

EMPLOYEE RELATIONS COMMITTEE MEETING

The University of Tennessee at Chattanooga

February 21, 2008

Fortwood Room, University Center

Representatives and Alternates present: Joyce Blevins, Pat Boyer, Angela Bradshaw, Sue Carroll, Julia Cronin, Mike Headlee, Jeannie Hill, Ken Hood, Anne Jay, Anna Lane, Jack Pitkin, Joyce Powell, Jean Rice, Doris Roensch, Sue Stephens, Nancy Tolar, Jean Walston.

Others present: Dan Webb, Director, Office of Human Resources; Melanie Sadler, Administrative Specialist, Office of Human Resources.

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

Welcome: Ms Lane welcomed new members and asked them to sign in and take their tent card to their seat, so guests may address them by name.

Approval of Minutes: Motion was made and seconded to approve minutes of the January 18th meeting.

Ms Lane reminded members not to forward minutes to those they represent, until they have been approved.

Blue Ribbon Awards

- January 2008: Kelly Griffin, Communication
- February 2008: Leslie Harms, Office for Students with Disabilities

Guest: Pat Branam, Associate Vice Chancellor, Development

Ms Branam grew up in Kingston and Harriman, TN, before moving to Cincinnati where she has lived for the past 37 years. She began working as a secretary at the University of Cincinnati, attending night classes for 16 years to complete her Bachelor's degree. She later supervised the Development office in the College of Law, raising \$25 million. Ms Branam was asked to establish a fundraising program for the College of Arts & Sciences, where she raised \$20 million in 3 years.

Ms Branam said she was very familiar with UTC before her appointment as Associate Vice Chancellor in December. The Benwood Foundation sends two UTC graduates on full scholarship each year to the University of Cincinnati Law School. Her daughter attended UTC as a Brock Scholar, noting it was a great experience for her and a place where Ms Branam wanted to work.

Private fundraising and grants are vital to supplying resources needed as state appropriations decrease. State funding declined from 35% to 17% at the University of Cincinnati where they had a saying, "we're a state supported school", which later became "we're a state assisted school", which then became "we're a state located school".

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Last year, UTC raised more than \$13 million in private gifts and Ms Branam said they hope to increase donations this year by partnering with the academic community to explain specific needs to potential donors. She said vacancies for two or three Development Officers will be filled soon and a request has been made for additional staff in Alumni Affairs. Approximately 42,000 out of 50,000 alumni have been identified; Ms Branam said they must communicate with them better before soliciting donations and provide opportunities for them to give back.

Ms Branam asked members to consider contributing to the Faculty/Staff campaign; donations can be made for as little as 50 cents a week and designated to a specific fund or department. She said it's important to show donors a decent level of participation and sends a message that employees care about the institution. Her office will recruit 100 staff to help with the campaign. A video of staff explaining why they support the campaign will be placed on the website.

Mr. Webb said there has been a debate about the direction that UTC should take. Some have said that in order for Chattanooga to be a great city, it should have a great research institution, similar to UTK. Ms Branam said the University of Cincinnati is a Research I institution as is the Knoxville campus. Many faculty at UTC enjoy teaching and investing in their students' successes although nothing prevents them from doing research. The greatness of UTC is arguably in the quality of its teaching and service to the Chattanooga community.

A member asked Ms Branam if she has to defend UTC against Knoxville when fundraising. She said she doesn't worry about the competition and noted that donors will support UTC and many of them support both campuses.

Sub-Committees

Sub-committees will retain Chairs from the previous term but will be re-established with new members and previous ones if they choose to serve again. Members are not required to join a committee or may serve on all committees. Members should contact Ms Hodges if they feel another committee is needed. Ms Lane asked Chairs to explain the purpose and frequency of meetings for committees.

▪ Training Committee - Anna Lane, Chair

The Training Committee acts as an advisory group to the Office of Human Resources, suggesting topics for training providing HR with feedback regarding the effectiveness of training. Mr. Webb said there is a great emphasis through the entire UT system on providing employees with relevant, high quality training. UT Policy HR 128 is part of this emphasis on providing professional development opportunities to our staff.

Members serving on the Training Committee are Angela Bradshaw; Julia Cronin; Sue Carroll; Jean Rice.

▪ Communication Committee - Sue Carroll, Chair

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Ms Sadler provides the names of new non-exempt employees to Ms Carroll. The Communication Committee sends a memo to inform them of the ERC.

Members serving on the Communication Committee are Anne Jay; Nancy Tolar; Doris Roensch; Angela Bradshaw; Mike Headlee.

▪ Compensation Committee - Julia Cronin, Chair

The Compensation Committee meets with Mr. Webb approximately twice a year as monies for compensation become available in the budget. They discuss addressing cost-of-living, compression, or a combination and recommendations are made to senior administrators.

Members serving on the Compensation Committee are Pat Boyer; Anne Jay; Joyce Powell; Angela Bradshaw; Jeannie Hill; Jean Rice.

▪ Picnic Committee - Valerah Hodges, Chair

The ERC's role in campus picnics has increased and Ms Lane said that Ms Hodges has assumed the majority of the work. A Picnic Committee, which has just been established, will assist Ms Hodges in scheduling staff to serve, securing door prizes, coordinating the bake-off contest, etc. Two picnics will be held this year.

Members serving on the Picnic Committee are Anne Jay; Jean Walston; Sue Carroll; Pat Boyer; Anna Lane; Sue Stephens.

University Club

Ms Boyer announced that the University Club would hold its opening on February 29 and begin regular Fridays the following week. Dues are \$35 a year, which entitles members to a locker. Seventy-two lockers have been ordered.

Staff Performance & Development Review

Staff Performance & Development Reviews (SPDR) for staff are due in the Office of Human Resources on April 1. The review period is the calendar year although some departments may use a different review period if they have received approval from their division Vice Chancellor and notify Human Resources. Mr. Webb has held several training sessions and is available to meet with departments to discuss the SPDR process.

The SPDR Summary Sheet is required on all UT campuses and is entered into IRIS, which becomes a permanent record. A member asked Mr. Webb about the appeal process if an employee disagrees with their evaluation. He responded that the employee should initial the "*I do not agree with this assessment of my performance*" and explain the basis for their disagreement in an attachment.

The rebuttal becomes part of the permanent record and the SPDR follows the chain-of-command up to the Chancellor. Mr. Webb can meet with an employee if they are concerned about retribution. A member questioned if administrators read the verbiage and he responded that by signing, they acknowledge having read the document. He added that one dean signs all SPDRs submitted by their college.

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Mr. Webb acknowledged that it is a difficult process for supervisors to do SPDRs well. SPDRs should encourage communication between staff and supervisors and he said most employees want to know how to improve their job performance.

ERC Budget

Ms Lane told members that Ms Hodges will present the ERC's budget request Friday (February 29).

Budget Process

A member asked how the university determines its budget. Ms Lane said the process begins in Lupton Library with the Management Council presenting requests to the Dean. She determines priorities and presents the Library's budget to the Provost, who reviews all requests for Academic Affairs. The Provost presents his budget at UPRAC hearings and UPRAC recommends funding to the Chancellor after reviewing requests for each division/area. Chancellor Brown will present UTC's budget request to the President, who prepares the university's budget for the Board of Trustees. Ms Lane said departments should know their budget by June for the fiscal year which begins July 1. Business & Financial Affairs can supply a breakdown of departmental budget by salaries, travel, and supplies.

The budget must fund some items such as salaries. There is discussion that this year's salary increase will be 2% but hasn't been determined if it will be fully funded by the state or provide funding to cover increased costs for benefits. Mr. Webb said employees received a minimum 3% increase last year and a 2% pool for equity and merit was also provided. President Petersen has placed great emphasis on pay for performance or merit pay. Mr. Webb acknowledged that employees paid from grants have constraints on how monies are spent.

Adjournment

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources