



University Operations

Employee Relations Committee
Tuesday, September 6, 2016 1:30-3:00

MEETING MINUTES

Arena Dining, Rooms C&D

Present Brian Browning, Robert Dykes, Rick Gometz, Mike Herbstritt, Dave Irvin, Natalie Johnson, Debbie Lane, Charlene Laughlin, Mary Lucal, Jeff Maples, Rick McCarter, Ed McDaniel, Randy Miller, Lori Owenby, Sammy Parcell, Nate Taylor, and Karen Valero.

Absent Tom Anderson, Kyle Botica, T.J. Cansler, Carmella Ford, Holly Harmon, Debora Higgs-Thomas, Beverly Johnson, Kayla Kirkland, Ed Roach, Dennis Saben, Mike Werley, and Frank Wren.

Welcome

Dr. Mike Herbstritt, Executive Director of Employee Relations & Recruitment, welcomed everyone to the first meeting of the fall. He reminded everyone that the meetings will be taking place in Arena Dining for the remainder of the fall. Dave Irvin, Associate Vice Chancellor for Facilities Services, shared that the new Facilities Services location has conference meeting rooms available should they ever be needed.

Dr. Herbstritt introduced Nate Taylor, Employee Relations Counselor, to the group. Mr. Taylor comes to UT from Oregon. He has worked in Human Resources at a health insurance company in the Northwest.

New Business

1. Finance and Administration Update

Jeff Maples, Senior Associate Vice Chancellor for Finance & Administration, reminded the group that Chancellor Cheek will be returning to the faculty once his position has been filled. Input sessions were recently held to learn the expectations of the campus community for the new Chancellor. ERC representatives were invited to attend a special session to collect their feedback. The timeline hoped for would see a new Chancellor being brought on in early 2017. Once the new Chancellor arrives searches will begin for several positions including Provost and Vice Chancellor for Communication. Mr. Maples shared that the job of Chancellor of UT Knoxville is a great one. There is strong confidence in Dr. DiPietro as leader of the UT System. There have been challenges recently on campus, but these types of challenges are not uncommon in higher education. There is a strong cabinet in place to keep leadership stable through this process.

Mr. Maples shared that the changes to accessible parking on campus have been relatively well. Some legislators were contacted with complaints from constituents who believed the change was against state or federal law. As this was not true, the complaints were easily responded to. The purpose of the change was to better patrol accessible parking spaces and collect data regarding the needs on campus so that these individuals will be better served. Robert Dykes inquired about the use of multiple vehicles for an employee with accessible parking needs. He inquired if they could receive two stickers for their permit. Lori Ownby shared that temporary accessible permits are available, but she is not aware of multiple permanent permits for an individual. Mr. Maples agreed to follow up with Mark Hairr. Sammy Parcell asked if this type of temporary permit can be printed like other temporary passes. Lori Ownby shared that this is not available currently. Another change with parking was the tiered parking rates. This has been implemented. This was requested through the ERC for many years before becoming a reality.

An initiative is underway to assist students with the high costs of textbooks. The initiative would provide access to texts through an online portal making them more available. The cost would decrease as much as 60% for students. This initiative has begun, but there are hopes to expand and grow it in the coming years.

Mr. Maples deferred to Dave Irvin for the campus beautification and construction updates. Mr. Irvin shared that the new Facilities Services location is working well. There are some logistical issues to be worked out as they are now off campus, but these are being addressed. The Volunteer Boulevard parking garage opened for the fall semester. This facility was needed on campus. It adds just over 1,000 spaces to campus shared by students and staff currently. Work will begin soon on an additional garage on Lake Avenue next to the current garage. This will add a further 1,000 spaces and is scheduled to open in January of 2018. Mr. Maples shared that the new garage has incorporated technology that allows students and staff to visit the UT app and see if there is parking available. UT is also looking at the possibility of adding this to existing structures unless it is cost prohibitive. Students have responded very positively to this new feature.

The Stokely Family Residence Hall (on the Gibbs footprint) is scheduled to open in January of 2017. There will be a dining facility open to all of campus where fresh food is prepared to order. An executive chef will be overseeing this facility. The residence itself is incredible and will be a draw for potential students. Mr. Irvin toured the facility last week. Mr. Irvin added that there will be a Starbucks with a patio in the residence hall. Meeting spaces and classrooms have been incorporated in the space as well.

White Hall opened for the fall semester (on the Shelbourne footprint). Orange Hall was delayed and should open at the end of September. Currently the students who were slated to move into Orange Hall are being housed in Humes with a price reduction on their housing costs accordingly.

Strong Hall is slightly behind schedule currently. The lab facilities should open in January 2017. Classrooms should be ready and open for use in the summer session of 2017. Offices will be opened around spring break. This will be an incredible facility. Strong Hall artifacts have been incorporated into the space and the marble used in the building is from the same quarry as the accents in Ayres Hall. This will be the largest classroom building on campus. The Mossman building is expected to open in the summer of 2018. This building will be used with an emphasis on research. There will be an Einstein's Bagels

location with a patio located between Mossman and Hoskins Library. The Student Union phase two will open sometime after Mossman.

The new dining facility that will replace Presidential Court is currently in the design phase. This will be located on the current Humes footprint. An engineering building is in the design phase currently. This will be located on the Pasqua and Estabrook footprints. Both of these buildings are planned for 2019.

The Volunteer Boulevard beautification project has begun. This project will continue down Volunteer Boulevard the entire length owned by UT in phases. The area near UT Drive will be landscaped once an agreement has been reached with the railroad as it is located next to their hub.

Dr. Mary Lucal, Associate Vice Chancellor of Human Resources, asked what happens when a named building is torn down. Mr. Irvin shared that the family of the individual the building was named for is contacted and notified. The donations are honored in other ways. If the building was not named, but contributions were made by individuals or families they are still contacted.

Ed McDaniel asked how the sale of the "Coca-Cola" house was going. Mr. Irvin shared that the Eugenia Williams house has several restrictions of use on the property. Mr. Maples added that a Request for Proposal went out last year with an option for a 99 year lease. There were no bids. The process is being revamped. Mr. Irvin shared that a season opener event was held on the site which included developers and donors to stimulate interest in the property. Lori Ownby asked about the location of the property. Mr. Maples answered that it is located near Kingston Pike on Lyons View Road near Cherokee Country Club.

2. Guest – Natalie Johnson, Senior Recruiter

Ms. Johnson shared that Recruitment is currently working to revitalize the Temporary Help Pool (THP). There is regular use by some departments, but Human Resources is hoping to increase its use. The web presence of the THP is being updated to make the information more easily accessible. If current staff are aware of individuals trying to work at UT they can refer them to this program. Staff who successfully complete a THP assignment will be entered for a chance at a \$50 VolShop gift card. Dr. Lucal shared that Natalie is visiting the ERCs to increase awareness on campus. This is a good program which brings employees on board and can lead to them being hired full time in some instances. Sammy Parcell shared that Fleet Management has benefitted from this program. Ms. Johnson encouraged those with questions or needs to contact her at njohnso9@utk.edu or 974-6642.

3. HR Update

Dr. Lucal reminded everyone that benefits open enrollment will be two weeks this year. It will be held from October 3rd through the 14th. There are new options for employees to consider.

New Employee Orientation is being redesigned. This has been attempted in the past, but real change is hoped for with this process. There is a possibility that the Visitor's Center will be the new home of orientation. The details are still being worked out. One change that is already underway is the way VolCards are provided. The VolCard Office has agreed to work with Recruitment to provide the cards at the end of orientation. The photos will be taken during orientation and sent to the VolCard Office. They will in turn prepare the ids and send them to the orientation sight for distribution. A campus tour will hopefully be added to the process with the help of Enrollment Services. Appropriate paperwork will be moved to an online process so that less time is spent during orientation on these matters. This is complex and difficult to implement. The redesign is targeted for late fall completion. More information will be shared as things develop.

Human Resources has been focused on the changes to the Fair Labor Standards Act for several months. The changes are effective December 1st. This will have a significant impact on areas across campus. Training has been developed and will be provided for affected employees and their supervisors.

4. Parking for Multiple Vehicles – Robert Dykes

Q: Is any consideration given for employees who have a permit for a car but would like to drive their motorcycle to work?

A: From Jill Brown, Manager of the Permit Office, "Thank you for your email regarding your next ERC meeting. In response to your question: The UT Parking Regulations require that faculty/staff with a vehicle and motorcycle to have separate permits for each vehicle in order to park on campus. Staff parking rates are based on a tiered system and all faculty/staff motorcycle permits cost \$63.00 for 12 months from August 1, 2016-July 31, 2017."

Mr. Maples shared that this issues has been raised previously. The reason that this has not happened to date is concerns of abuse. Coworkers could share permits to avoid paying for parking. Mr. Maples agreed to look into the matter again, but added that this has not been approved in the past. Lori Ownby from Parking & Transit shared that the cost of the motorcycle permit is prorated if purchased later in the year. Rick Gometz shared that for employees with both types of vehicles the cost is prohibitive. Mr. Gometz added that his constituents would appreciate a review of this request.

5. Parking at New Facilities Management Complex – Tom Anderson

Q: When will the paved lot be painted with spaces? Currently, it's a mix of work trucks and personal vehicles and without lines there ends up with a lot of empty space. With the work trucks being parked there folks paying to park there are finding it very difficult to find spaces.

A: Dave Irvin shared that striping will occur in this lot. The contractor's estimate was unreasonable, so it was decided to carry this out as a separate bid.

6. Lot 50 Gravel Lot – Tom Anderson

Q: Are there plans to pave the upper gravel lot? This lot is full-price for those paying for Lot 50, it's not an "overflow" lot, so will it be paved the same as the rest? Also, with the gravel and lack of defined spaces, it fills quickly with a lot of dead space. Paving and painting it would likely add needed spaces. The gravel lot is also dirty, gravel sometimes gets kicked up into vehicles, and there have been several complaints.

A: Dave Irvin shared that the upper lot was not paved due to the project budget. Paving this lot would have triggered storm water requirements due to EPA regulations with prohibitive costs associated. As to the cost being the same for a gravel lot versus a paved lot there are other gravel lots on campus. Those employees are paying the same for parking already. The location of the lot in addition to the lot quality are factored into permit pricing. Mr. Maples shared that there are ways to resolve the dust issues caused by a gravel lot. Long term decision are to be made.

7. Concord Parking – Tom Anderson

Q: What is the timeline for getting Concord set up as parking for the work vehicles?

A: Dave Irvin shared UT has made an agreement with the state for limited parking at this location near the new Facilities Services location. Discussion is underway with the state regarding UT possibly acquiring the property. This 14 acre property has buildings located on it as well. There is some consideration to moving Fleet Management to this property. There are some environmental questions regarding the property that must be evaluated and resolved before any of this can take place. The state was unaware of these environmental issues until a UT assessment occurred. The third phase of assessment involved health and human safety checks. UT will not assume responsibility for environmental issues not caused by its own use and considers employee safety a high priority. The evaluations of the property show that there is no issue with using the location for parking. If the environmental issues cannot be resolved UT will look elsewhere to expand and relocate certain functions. Mr. Maples added that if the property is going to be acquired by UT the state will be responsible for cleaning the issues. UT would be trading one acre on Sutherland with the state for the Concord property. The state is very interested in seeing this deal go through. The next 60 days will provide a clearer picture.

Rick Gometz inquired about the possibility of UT providing additional shuttles for employees to the parking areas. Mr. Irvin shared that this is currently being reviewed. Mr. Gometz raised the issue of employees waiting two or three tips before they could get a seat on the shuttle. Mr. Irvin shares that providing a larger shuttle or staggering shifts differently are being considered to address this issue. Mr. Gometz shared that the greatest issue occurs at 4:30pm currently.

8. Guardian App

Mr. Maples shared that the new Guardian App provided by the Office of Emergency Management has many helpful features. There are safety tips available. There is also a timer that can be used when students or employees are traveling around campus late at night. If they do not check in at the designated time certain contacts will be alerted. Students are enjoying the app and its features. Rick McCarter shared that the app was rolled out a little over a year ago. It is a good resource for campus safety which is being advertised again to encourage people to take advantage of it.

Mr. Irvin shared that September is Emergency Preparedness month. There will be emails coming out regarding different resources and events. Active shooter training and other safety aspects will be covered. It is best to be prepared though it is always hoped that this preparation is not needed.

9. ID Badges – Robert Dykes

Robert Dykes inquired about the possibility of identification badges being worn by faculty and staff so that students can better identify to whom they are speaking around campus. Mr. Maples shared that he would expect pushback to this proposal. Mr. Dykes stated that he felt faculty might be opposed to this. Lori Ownby felt that as the VolCard is already a photo id it could be worn and displayed. Rick Gometz added that campus citizens should have VolCards with them at all times on campus anyway. Mr. Irvin shared that he felt the proposal was a good idea. Mr. Dykes added that he was sharing a student's concern. Mr. Maples agreed to pass this along.

10. Worker's Compensation & Leave – Robert Dykes

Mr. Dykes asked for clarification regarding doctor's visits related to a Worker's Compensation claim and leave. He asked if leave would have to be claimed for these visits or not. Dr. Herbstritt stated that there is a five day window once an incident has occurred at work. The employee can claim leave to cover the absence. If their claim is approved Worker's Compensation will begin 5 days after the incident when leave has been claimed. If the claim is not approved the employee then has leave in place to cover the absence already.

11. Insurance Issue – Karen Valero

Ms. Valero shared that at a recent procedure where anesthesia was required she was charged the full cost of the anesthesiologist. She was told that they did not accept insurance and were out of network. This was after insurance approved the procedure. Cigna told her that anesthesiologists can opt out. Ms. Valero shared this information to warn others. Ms. Valero was encouraged to contact Rob Chance, Director of Payroll & Insurance to follow up about this issue.

Old Business

Announcements & Other Comments

- ❖ The VolShop is now offering a 20% discount off apparel, gifts, and general books for faculty and staff. Some exclusions may apply; contact the VolShop at 974-1078 for more information.
- ❖ The Employee Relations Advisory Board meeting will be held September 23rd. Tom Anderson is the representative for the University Operations ERC. Please share any possible agenda items with Tom as soon as possible.
- ❖ The Knoxville-area UT Employees Benefits Fair will take place Wednesday, September 28th from 10am to 1:30pm in Thompson-Boling Arena. There will be vendors representing insurance and discount providers for UT and state employees in addition to other business vendors.
- ❖ Benefits Open Enrollment will take place October 3rd through the 14th this year. The enrollment period will be two weeks instead of a month. Please keep an eye out for information coming through emails and other communications means. Here are some of the changes expected:
 - There is NO across the board premium increase this year. Some premiums are increasing and some are decreasing and co-pays, coinsurance and deductibles are changing.
 - Depending on the option you choose:
 - Pharmacy co-pay - increases \$2 to 15\$
 - New Specialty Pharmacy Tier
 - Emergency Room co-pay increasing \$25 - \$30.
 - Coinsurance for labs, x-rays and diagnostics increasing 10% or 20%
 - Preventive services are still covered at 100%
 - Benefits Enhancements:
 - Combined Medical and Pharmacy MOOP (maximum out of pocket) (currently the medical and pharmacy are separate MOOP) Partnership/Standard PPO's will be lower than current
 - Coverage of Brand Obesity Medications
Less expensive non-surgical option to try
 - Telehealth Co-pay reduction to \$15/PPO \$38/CDHP
- ❖ The Office Professionals Super Seminar will take place Thursday, October 13th. It will take place from 8:30am to 4:30pm on the 4th floor of the Conference Center Building. Registration will begin at 7:45 and breakfast is provided before the first session. Contact Employee & Organizational Development at 974-6657 for more information.

Distributions

- ❖ Meeting Agenda
- ❖ UT Guardian App Handout
- ❖ UT Compliance Hotline poster

Next Meeting

Tuesday, October 4, 2016, from 1:30 to 3:00pm

Arena Dining, Rooms C&D

Submit agenda items to Jonathan Ramsey at jramse17@utk.edu or 974-8299.