are not sufficient.

## **6. Kingston Pike Building Speed Bumps – Debbie Lane**

**Q:** A constituent raised the issue of the need for additional speed bumps on the side of the KBP building. When people come in from the back side they fly down the road after going over the current speed bumps. This is a safety issue mainly caused by traffic using the parking lot as a through way to Concord. A second issue of Lake Avenue and Melrose Place traffic between 4:30 and 5:00pm was also raised.

**A:** Jeff Maples stated that the first phase of the Cumberland Avenue project contributed to this issue. It is hoped that the completion of this phase will lessen the amount of traffic passing through the lot. Speed bumps are an issue similar to crosswalks in that there are requests for more of them around campus while there are also requests that existing ones be removed. This area will be reviewed and possibly UTPD could post a car there for several days to give warnings to drivers passing through the lot at an unsafe speed.

Mr. Maples responded to the second issue by sharing that this street is owned by the city. UT can assist when traffic issues exist. There are issues of traffic at the end of the work day. Tom Anderson added that this area commonly has near misses with cars and pedestrians both in the evening. Ed McDaniel shared that the streets intersecting near the actual intersection of Lake Avenue and Melrose Place contribute to the traffic issues.

## **7. Outsourcing Information – Tom Anderson**

Tom Anderson shared information related to the Facilities Management Proposal underway by the state. The steering committee which includes Vice Chancellor Chris Cimino will be meeting within the week. Terry Cowles, Director of Customer-Focused Government, met with Facilities Services at UT and Tennessee Board of Regents (TBR) recently. A vendor interested in the bid had proposed a cost at 58% of the Whitestone cost numbers. The vendor has now changed their proposed cost to 35% without presenting supporting data for the cost change. UTK cost was at 35% of Whitestone numbers from the beginning of the process. The UTK current annual budget is \$29 million. \$20 million of this cost is salaries. The updated estimate proposes a \$12 million savings per year.

Tom Anderson stated that the services currently provided by UTK Facilities Services could not be maintained by a vendor proposing such savings. Employees concerned by the process were encouraged to contact their legislators and attend upcoming rally's in support of keeping these services in house.

The process is moving forward for all of higher education. Chancellor Morgan at TBR had requested to opt out, but the process is moving forward. Tom Anderson stated that this is still the people of Tennessee's state. The situation is difficult but not hopeless. The process is getting down to the wire. The Request for Proposal has been pushed back to April 1<sup>st</sup>. A third party review of UT's numbers will be taking place in the coming months.

Dr. Lucal asked if information is being released to the media regarding the changed estimates. Tom Anderson shared that Facilities Services has a document with information collected through the process. There is not an official document available at this time. State Senator Briggs who represents the Knoxville area asked the question if there are things the contractor states they can do better why UT could not implement changes to meet those needs. No answer was given. UT Facilities Services currently offers training and services offered by the contractor.

Dennis Saben asked how the timeline to opt out has been affected by the process. Tom Anderson stated that the committee involved in the process is expected to vote to move forward with outsourcing as the representation is mostly held by the state and not higher education. The fiscal review committee which has some oversight of state contracts includes legislators supportive of Facilities Services remaining in house for UT.

There will be a lobby day held March 8<sup>th</sup>. Everyone is welcome to travel to Nashville by bus to bring concerns to the legislature and state administration. Contact Tom Anderson if you are interested in this trip.

Robert Dykes asked if employees should contact their own representative or members of the committees involved. Tom Anderson stated that employees should contact as many legislators involved as possible.

## **8. Essential Personnel - Ed Roach**

**Q:** A constituent has raised a question regarding the essential personnel policy. If campus is open but essential personnel have been called in to prepare for possible inclement weather is the employee required to come in beyond 40 hours? Would this be grounds for disciplinary action?

**A:** Dr. Herbstritt answered that this could be grounds for disciplinary action if the employee is designated as essential personnel. When essential personnel are called in if they do not come in to work they are not paid and cannot claim leave to cover the absence. A legitimate health concern would be considered related to the absence. The campus does not have to be closed for essential personnel to be called to duty. Dr. Lucal added that departmental procedure regarding essential personnel would dictate the process.

Josh Smyser asked if disciplinary action would result from the employee refusing mandatory overtime and not the lack of leave. Dr. Lucal stated that the issue goes beyond pay status. If an employee is on call as essential personnel disciplinary action could possibly result from an employee not coming in.

Tom Anderson raised concerns regarding safety issues for employees due to weather. Employees have concerns regarding the cost of a car accident or injury. Tom Anderson also raised the issue of certain departments that list all their staff as essential including administrative staff. Dr. Herbstritt shared that employees in other areas including University Housing and Dining Services are required to report to work during inclement weather. The purpose of the policy is to maintain necessary staff for the students who live on campus to receive the services they need. Randy Miller raised an issue of employees who are called in and then are sent home when everyone is not needed. This is frustrating for employees when inclement weather is occurring.

## **Old Business**

### **Announcements & Other Comments**

- ❖ HR Move – UTK HR is moving to campus. Dr. Lucal stated her thanks to Facilities Services for all their help through the move process. The process was made much better due to the service provided. HR will be moving in the coming weeks to 105 Student Services Building.
- ❖ Performance Reviews – The deadline for Annual Performance Reviews is March 31<sup>st</sup>. These are important to merit raise decisions. Training is available for the performance review process.
- ❖ Family and Medical Leave and Sick Leave Bank Training – The Employee & Organizational Development schedule for training for the first half of 2016 has been set. Employee Relations offers trainings related to FML and the SLB. The dates and locations are as follows:

<b><u>Family Medical Leave</u></b>	Anyone interested in attending can sign up for these classes by going to
March 8, 9-11, 218 CCB	
<b><u>Sick Leave Bank &amp; You</u></b>	<a href="http://humanresources.tennessee.edu/eod/registration.html">http://humanresources.tennessee.edu/eod/registration.html</a> or calling 974-6657.
March 2, 9-10:30, 238 CCB	
April 12, 9-10:30, 238 CCB	
May 17, 9-10:30, 238 CCB	
- ❖ Tom Anderson shared that the UCW will be having a rally Friday (February 5<sup>th</sup>) afternoon at the base of McClung Tower. Faculty and Student groups will also be present. The State Facilities Management Proposal and Diversity Funding are both focuses of the rally.

## **Distributions**

### ❖ Meeting Agenda

#### **Next Meeting**

Tuesday, March 1st, 2016, from 1:30 to 3:00pm

8<sup>th</sup> floor conference room, Andy Holt Tower

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