

EMPLOYEE RELATIONS COMMITTEE RETREAT

The University of Tennessee at Chattanooga

January 29, 2010

Chickamauga Room, University Center

Representatives and Alternates in attendance: Joyce Blevins, Pat Boyer, Sue Carroll, Cynthia Stanley-Cash, Debby Corey, Julia Cronin, Mary Donoso, Cheryl Faulkner, Cheryl Fox, Kelly Griffin, Ericka Hill, Jeannie Hill, Valerah Hodges, Ken Hood, Jennifer Hunt, Anne Jay, Kellie Karaky, Anna Lane, Jack Pitkin, Joyce Powell, Frankie Roeser, David Stallings, Sue Stephens, Adrienne Teague, Barbara Verhine, Liz Walker, Jean Walston, Susan Wendorf, Cindy Williams, Sharon Williams.

Others in attendance: Roger Brown, Chancellor; Phil Oldham, Provost; Richard Brown, Vice Chancellor, Finance & Operations; John Delaney, Vice Chancellor, Student Development; Bob Lyon, Vice Chancellor, University Advancement; Rick Hart, Athletic Director; Chuck Cantrell, Assistant Vice Chancellor, University Relations; Dan Webb, Director, Office of Human Resources; Melanie Sadler, Administrative Specialist, Office of Human Resources.

Call to Order: Ms Hodges called the meeting to order.

ERC By-Laws

UT policy established Employee Relations Committees on all campuses several years ago. The purpose of the Employee Relations Committee is to provide a direct channel of two-way communication between University administration and regular non-exempt employees for information and advisory purposes.

ERC Guidelines supplement UT Policy. Non-exempt employees who represent units, which are determined by geographic location and/or job group, are elected to serve. The ERC meets 11 times a year (does not meet in August) and a representative and/or alternate from each area are expected to attend all scheduled meetings. Representatives may miss no more than four (4) regularly scheduled monthly meetings during a calendar year. A representative's absence is excused if the alternate attends in their place.

The committee elects a Chair and Vice Chair every other year. The Chair will serve as liaison to the Director of Human Resources; will collaborate with the Director of Human Resources in determining meeting agenda, presiding over meetings, appointing subcommittees, and filling vacancies; will attend system-wide Employee Relations Advisory Board meetings. The Vice Chair will assume the duties of Chair in his/her absence. The Director of Human Resources, the Chancellor, and retiring ERC Chair will serve as ex-officio members of the Employee Relations Committee.

Guest: Roger Brown, Chancellor

Chancellor Brown spoke of the state legislature's attempts to increase college graduation rates. Proposed changes include classifying students who transfer to another college as a drop out; elimination of remedial courses at 4-year colleges. Last fall, 1200 students were enrolled in remedial Math or English. Evaluations for K-12th grade teachers will take place yearly and half of the score will be based on student success to increase accountability.

The university is acquiring property for future housing although limiting enrollment is being looked at. Strategic Plan literature has for the past decade viewed enrollment at 12,500. Dr. Brown added that enrollment limits would be a discussion for the next chancellor and UT Board of Trustees.

At the library groundbreaking earlier that morning, Dr. Brown said he learned that when the library moved from Founders to Fletcher the football team moved 35,000 volumes. Today the library has over 1 million volumes.

Despite federal stimulus monies, the university faces challenging economic times. Ms Cronin thanked Chancellor Brown for his support of equity increases for staff.

Guest: Richard Brown, Vice Chancellor for Finance, Operations & Information Technology

As a result of lagging state revenues UTC has been asked to return 6% or \$2.8 million. Dr. Brown said 80% of the university's budget is directly related to human capital. Although tuition increases last year aided the budget, 70 vacant positions were eliminated.

Stimulus funds of \$9.8 million in 2009/2010 are being used for technology, building maintenance, and non-recurring positions. An additional \$9.8 million in 2010/2011 will provide technology for academics.

A new campus Master Plan is being prepared with a \$400 million investment. When asked if the university would purchase the Salvation Army and Red Cross buildings, Dr. Brown said the buildings exist outside the current Master Plan but may be considered. The funeral home will be demolished in the next 60 days and provide 70 spaces. Students would like to see a garage built on the property but Dr. Brown said each space would cost \$21,000 but must be considered.

A Master Plan for Housing is also being considered since placing students in hotels is not ideal. Chamberlain Stadium is unsafe as the brick is delaminating; the use of stimulus funds for demolition was rejected and other funding sources are being investigated. Dr. Brown praised the efforts of Assistant Vice Chancellor Tom Ellis for energy management savings of \$27 million.

Vice Chancellor Brown noted Chancellor Brown's desire to pay competitive wages. Ms Cronin said the ERC was thankful for his setting aside funds for increases. A member asked about the methodology used for the plan. Dr. Brown said increases were not merit based but based

upon market value and length of service. Mr. Webb added that a small subcommittee chaired by Ms Cronin recommended addressing compression with monies set aside by the senior administration.

Guest: Phil Oldham, Provost & Vice Chancellor for Academic Affairs

Faculty and staff work in a unique business where the customer and product are the same thing. The university is deciding how to balance a growing enrollment.

Freshmen retention increased 7% this year and Provost Oldham said he has noticed a change in the campus culture. Student Success does not reside solely within Academic Affairs; the ERC plays a part of the student success experience.

An online degree program in Criminal Justice will open soon. The university needs a technological infrastructure in place to offer more online courses and programs.

Guest: Bob Lyon, Vice Chancellor, University Advancement

University Advancement is comprised of WUTC Radio Station, University Relations, Alumni, and Development.

WUTC must compete against US101, a commercial station, and is #1 in the market among a certain age group. Fundraising has seen a 34% jump in underwriting. WUTC was the first station to use digital technology and has written a grant requesting use of side channels, all while maintaining relevance with the university.

Mr. Lyon praised the level of experience and professionalism of University Relations. Alumni Affairs staff of four would be doubled in size at other institution of similar enrollment. The Alumni Board has been active in participating in the Strategic Plan by visiting high schools and placement of recent UTC graduates.

The Development Office has completed five years of a seven-year campaign. To date, \$58 million has been raised towards a \$65 million goal but several line item goals remain unfunded. Fundraising averages \$10-12 million a year. Mr. Lyon said 58% of the campus donated last year, which is good for any institution.

Guest: Rick Hart, Athletic Director

Mr. Hart is in his fourth year as Athletic Director. With 317 student-athletes, their mission is to "guide, encourage and support our student athletes in the quest for comprehensive excellence, academically, athletically and socially". High standards have been set in all areas including academic success with half of student-athletes attaining a 3.0 GPA. Teams participated in freshmen move-in day and Mr. Hart said parents were very appreciative of their efforts.

Tickets for football, men's and women's basketball, women's softball, and wrestling are half price for UTC employees with special free events throughout the year. There is no charge to attend soccer and volleyball games. Staff may visit GoMocs.com for schedules, etc.

Guest: John Delaney, Vice Chancellor, Student Development

Dr. Delaney and Provost Oldham were charged by the Chancellor to address Student Success & Retention. Dr. Delaney said he has returned to a better place than when he left UTC in 1994, noting a culture shift to empower the front lines in identifying problems and recommending changes. He stated that every student has a story to tell and every family has dreams and hopes.

Recognitions

Ms Hodges presented special recognition to the following: Julia Cronin, Chair of the Compensation Committee; Sue Carroll, Chair of the Communications Committee; Anna Lane, Chair of the Training Committee; Melanie Sadler, Administrative Support.

Ms Lane presented special recognition to Ms Hodges for her service as ERC Chair.

Election of Chair & Vice Chair

Mr. Webb opened the floor for nominations for Chair. Ms Boyer nominated Ms Lane and Ms Hill nominated Kelly Griffin. With no other nominations a motion was made and seconded to close nominations. Ms Griffin was elected by secret ballot.

Mr. Webb opened the floor for nominations for Vice Chair. Ms Walston nominated Ms Hodges. No other nominations were received and Ms Hodges was elected Vice Chair.

Adjournment

Mr. Webb concluded the meeting early due to the university's closing because of inclement weather.

Respectfully submitted,

Melanie Sadler
Administrative Specialist
Office of Human Resources