

EMPLOYEE RELATIONS COMMITTEE MEETING

The University of Tennessee at Chattanooga

April 21, 2011

Fortwood Room, University Center

Members attending: Pat Boyer, Pam Carlisle, Julia Cronin, Cheryl Faulkner, Cheryl Fox, Kelly Griffin, Ericka Hill, Valerah Hodges, Ken Hood, Anne Jay, Kellie Karaky, Anna Lane, Jack Pitkin, Adrienne Teague, Liz Walker, Jean Walston.

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

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

UT Compensation Advisory Board

The UT System Compensation Advisory Board was launched by Interim President Simek in 2010. The 13-member board, previously chaired by Dr. Joe DiPietro and now chaired by Dr. Richard Brown, serves in an advisory role. The board is viewing best practices, developing a multi-year strategy, and examining recommendations for work culture issues (non-pay rewards).

The first recommendation from the board was to raise the minimum starting salary to \$8.50/hour for regular employees (no term or students), effective July 1. This will affect 270 employees system-wide; 16 custodians and 9 child care workers on this campus. Mr. Webb said front-line supervisors are responsible for communicating with their employees.

SACS Visit

SACS representatives were impressed with the QEP but asked for clarification on how the university would gather data for the plan. Overall, the visit was a positive one and comments were heard from the visitors that they were pleased with the logistics of their visit.

Extreme Makeover: Professional Edition

Extreme Makeover will include two workshops and lunch with a 'dress for success' fashion show, modeled by Chancellor Brown and senior administrators. Registration deadline is Monday.

Cookbook

The ERC is seeking to reprint the cookbook by May. Ms Hodges said she met with Dr. Richard Brown to ask his help in eliminating a \$2.00/per book charge by the bookstore to sell the cookbook. Chancellor Brown has agreed to cover the upfront costs of printing and shipping. Profits will be deposited into the Career Development Fund, which reimburses approved requests from regular, non-exempt staff.

Although it is too late to advertise the cookbook in *Chattanooga Today*, Ms Hodges said she will speak with Mary Ollie Newman, Coordinator of the 125th Anniversary Celebration. She will also contact Anne Braly, Food Editor of *Chattanooga Times Free Press*, who featured the cookbook in a large article when it was published several years ago.

Sick Leave Bank and Long Term Disability

Regular staff and 12-month faculty, who have a sick leave balance of 48 hours on June 30th, are eligible to join the Sick Leave Bank by donating 24 hours. UTC has a 35% participation rate and Mr. Webb said he is unsure why more eligible employees are not members. Long Term Disability open enrollment ends May 2nd.

Recognition of Julia Cronin

Ms Cronin, who is retiring at the end of April, was recognized for her service to the ERC. Ms Cronin said she is interested in forming a Retirees' Association.

Next Meeting

The ERC will meet May 19 @ 2:00 PM, Fortwood Room, University Center.

Adjournment

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources