Employee Relations Council Meeting
Minutes
June 28, 2012

I. Welcome and Introduction - Phil Bright

Teresa Bodkin
Leanne Perry
Patricia Gonzowski
Cynthia Gaylord
Debra Hunter
Kathy Wiley
Harold Cochran
Jeffrey Hart
Mickey Chappell
Jenny Harrison
Tim Nipp
Marsha Davis
Phil Bright
Nancy Yarbrough
Dr. Thomas Rakes
Scott Lewis
Benjamin Moore
Donna Butler
Teresa Vancleave
Bud Grimes
Phyllis Hammer
Administration
Administration
Administration
Library
EPS, Fine Arts, Brehm Hall & UTM Farm
Building Services & Physical Plant Administration
Extended Campus and Online Studies & Gooch Hall
Housing
Housing
Student Health and Counseling Services & University Center
Maintenance Center
Human Resources
Human Resources
Finance and Administration
Chancellor’s Office
Custodial Services
Grounds, Transportation Services and Warehouse
ITS
Student Health and Counseling Services & University Center
University Relations
Child Care Center, Elam Center, Fieldhouse, Football & Student Life

II. Completed, Upcoming and in Progress projects on campus. (Tim Nipp)

Lighting projects on most of the campus, south side bleachers in the Elam Center and the new sprinkler system has been completed.

July of 2012 the UT Martin campus will remove the tower in the steam plant parking lot and replace bleachers on the west side of the Elam Center.

Landscaping in UV1, UV2 and Student Life will be maintained and the dead trees will be replaced. The new sprinkler system on campus is working well. Normal maintenance of sidewalk replacement is in progress around UT Martin campus.

The Fine Arts building may not be completed until spring 2013 and a new elevator projects will start soon in Gooch Hall and the Elam Center.

III. Information L (Bud Grimes)

A back up person has been assigned to post updates for information L, if the assigned person is out of the office.

IV. Employee Relations Advisory Board Information (Debi Hunter)

Debi Hunter reported on the Employee Relations Advisory board meeting. Discussed at the meeting was the salary increase of 2 1/2% across the board. Debi also discussed some pointers about employee evaluations, she stated you should have open communication with your supervisor at all times and in the future the evaluations sheets used this year will go on line. Debi is proud to
V. Compensation Plans for UT Martin (Nancy Yarbrough)

- **First Year Salary Plan**
  Salary scale adjustment will begin July 1, 2012 this will be based according to the Sibson Market. Employees must have a satisfactory performance review.

  During the fiscal year 2012-2013, faculty and staff with 15 years or more of service, with satisfactory performance evaluation and whose salary is less than 85% of the market salary for their pay grade, job, or academic discipline, will have their salaries reviewed and may receive a possible salary adjustment. A maximum or percentage amount will be established. The ability to accomplish this plan will depend upon UT Martins budgeting.

- **Second Year Plan**
  Similar adjustments for faculty and staff, with less than 15 years of service will be looked at in the upcoming fiscal year or years. The ability to accomplish this plan will depend upon UT Martins budgeting, in future fiscal years.

  The information from the Sibson market survey and the proposed new staff employees; education, experience and certifications, will be used for the UT Martin adopted formula to determining on individuals beginning salary offer.

- **Third Year Plan**
  When the first two plans are accomplished, UT Martin plans to add recurring 1 year bonuses, funds based on merits, from evaluations each year. Merit bonuses will not become part of the individual’s base pay. Those considered for bonuses must have an excellent documented performance review.

  UT Martin will continue efforts to move salaries toward 100% of market salaries.

  Nancy Yarbrough had comments of various plans for the UTM campus.

Please submit all updated Education and Certifications to the Human Resource Office.

CAP is the only certification that is defined at a 9% raise.

IV. Comments from Chancellor Rakes and Closing

The Chancellor discussed the employee survey and information will be provided to each department. The UT System will bring in a PR group to track information, track students and students debt. A plan for routing and transferring calls that come to each office is in progress and new signage will be added to the second and third floors of the Administration bldg. showing the location of the restrooms.
The Chancellor had comments of various plans and concerns for the UTM campus and informed the ERC council. Andrew Wilson was chosen as the new vice chancellor for university advancement for the University of Tennessee at Martin.