MEETING MINUTES

Present

Tammy Berry, Amy Bruner, Frank Cuevas, Reggie Hemphill, Mike Jordan, Armintha Loveday, Mary Lucal, Jill Mayfield, Dan McGuffey, Mark Paganelli, Jay Price, Nate Taylor, and Leslie Valentine

Absent

Ann Atchley, Robin Cabraja, Linda Chatham, James Holloman, Donna Holton, Jill Marling, Beth Paton, Lynette Russell, and Christopher Wright

Welcome

Dan McGuffey, HR Generalist, welcomed everyone to the monthly meeting.

New Business

1. Recycling on Campus - Jay Price, Recycling Manager

Jay Price, Recycling Manager, shared information about the public recycling drop-off services offered by UT Recycling. The drop-off service is open to everyone, including faculty, staff, and students and is open 24 hours a day, 365 days a year. It is located outside the loading docks 23-25 at 2121 Stephenson Drive. Glass and plastic wrap are only recyclable at this location on campus. Recyclable items include paper, plastics #1-7, aluminum cans, steel cans, glass bottles/jars, plastic bags/wrap, cardboard, batteries, electronics, scrap metal, and steel cans.

Mr. Price also shared information about the E-Recycling with Printing and Mail Services. Small electronics, batteries, and printer cartridges can be put in campus mail envelopes or at campus mail pick-up locations. Do not mix batteries or printer cartridges with other items. For rechargeable batteries, put tape over the + and – ends and write “recycling” on the envelope or toner cartridge box. Mail Services picks items up and delivers them to UT Recycling. UT Recycling sends the items to Powerhouse Recycling in North Carolina which is E-Stewards, R2, and ISO 14001:2004 Certified. You may view the full details at http://recycle.utk.edu/services/mail-services-recycling/.

Mr. Price shared information about the campus composting program. Food waste is collected from all campus dining locations and selected buildings before being taken to the composting facility located off of Cherokee Trail. Once there, the food waste is combined with wood chips and separated into long piles called windrows. The windrows allow the
waste to biodegrade aerobically, which is faster and reduces the potential for methane production. Periodically, the windrows are turned and watered to manage temperature and biodegradation. Most finished compost will be taken to the UT Organic Farm located off of Alcoa Highway. The compost will be used as a soil amendment to fertilize their crops or may be used for erosion control on campus. Some may be used to mix with fill dirt to create better topsoil. It may even be used at the Anthropological Research Facility.

2. Update from Student Life

Dr. Frank Cuevas, Associate VC & Executive Director of UT Housing, shared that the Stokely Hall building opened on January 5, 2017. The dining facility there is open as well. Three meeting rooms at Stokely Hall can be reserved through UT housing located at 405 Student Services Building. UT dining services may introduce the meal plan for faculty and staff members. The New Student Experience Survey will launch on January 24, 2017. The survey was designed to measure student experiences and perceptions. Visit http://mycampus.tennessee.edu/ for more information. The spring job and internship fair will be held on February 14, 2017 at Thompson Boling Arena. The spring job fair is for all majors and degree levels.

3. Payroll Update

Dr. Paganelli, Executive Director of Treasure, encouraged staff and faculty members to sign up for the electronic W-2. The 2016 electronic W-2 forms are ready in IRIS for staff and faculty members who have already signed up. Other employees will need to wait until January 31, 2017 to get their W-2 forms.

Staff and faculty members who enroll in the partnership health insurance plan will need to do the well-being assessment and the biometric screening. Employees’ spouses that do not work for the university will have the option to opt out of those requirements. More information will be distributed at a later date.

4. Human Resources Update

Mr. McGuffey shared that the W-4 form, the designation of beneficiary form, and the I-9 form are completed at the New Employee Orientation (NEO). During the NEO, new hires’ pictures are taken for volcard’s ID and are given to new hires at the orientation. Office of Equity & Diversity (OED) and Employee & Organizational Development (EOD) attend orientation and provide information. A campus bus tour is offered at 11:00 am and lasts for 30 minutes. Mr. McGuffey encouraged departments to make sure that every single block is filled out on the new I-9 form and to put N/A for blank spaces.

Dr. Mary Lucal, Associate Vice Chancellor of Human Resources, encouraged employees to update their beneficiaries for various benefits plans. If you are unsure about your current designation of beneficiaries, contact Human Resources for clarification.

Dr. Lucal said exit interview survey links are now emailed to employees who are withdrawn in IRIS. The goal of the exit interview is to better understand employees’ reasons for separation and work culture, in order to improve the employment experience at UT. In-person exit interviews are also available upon request with Nate Taylor,
Employee Relations Counselor. Nate may be reached at ntaylor14@utk.edu or (865)-974-6686.

Dr. Lucal also shared that Mike Herbstritt and Pam Quick are working with the Office of Information Technology (OIT) to set-up electronic solutions for the checkout process. Human Resources is also working on designing the training for non-exempt employee hiring. The training may be offered through Employee & Organizational Development (EOD) first. The HR website redesign is also underway.

5. Supervisor/Peer Review

Amy Bruner: Is there an opportunity for staff to evaluate supervisors?

Mr. McGuffey: Departments may choose to utilize the optional supervisor/peer review form available online at http://hr.tennessee.edu/performance-recognition/performance-reviews/guidelines/. The optional forms can be found under the Additional Optional Tools section at the bottom of the page. These forms are not a requirement and some departments may have used them in the past but haven’t in recent years. Follow up with your department as needed.

Dr. Lucal: Performance evaluation at UT is making progress gradually. The Knoxville campus supports for a 360 degree feedback system to stimulate productive dialogue. However, supervisors must be trained to prepare to accept feedback from their direct reports.

Reggie Hemphill: Do employees need to get external documentation for their performance evaluation?

Dr. Lucal: Employees do not need to provide external documentation for their performance evaluation. However, supervisors need to document employees performance.

Leslie Valentine: Is it up to your supervisor to critique what your goals should be?

Dr. Lucal: Professional development should be a conversation between the employee and the supervisor to determine mutual, agreed upon goals.

Old Business

None

Announcements & Other Comments

- The Nominations for “Meet Our Volunteer Family”
  Do you know someone on campus who inspires and encourages others to make our campus community better each day? Nominate a student, faculty, or staff member to be highlighted in our new "Meet Our Volunteer Family" spotlights which will be featured in Vol Update, Tennessee Today, and on UT’s social media accounts. To submit a nomination, please visit http://tntoday.utk.edu/meet-volunteer-family/

- Designation of Beneficiary Form-Benefit In in the Event of An Employee Death
  The form can be signed in the presence of a HR member of employee’s department, a notary, or a HR staff member. To print the form, visit http://13134m1l2szd36ie6w8tg1djw2.wpengine.netdna-cdn.com/wp-
Distributions

- **Agenda**

| Thursday, February 16, 2016 from 1:30 pm - 3:00 pm  
| 405 Student Services Building, Housing Conference Room  
| Please send the agenda items to Dorothy Dyer at dorothy.dyer@utk.edu or 974-8299 as soon as possible. |