Employee Relations Council Meeting
Minutes
April 14, 2010

I. Welcome and Introduction - Phil Bright

Jeffery Ziegler
Jennifer Reese
Jennifer Martin
Amy Mistic
Sherry Shanklin
Deborah Adcock
Lorrie Jackson
Karen Sliger
Tenna Bynum
Jason Todd
Mickey Chappell
Terry Boyd
Cynthia Gaylord
Karen Elmore
Velda Rogers
John Kotarba
Elwood Doss
Glenda Cagle
Stacy West

Student Life
Sherry Whaley
Steve Vantrease
Terry Lewis
Alan Franklin
Tim Nipp
Phil Bright
Al Hooten
Dr. Thomas Rakes

University Center & Student Health
Administration
Administration
Human Resources
Administration
Gooch Hall & ECOS
Gooch Hall & ECOS
McCombs Center, Business Admin, REED, & Sociology
Building Services & Physical Plant
Housing
Library
Library
Custodial Services
Custodial Services
EPS, Fine Arts, Brehm Hall & UTM Farm
Gooch Hall & ECCE
Child Care Center, Elam Center, Fieldhouse, Football &
Crisp Hall
University Center
ITS
ITS
Physical Plant
Human Resources
Finance and Administration
Chancellor's Office

II. Employee Relations Advisory Board Meeting – Deborah Adcock
Debi mentioned several items that were included on the agenda. Many of the points were for all state employees and were tentative in nature.

III. Election of Representative to serve on the Athletic Board and Equity and Diversity Advisory Council – Phil Bright
Lorrie Jackson served as the 2009-10 representative on the Athletics Board. Karen Elmore will be the 2010-11 representative. Teresa Hibbard served on the Equity and Diversity Advisory Council for 2009-10. Lorrie Jackson will be the 2010-11 representative.
IV. Trailways Bus Service – Steve Vantrease
Steve Vantrease delivered news that Trailways will begin a new bus service from Nashville to Memphis on April 26, 2010. The stops will include the Nashville and Memphis Airports as well as several smaller towns in between the cities that have no current bus service. The Martin, Tennessee stop will be at the UT Martin University Center. This is a subsidized federal and state grant project. UT Martin is not involved in the grant project and will receive no money from the service provided. Steve then took questions from the floor. He explained that people would be coming to the University Center to meet the bus with departing or arriving passengers. This venture by Trailways is set up with the concept of UT Martin students in mind as potential passengers.

V. Building and Technical Support Concerns – Terry Lewis and Alan Franklin
Alan and Terry were given agenda items that covered some questions and concerns toward IT Support. They entertained questions from the group and explained the operation of the help desk. After fielding questions and concerns from the group they asked for our assistance. Please alert IT of any problems by calling the Help Desk at 7900. Each problem call is logged in, assigned a number, and will be addressed. At the end of a trouble call, installation, or repair the person reporting the problem receives an e-mail indicating that request # ?? has been completed. The recipient has an opportunity to e-mail a response to the completion e-mail.

VI. No Salary Increase/More Holidays Possible? – Mr. Al Hooten
The UT system presently has thirteen paid days off. State of Tennessee employees have eleven paid days off. A listing of these holidays was passed to the group. UT Martin will not pursue additional holidays off.

VII. Improvement and Maintenance Issues – Tim Nipp
Tim Nipp addressed the issues of widening Derryberry Lane, cigarette butts outside doorways and various other maintenance concerns from the group. He also gave an update of future funded projects on campus.

VII. Incentives for Earning Degrees – Mr. Al Hooten and Chancellor Rakes
Chancellor Rakes and Mr. Hooten agreed to take a look into a possible pay increase amount for regular employees who complete their first bachelor’s degree while employed by UT Martin. The pay increases for a regular employee earning a Master’s Degree while employed at UT Martin should begin with the first day of the employee’s next pay period following confirmed completion.

VIII. Performance Evaluations – Mr. Al Hooten
The University of Tennessee does performance evaluations on a calendar year basis. The review and one on one meeting to discuss the review is the responsibility of each supervisor. Performance reviews for the previous year should be completed by March 31, of each year. A listing of staff whose evaluations are not received is provided to the Chancellor’s Staff. The Chancellor’s Staff members follow up with supervisors in their respective areas. The completed list of performance reviews received in Human Resources is continually updated.
IX. Prospectus of Layoffs in the Future – Mr. Al Hooten
June 30, 2011, will be the layoff date for all employees hired with stimulus funds. We are not at the present time expecting to lay off regular employees. No one knows what the future may bring. Everyone is working through the financial problems.

X. Insurance – Sherry Shanklin
Samples of insurance brochures were shown to the group. The first item that is changing is the consolidation of prescription drugs under one supplier regardless of the Insurance Company providing coverage to state, university, school system and municipal employees. Everyone will receive a separate new drug card in June. It will become effective in July 2010.

The change enrollment period this year will be September 15 – October 15, 2010. Also, all health insurances will be changing. There will two options; a Standard PPO and a Partnership PPO. Details of the plans have not been disclosed at this time. The Human Resource Office will send out details as soon as they are available. The State of Tennessee Benefits Administration is sending out a monthly newsletter to all employees covered under State of Tennessee Health Insurance plans. Questions and comments were fielded from the group.

XI. Chancellor's Comments – Dr. Tom Rakes
Dr. Rakes commented on the issue of dealing with complaints, and how well our campus deals with changing situations. He, also, explained the change that is coming with THEC formula funding. The formula funding will look more at graduation rate than enrollment and possible other changes. Formula funding and state budget issues will continue to make UT Martin plan what is offered and how offerings are delivered. This may result in the possibility of cutting or retraining faculty and staff to take advantage of new opportunities in the upcoming years.

He also discussed issues with recruiting students and the pools of available students. We want to get a higher percent of high school students that take dual credit classes from us to enroll at UT Martin following high school graduation. He then asked for questions and comments from those in attendance.