

## **EMPLOYEE RELATIONS COMMITTEE MEETING**

The University of Tennessee at Chattanooga

January 20, 2011

Fortwood Room, University Center

**Representatives and Alternates present:** Julia Cronin, Mary Donoso, Kelly Griffin, Valerah Hodges, Ericka Hill, Jeannie Hill, Ken Hood, Kellie Karaky, Anne Jay, Anna Lane, Adrienne Teague, Liz Walker, Susan Wendorf, Cindy Williams.

**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.

**Minutes:** A motion was made and seconded to approve minutes of December 9, 2010 meeting.

### **Guest: Bob Lyon, Vice Chancellor, University Advancement**

University Advancement is comprised of Alumni Affairs, Development, WUTC Radio Station, and University Relations and also serves as liaison to the UC Foundation.

University Relations is responsible for public relations, communications, and the website. When the UT Board enacted the North Georgia and Northwest Alabama tuition waiver, UTC had a short timeframe to recruit students and show the board that it had made a good decision. Mr. Lyon praised the department for determining their relevancy as an integral part of the university.

WUTC's relationship with the Chattanooga area as public radio station is a bonus to the university. As UTC seeks to increase its Hispanic enrollment, WUTC can broadcast in all-Spanish programming through a side-channel. The station ranks #1 during day-time hours with listeners who have a Bachelor's degree. Fundraising and underwriting, which is the same as advertising in the commercial arena, have increased in spite of the economic downturn.

Alumni Affairs is engaged with the university not only through social events, but by determining how they fit with the Strategic Plan's 'Access and Success'. Math and English faculty traveled to Bradley County High School, where the principal is an Alumni Board member, to speak with students about the importance of going to college. Since then, they have gone to other high schools using the same model.

Staff in the Development Office has been reduced but monetary commitments have tripled. The seven-year University of Tennessee campaign, with a goal of \$65 million for UTC, has one year remaining. There has been no single gift as large as the \$25

million donated by Jack Lupton seven years ago. While no additional deferrals will come from the Lupton estate, there is ongoing support from the Lyndhurst Foundation, which was begun by the Carter and Lupton families. The UC Foundation has \$80-90 million in endowed funds and UTC receives 1% per year, or \$800,000.

The UT system has been examining through a Foundation study, changes to funding Development and Alumni positions that have been funded by the university's regular operating budget. Most universities, some over 10 years ago, froze operating budgets and future increases were tied directly to the success or lack of fundraising. Mr. Lyon said if approved, Development would not seek any additional funding during budget talks.

The system is examining metrics to determine its 'gap analysis'. UTC's alumni participation rate is 5% as compared to its peers with 11-12% participation. Mr. Lyon said Alumni is examining what types of benefits could be offered, other than use of the library. Even so, many donors don't expect anything in return. Kim White, River City Corp. President and UTC alumni, has been instrumental in promoting UTC by providing banners in the downtown area.

Additionally, UNUM has provided matching contributions and Volkswagen has donated \$1 million. Faculty members also reach out to solicit funding. Mr. Lyon said most 90% of pledges are paid and done so promptly.

More donors are restricting their gifts. A member asked where undesignated monies are spent. Mr. Lyon responded that the Chancellor provides input and some are disbursed to Academic Affairs, Student Life, etc. He added that the Chattanooga area believes that UTC is important to the community and is very giving.

### **Background Checks**

Background checks are being conducted on all regular new hires, faculty and staff, as of January 1, 2011.

### **Taleo**

Taleo, the applicant tracking system, has begun Implementation Team meetings and Mr. Webb expects a 'go-live' date of October 1.

### **Financial Wellness Committee**

Phillip Johnson, Coordinator of HR Services, will coordinate meetings of the committee. Anna Lane, Sue Carroll, and Susan Arnold have volunteered to serve.

**Training Advisory Group**

Ms Lane is chair of the subcommittee examining ways to enhance IRIS competency along with general business practices. Staff will receive an email asking them to complete a survey via SurveyMonkey, as part of a needs analysis.

**Administrative Professionals Week**

Mr. Webb asked Ms Cronin to gather a committee to develop a program for Administrative Professionals Week.

**Partnership Health Screenings**

Health screenings for Partnership PPO participants will be conducted on campus January 27-28 and February 1-2. Mr. Webb said he met with Christee Staufer, APS Coordinator, and would like to have her speak at an ERC meeting.

**Health Initiatives**

Mr. Webb said he hoped to eventually partner with Nursing, Health & Human Performance, and other departments to promote wellness as part of a Healthy Living initiative with Dean Tanner.

**UTC's 125<sup>th</sup> Anniversary**

Ms Hodges was asked if there were plans to re-publish the cookbook. She replied that the information was still on file and would ask the publisher what would be the minimum number to order. She said she felt the cookbook could sell for \$20.00. Proceeds from the sales were deposited in the Career Development Fund for use by nonexempt staff.

Some felt a re-printing could tie in with the 125<sup>th</sup> Anniversary Celebration of UTC, which is being coordinated by Mary Ollie Newman. Ms Teague offered to speak with Terry Denniston about it. It was also suggested that a re-print could be promoted in the Alumni magazine, coordinated by Director Jayne Holder.

**Adjournment**

Motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler  
Administrative Specialist