Employee Relations Council Meeting
Minutes
November 8, 2006

I. **Phil Bright, Office of Human Resources, welcomed the Council members to the meeting and opened with introductions of those present.**

Cathy Brown – University Center
Jeff Ziegler – University Center
Teresa Vancleave – University Center
Amy Mistric – Administration Building
Sherry Whaley – Administration Building
Jennifer Reese – Administration Building
Judy Sandefer – Administration Building
Sherry Shanklin – Administration Building
Karen Hussey – Administration Building
Tony Maisano – HVAC
Peter Gibson – HVAC
Judy Jones – Healthy Start, Student Success Center & Humanities
Magdalene Patterson-Hampton – Healthy Start, Student Success Center & Humanities
Kristy Crocker - Gooch Hall & ECCE
Glenda Cagle – Gooch Hall & ECCE
Kathy Marcus – Gooch Hall & ECCE
Charlene Thornton – Child Care Ct., Elam Ctr., Fieldhouse, Football, & Student Life Ctr.
Stacy West - Child Care Ct., Elam Ctr., Fieldhouse, Football, & Student Life Ctr.
Coy Hazelwood – ITS
Nathan Tolene – ITS
Lana Ferrell – EPS, Fine Arts & Brehm Hall & UTM Farm
Mickey Chappell – Housing
James Wilson – Housing
Karen Elmore – Library
Velda Rogers – Custodial Services
Jeannie Rose – Custodial Services
Teresa Martin – Custodial Services
Jeremy Lamb – Custodial Services
Dr. Nick Dunagan – Chancellor
Phil Bright – Human Resources

II. **Christmas Breakfast Update.** Peter Gibson gave a progress report on the 2006 Christmas Breakfast. The breakfast, will be held on December 21, 2006. Volunteers are needed to pass out nametags and decorate the day before. We are also in need of an MC for the event. Keith Carver from University Relations agreed to be the Master of Ceremonies.

III. **Selection of the UT Martin representative on the UT Employee Relations Advisory Board.** Karen Hussey completes her two years term as the UT Martin representative at the end of December 2006. Karen explained the duties and responsibilities.
Phil Bright asked for a volunteer or a nomination of an ERC member to serve as the next UT Martin representative for the two year period January 1, 2007 – December 31, 2008. Jeremy Lamb volunteered to serve in this capacity.

IV. **Cathy Brown and Karen Elmore reported from meetings of Employee Relations Council Members.** Karen Elmore reported the group met on August 8, 2006 and elected officers to serve until January 2007. Those officers are Co-chairs: Daryl Simmons and Cathy Brown and Secretary: Karen Elmore. Five projects were selected as priority. They are as follows:

1. Website kept up to date with minutes of meetings and progress reports
2. Employee orientation section concerning ERC information and function
3. E-mail addresses, access, and training for all employees
4. Speaker program for informational purposes concerning departments
5. First aid training for employees.

A meeting will be held after Christmas to establish new officers for 2007.

Cathy Brown mentioned the need for operational funds for the committee. Dr. Dunagan suggested that a budget proposal that contains the purpose of the approved projects be submitted to Al Hooten’s office, where a determination of the appropriate source for funding would be made.

Phil Bright mentioned that there is a link on the Human Resources web page for the ERC and its information. This link is currently maintained by Marcia Tuck in the Office of Human Resources. Use of this existing site was volunteered.

Dr. Dunagan also mentioned that the Addenda are a good way to communicate across campus. It was brought out that the Physical Plant custodial staff did not receive that publication.

V. **Annual Enrollment Periods.** Sherry Shanklin reminded the committee of several current deadlines relating to benefits. The first of these would be the annual change/enrollment for health,
dental and optional insurances. This period would end Tuesday, November 14, 2006.

TCRS Retirement figures were the next item to have been sent out. These were projections of dates and amounts associated with TCRS retirement.

The next mailing from Human Resources will concern Deferred Income. The new limits for 2007 are included in this mailing.

The Life Planning Seminars were announced though campus mail. These will touch on several subjects from retirement, deferred income, will, and financial planning.

The last mailing from Human Resources concerns the Flexible Spending plan. The deadline for taking advantage of the Medical Reimbursement or Child Care Reimbursement is Thursday, December 14, 2006.

VI. Requested to be on the agenda a health care comparison. A comparison of UT Martin’s insurance plans and those of MTD were given and explained. The plans discussed hold major differences in coverage and prices. The formulation and operation of the plans were explained to the group. The UT Martin Insurance plans have a higher premium, since they cover more medical situations and have more physician and medical facility choices.

VII. Agenda for the Employee Relations Council meetings circulated prior to the meeting. Requested by Karen Elmore. Phil Bright agreed to do this.

VIII Chancellor Dunagan Comments. Dr. Dunagan shared information from the Board of Trustee’s meeting.

Dr. Peterson is stressing a 5% raise for university employees in the year 07-08. The formula for this raise would be 60% of the 5% would be from the state and the remaining 40% of the 5% from the campuses. This would equal a 4% tuition increase. The spring ERC meeting may have information that gives a better feel of how this idea is doing with State Legislators.
UT Martin ECCE received approval for the Parson and Ripley centers. A new student recreation center has also been approved. Funding for this center would come entirely from students. Faculty and staff would have the possibility of using this facility by paying a nominal fee. Chancellor Dunagan, also, updated the council on future building projects that are to take place in the upcoming years. Enrollments, growth rates, and percentages of students enrolling and graduating, were also updated by Dr. Dunagan.