Employee Relations Council Meeting

Minutes

July 12, 2005

I. Phil Bright of the Office of Human Resource welcomed the council to the meeting and opened with introductions of those present.

Jeff Ziegler - University Center
Cathy Brown - University Center
Amy Mistric - Administration Building
Karen Hussey - Administration Building
Sarae Seratt - Administration Building
Tony Maisano - HVAC
Judy Jones - Humanities, Sociology, Student Health, Housing
Shelia Burlison - Gooch, Business & McCombs
Johnny Henderson - Building Services
Trudy Henderson - Elam Center, Fieldhouse, Football and Children’s Center
Lana Ferrell - EPS, Fine Arts and Brehm Hall
Mickey Chappell - Housing Custodial
Charlene Lovette - Crisp Hall and Copier Repair
Serafim Halkias - Custodial Services

Guests: Al Hooten, Chancellor Dunagan, Larry Holder and Mike Abney

II. Selection of Employee Relations Council Representative to the Athletics Board - Shelia Burlison

III. Selection of Employee Relations Council Representative to the Equity and Diversity Advisory Council - Judy Jones

IV. What is happening with Printing & Duplicating? (Mike Abney)

The Print Shop has been in existence for 20+ years and is still utilizing the “used” equipment originally purchased. Extensive research has been conducted at other colleges that determined the economical trend for universities is to get out of the printing “press” business and go to digital. Since this step is an IT intensive one, it made sense that this area would move under the IT Services umbrella. Every effort is being made to relocate the current print shop employees. The future plan is to develop a “Tech Central” which will involve the Computer Store, the Help Desk, a Duplicating Center and Digital Copy Shop.

The conversion to digital will take place over time. In the interim printing press type jobs may be outsourced but will eventually come back on campus. Duplicating jobs will remain as
before with an online job tracking service soon to be developed. There will Multi-Function printing machines will be options for replacing standard copiers in department offices. Information about these machines can be obtained by contacting IT Services.

V. Contacting Students in Banner (Larry Holder)

The current policy for contacting students is their mars email account. Students have other email accounts and those may or may not be listed in banner. Student do have the option to forward their mars email to their personal email accounts. Multiple phone numbers, including cell phone, are allowed in Banner. It was suggested to check into the ways that contact information is actually obtained from students (i.e., Admissions Application, during Freshman Experience, editing available on banner web)

VI. Report from Employee Relations Advisory Board Meeting (Karen Hussey)

Karen Hussey attended the ERAB meeting on June 14th in Knoxville. The full minutes from this meeting are available from Karen and can be obtained by email or printed request. Highlights from the meeting were shared: (1) PDQ Trainer Linda Francisco commented that the UT Martin Campus set the model for the whole system. (2) The Sick Leave Bank proposal was researched but not approved due to the keeping of all UT, State and Board of Regents employees under similar guidelines. It was noted that Tennessee actually has a very good sick leave policy when compared with surrounding states. (3) There will be an Insurance Premium increase in January 2006. Of note, University employees are healthier than State employees. (4) There will be another Employee Satisfaction Survey coming in September.

VII. Jennifer Bennett Career Development Fund Progress (Phil Bright)

Mr. Bright stated that there had not been a “committee” organized and meeting held during the Fall. However a meeting was held in February and applications reviewed. The results have been on his desk and he promises to take care of this as soon as possible.

VIII. Chancellor Dunagan - Comments

Chancellor Dunagan reported that after three SOAR’s, all have been closed out at 300 each. The upcoming fourth one will probably be full as well. Overall, our Freshman projection is at least 50 to 100 ahead of last year. Also, International Programs reports an increase as well.

Chancellor Dunagan had visited the Murray State Campus earlier that day to tour their new recreation facility. UT Martin is the only state campus that does not have a recreation facility. This is being researched and plans for our campus are being looked into.