I. Phil Bright, Office of Human Resources, welcomed the Council members and special guest to the meeting. Due to this meeting being held in the Ballroom, he mentioned that the recording of the minutes would be handled in a different manner. Those present at the ERC meeting were:

- Pete Gibson: HVAC
- Karen Elmore: Library
- Jennifer Reese: Administration Building
- Jacqueline Trice: Administration Building
- Judy Sandefer: Administration Building
- Kathy Marcus: Gooch Hall & ECCE
- Stacy West: Child Care Ctr., Elam Ctr., Fieldhouse, Football, & Student Life Ctr.
- Mickey Chappell: Housing
- James Wilson: Housing
- Karen Elmore: Library
- Teresa Martin: Custodial Services
- Velda Rogers: Custodial Services
- Jeannie Rose: Custodial Services
- Tara Jahr: Public Safety
- Teresa Vancleave: University Center
- Kathy Wiley: Physical Plant
- Ann Adams: Digital Printing
- Cathy Brown: University Center
- Dorothy Gillon: Administration Building
- Noel Arant: Physical Plant
- Judy Jones: Humanities
- Donna Butler: IT Services
- Lori Hutcherson: Administration Building
- Kellie Barnes: Housing
- Stacy Fuqua: Education
- Coy Hazelwood: IT Services
- Charlene Thornton: Student Life
- Dennis Kosta: Custodial Services
- Phil Bright: Human Resources
- Al Hooten: Finance and Administration
- Dr. Thomas Rakes: Chancellor’s Office

II. Mr. Phil Bright continued on the agenda with Staff Employee Performance Evaluation. A question was submitted asking why the Human Resources office did not have supervisors evaluate all employees. He replied that the office was doing its best to make sure that all employees had a performance review, and that the supervisor sat and discussed the review with each employee.

This year an e-mail was sent out on January 8, 2007 reminding supervisors that it was time to complete employee appraisals for 2006. A letter was then sent out to supervisors with a list of employees in their area. Another e-mail was then sent out in early February as a reminder. Several had arrived by that time and some have continued to trickle in since. We are doing our best to tell supervisors that we want the appraisals. Employees are asked to remind them that this process needs
to be completed, if a performance appraisal has not occurred. He then
opened the floor up for questions or comments.

Kathy Brown commented that Vice Chancellors may need to be included
in the process. Mr. Al Hooten agreed that another approach may need to
be taken to include Vice Chancellors in the process and even send
completed evaluations up the chain of command to assure that these are
completed.

Ms. Brown noted that if raises are granted on a merit basis; how do we
know who should receive what amount since evaluations are not
completed on a regular basis campus wide. She also asked if it would be
possible to have an answer back by the next ERC meeting on how this
might be handled in the future. Mr. Hooten and Mr. Bright did agree that
something would be figured out and a report given at the next ERC
meeting in November.

III. The next item on the agenda is in regards to recycling more than paper on
campus and training on how important recycling is. Dennis Kosta
addressed the group in regards to recycling across campus. Materials are
recycled from paper, cardboard, cans, and scrap metal. Costs are
currently running around $30,000.00 in labor per year. The current
program saves the University approximately $64,000.00 on just the
absence of dumpsters and their fees. The present rate of sales from
recycling is about $10,000.00 per year. The total picture must be taken
into account.

There are many other ways that the University is recycling. The University
Center has carpet squares that are made out of recycled carpet. When
this product is worn out the company will come back and replace the
squares and reuse those to make more carpet. This means that we are
not filling land fills. We should be doing everything possible to save the
environment.

Bins are set up at the motor pool and available to take anything that
people would like to contribute. The recycle barn is set up by the motor
pool. The barn is heated with the used oil from the motor pool. Batteries
are also recycled in conjunction with a company that will keep them from
the landfill. The Sociology building has a waterless urinal that saves
10,000 gallon of water per quarter. Floor cleaners are also being used that
use less water. Conservation is a must for our children to have things in
the future that we enjoy now.

Mr. Kosta then opened the floor up for questions. There was a question in
regards to plastics. Mr. Kosta did say that he was working with the drink
vendor to come up with a way to recycle plastics. Mr. Kosta will be asking
for assistance from the Chancellor’s office to promote this year’s recycling plan.

IV. The Christmas Breakfast was next on the agenda. Jeannie Rose reported that it would be held December 20, 2007 in the ballroom. The theme has been changed to “UT Martin Family Christmas”. Many positions are already filled. Volunteers are still needed for name tags and decorations.

An explanation of the previous Christmas breakfast theme was asked for. Ms. Rose didn’t want to give away the program but did state that pictures had been taken of most of the staff. Mr. Bright suggested that she get volunteers from this meeting due to the large number in attendance.

V. Mr. Bright moved to the next item which was new legislation from both the federal and state level that would affect the University. The minimum wage moved to $5.85 as of July 24, 2007. Beginning July 24, 2008 the minimum wage will change to $6.55, and $7.25 beginning July 24, 2009. The University will automatically move students to the new minimum wage.

If you were a member of the National Guard or Reserves, the paid days of military leave have been fifteen days. This has now moved to twenty days of paid military leave.

The state of Tennessee’s 401k plan has increased the match amount to $50.00 per month. Notification of this change will be going out with pay advices on the next cycle.

An extension of the NO smoking legislation has now been placed in effect. There will be no smoking in university vehicles, public gathering locations, restaurants, and work places. The legislation concerning public gatherings is effective October 1, 2007. A question was asked if this also included chewing tobacco. Mr. Bright was unsure if this was included.

Questions were asked concerning the sponsoring of smoking cessation programs. Mr. Bright directed the group toward the EAP and their health insurance providers for information. However, the University does not have a scheduled program in place at this time.

Trish Gonsowski asked if meant the campus would be smoke free. Mr. Bright explained that at the present time this was limited to buildings and gathering places. If a person smokes on campus they must be far enough away from the building for the smoke not to enter doors and windows.

VI. As today’s meeting concludes, Mr. Bright mentioned that this group would be receiving additional information concerning another meeting on August 13, 2007 at 2:30 p.m. in room 229 of the University Center. This would be
to meet with the University of Tennessee Public Relations Staff. He was uncertain of the topic. Notification will be going out soon.

VII. Mr. Al Hooten addressed the group concerning August 11. This is summer commencement. This means that summer is about over. He mentioned that he hoped that everyone has had a chance to be away for a while and recharge their batteries.

Mr. Hooten moved on to the raise amount of three percent or $900 across the board for everyone. The rest of the raise amount will be worked out and processed in August. This part of the raise will be a retroactive to July 1, 2007. He encouraged everyone to notify someone, if this did not take place on their pay. Errors do occur from time to time.

Summer enrollment was down about seven percent and this directly affects the budget. UT Martin was able to adjust budget projections and even add a few new faculty positions and some custodial funds. Mr. Hooten also commented on the growth of activity in the University Center. The activity level in the UC alone has doubled in the past five years; this shows the appreciation by the campus and community for this building and its function.

The good news is that fall enrollment is up at this point. The lottery has a direct effect on enrollment. It may be necessary to rethink summer sessions due to the way lottery funds are distributed.

Many things have happened since this group met. Dr. Dunagan has left the University. The University appreciates everything that he has meant over the past several years. Dr. Rakes is now in the Chancellor position and running fast and furious to get things moving. He has his own vision for the campus. Dr. Rakes appreciates the ERC, its members, and work.

Mr. Hooten again mentioned that he hoped everyone had a break and were ready to take off running for the fall activities. He again thanked the group for their work and attending today’s meeting.

The meeting adjourned.