

KNOXVILLE OPERATIONS ERC

MEETING MINUTES

TUESDAY, DECEMBER 7, 2021 | 1:30 – 3:00 P.M.

ZOOM:

<https://tennessee.zoom.us/j/98806134615?pwd=akR1aE1YUk1MbDd5ekNKdXNUaVhlZz09>

ERC Password: 468059

PRESENT

Tom Anderson, Brian Browning, Shannon Bruce, Amy Bruner, Jessica Cantu, Jeremiah Cook, Darrell Easley, Paul Finley, Sarah Hoel, Chris Iler, Terry Ledford, Mary Lucal, Debbie Lane, Regina Olum, Gavin Ramsey, Lisa Turner, Dave Webb, Jessica Woofter, Mary Wright

ABSENT

Jason Baggett, Erin Blake, David Blaylock, Charles Burton, Jon Chandler, Dedra Cotner, Crissy Douglas, Steven Henry, Judy Jones, Jimmy Large, Ethan Long, Raheem Obaid, Chip Pennoyer, Ed Roach, Deborah Robinson, Julie Roe, Thomas Spoon, Ruby Strange, Jake Turner

1. WELCOME

Dr. Darrell Easley, Director of Employee Relations and Learning & Organizational Development, welcomed everyone to the December meeting.

1. UPDATES
   1. Finance and Administration Update – Brian Browning, Acting Associate Vice Chancellor for Finance and Administration

Brian Browning greeted the group and began his update by announcing the kickoff of the [Neyland Stadium renovation project](https://www.youtube.com/watch?v=Ilbptrurd-M). He said the renovation is well underway and the current phase is scheduled to be completed by September 1, 2022.

Mr. Browning closed by discussing continued enhancements for campus including the new winter mini term. The new three-week term begins January 3 and will push back the beginning of spring semester to January 24.

* 1. Human Resources Update – Mary Lucal, Associate Vice Chancellor for Human Resources

Dr. Lucal greeted the group and began her update by discussing the Associate Vice Chancellor for Facilities Services search. She said she has been pleased to see good representation and turnout for forums with the final candidates. She and Tom Anderson announced that the third candidate will have a public forum tomorrow in the Student Union. They encouraged the group to attend to meet the candidate and ask questions. More information about the final candidates can be found on the [Facilities Services’ website](https://fs.utk.edu/avcsearch2021/). Mr. Anderson also reminded the group that the next Facilities ERC and Culture Committee meeting will take place this upcoming Thursday morning.

Dr. Lucal next discussed compression adjustments related to the Board of Trustees and Chancellor’s announcement that UTK is going to a minimum hiring rate for staff employees of $15.00 per hour. The change will go into effect on January 3, 2022, and will apply to regular, full-time, and part-time staff employees at UTK, UTIA & UTSI. She expressed her gratitude to Chancellor Plowman, who asked that a significant contribution be made to manage staff compression. Dr. Lucal said departments and fiscal officers will have specifics about the adjustment amounts. Letters stating new salary amounts will be sent during the first few weeks of the new year to anyone impacted by compression adjustments.

Dr. Lucal closed by discussing the upcoming performance review season. Employee Relations has designed a [slate of workshops around staff performance evaluations](https://calendar.utk.edu/department/human_resources). Additionally, Ms. Roe, Lorna Hollowell from Diversity and Engagement, and Jose Lee-Perez, HR Staff Diversity Fellow, have partnered to develop new workshops around the new Inclusion, Diversity, and Equity (IDE) category. Terry Ledford and Dave Webb announced there will be specific training sessions for Facilities Services as they transition from their previous performance review form to the Online Performance Review (OPR) system. Dr. Easley noted sessions for both leaders and employees are scheduled, with the first employee session taking place yesterday. More information about staff performance reviews can be found on the [HR website](https://hr.utk.edu/performance-evaluation/).

Paul Finley shared constituent feedback about UTPD officers’ night shift schedules. He asked if campus-wide shift differentials were being planned as part of the new Budget Allocation Model (BAM) or if differentials are up to each department. Dr. Lucal responded that she wasn’t aware of plans for analyzing shift differentials. Mr. Finley asked about Facilities Services’ differential practices. Mr. Ledford responded that Facilities’ second shift differential is $0.50, and third shift is $1.00 but he wasn’t aware of what other departments are doing. Gavin Ramsey noted there is also a Saturday or weekend differential as well. Dr. Lucal suggested Mr. Ledford and Troy Lane, Associate Vice Chancellor for Public Safety, could compare notes about differentials within Finance & Administration and consider information from Knox County. Mr. Finley clarified that his question is if a system-wide differential was planned as part of BAM, and Dr. Lucal responded that it was not as other campuses are not moving to BAM. UTK & UTIA’s transition to the new budget model will not have any impact on other campuses.

Mr. Finley followed up to provide constituent feedback about Paid Parental Leave (PPL) and Family Medical Leave (FML). He noted there is confusion among new employees about the process and asked how supervisors can assist them with applying. Dr. Lucal clarified that employees must have worked at UT for a year to be eligible for PPL or FML. Employees or supervisors assisting employees can contact [FamilyMedicalLeave@utk.edu](mailto:FamilyMedicalLeave@utk.edu) or Jeremy Smith in HR Compensation at 974-9976 for assistance. Once eligibility has been determined HR will work with the employee or supervisor to guide them through the application process. Dr. Lucal also discussed PPL, which provides up to six weeks of paid leave following the birth or adoption of a child. More information about FML and PPL can be found on the [HR website](https://hr.utk.edu/family-and-medical-leave/).

Mr. Ramsey asked why personalized benefit statements available in IRIS Web’s Employee Self Service include taxes as part of total compensation. Mr. Ramsey expressed concern that taxes are included on benefit statements. Dr. Lucal responded that social security could be considered a future benefit. Mr. Anderson agreed with Mr. Ramsey, noting he thinks the inclusion of taxes on the statements is misleading. Dr. Lucal responded she will ask about the statements to better understand why taxes are included. A discussion about salary market ranges and their relation to the statements took place. Dr. Lucal clarified that salary analyses and compensation adjustments are calculated using only base pay, not taxes or fringe benefits. She suggested Mr. Ramsey talk with Mr. Ledford about compensation.

Jeremiah Cook asked if foremen would receive compression adjustments. Dr. Lucal confirmed everyone in the ranges affected by the adjustments will receive the additional dollars, including supervisors, and explained there will continue to be room in pay between supervisors and employees. Regina Olum asked if Aramark employees would be eligible to receive the adjustments. Dr. Lucal asked Mr. Browning to clarify if UT employees who work for Aramark would be eligible for compression adjustments. Mr. Browning confirmed they would be.

1. CONSTITUENT QUESTIONS
   1. None
2. OTHER BUSINESS/ANNOUNCEMENTS
   1. Campus Chest Campaign

Dr. Easley asked Sarah Hoel for an update on the [Campus Chest campaign](https://campuschest.utk.edu/). Ms. Hoel responded that they are currently working to get payroll deductions in place. Campus Chest pledge deductions will begin in January and go through December 2022. She reported that although the overall goal was not quite met, they raised $430,000.00 for community partners. She thanked everyone who gave and said pledges will re-open next fall.

* 1. Campus Vaccine & Booster Opportunities

The Student Health Center Pharmacy continues to offer on campus vaccination opportunities.

Flu shots are available at the SHC Pharmacy with no appointment is needed. Walk-ins are welcome Monday – Friday from 9 a.m. to 4 p.m.

* More information: <https://studenthealth.utk.edu/influenza-vaccine/>

COVID vaccinations and booster doses are also available on campus. Vaccinations and boosters are by appointment at the Student Health Center and include the Moderna and Johnson & Johnson vaccines.

* More information: <https://studenthealth.utk.edu/covid-19-vaccine-clinics/>
* Appointment signups: <https://www.utk.edu/coronavirus/vaccine/>
  1. Staff Performance Review Series

Human Resources and the Office of Equity & Diversity are excited to share the Staff Performance Review series is underway! As a reminder, staff performance reviews are due annually on March 31 each year. Virtual sessions will be available in December, January and February and topics will focus on employees, leadership, and Diversity, Engagement, and Inclusion in our everyday work.

Our next staff-focused sessions, entitled “Staff Performance Daily: Diversity, Engagement, and Inclusion” will take place next Monday, December 13 and Wednesday, December 15. Please join us in exploring diversity, engagement & inclusion (DEI) in staff performance reviews and learn how to better understand DEI in our everyday work and how it relates to the review process.

Registration is now available in K@TE at <https://kate.tennessee.edu/>

More information about all the sessions can be found on the Events Calendar: <https://calendar.utk.edu/department/human_resources/calendar>

Please help us spread the word about this learning opportunity!

Sharable flyer: <https://hr.utk.edu/wp-content/uploads/sites/56/2021/11/Staff-Performance-Review-Series_Dec-Feb-Session-Info.pdf>

* 1. Work-Life Sounding Board Podcast

Check out the Work-Life Sounding Board’s podcast series! Dr. Jill Zambito recently joined Tom Cruise and Lori Smith to talk about how campus leaders can support and encourage work-life balance and why that matters.

Listen here: <https://soundcloud.com/user-120272423/a-work-life-balance-conversation-with-dr-jill-zambito-assistant-vice-chancellor-for-student-life/s-Cs4ywQfQrSk?si=15b665ac154742e286d6c0659f242bfa>

* More information about all Sounding Boards including the Work-Life Sounding Board: <https://hr.utk.edu/sounding-boards/>

1. REMINDERS:
   1. Please email Jessica Cantu ([jlcantu@utk.edu](mailto:jlcantu@utk.edu)) with constituent questions.