

**EMPLOYEE RELATIONS COMMITTEE MEETING**  
The University of Tennessee at Chattanooga  
July 15, 2010  
Lupton Library, Room 209

**Members attending:** Joyce Blevins, Pat Boyer, Julia Cronin, Cheryl Faulkner, Cheryl Fox, Lisa Gladden, Jeannie Hill, Valerah Hodges, Ken Hood, Kellie Karaky, Jack Pitkin, Adrienne Teague, Liz Walker, Susan Wendorf, Cindy Williams.

**Others in attendance:** Terry Denniston, Chief of Staff, Chancellor's Office; 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.

**Minutes:** A motion was made and seconded to approve minutes of the April and June meetings.

**Guest: Chuck Cantrell, Assistant Vice Chancellor, University Relations**

Staff and faculty are encouraged to attend "What's New" sessions about changes to email, Banner, fee payments, password management, etc. A request was made to add a link on the main webpage to "What's New".

My MocsNet provides services and information, in a user-friendly format, tailored to each individual's classification (student, faculty, staff), displayed in different tabs. Email may also be viewed on the Exchange link. Email accounts now on Net Mail will soon migrate to Exchange, per UT system mandate.

Each user will have a *Home* tab displaying announcements that in the past were broadcast via UTCInfo. Additional tabs include *Resources*, and *Community*. Faculty will have a *Faculty* tab displayed and staff enrolled in classes will have a *Student* tab. Tabs displayed for students are *Campus Life*; *Money*; *Academic*.

*Boxes* are channels that can be added to tabs, displaying information for majors, organizations, and student groups. Mr. Cantrell said a *box* could possibly be added for Bursar's staff, to help students in paying their account online. Focus groups expressed a desire to learn about career services and Help Desk services, which may be viewed on the *Home* tab, *spotlight* box.

A committee has been formed to re-design the UTC website, which will function more as a marketing and recruitment tool as policies and other internal information will migrate to the Intranet.

Student email accounts will move to a Google platform, not Gmail, at the end of July that will remain active following graduation. Focus groups said they preferred the larger file storage space available on Google. As a result, email addresses will change slightly from

[FirstName-LastName@utc.edu](mailto:FirstName-LastName@utc.edu) to [FirstName-LastName@mocs.utc.edu](mailto:FirstName-LastName@mocs.utc.edu). Faculty and staff email accounts will not change. A member asked why many of their emails go into the 'Junk' folder. Mr. Cantrell said this would be better addressed by Information Technology and suggested checking 'Junk' mail regularly.

### **Picnic**

The Chancellor's office, ERC, and ESC are hosting the picnic August 13 in the Tennessee Room, University Center. Volkswagen representatives will have several models available for test drives. Barrels will be located at the picnic to collect donations for the Chattanooga Food Bank, which serves over 2500 a month.

### **Insurance Changes**

Current health insurance plans will be discontinued and replaced with two new options next year. Mr. Webb said changes were brought about by the economic downturn and rising healthcare costs. A member wanted to know if they opted out of insurance, would they be able to enroll the next year. Mr. Webb said at this time, many questions are still unanswered. Information will be forthcoming from the state; Human Resources will provide information on its website and at informational sessions.

### **Other Issues**

- Ms Denniston said the university will celebrate its 125<sup>th</sup> anniversary from January, 2011 to May, 2012. A committee is being formed along with several sub-committees, which Ms Griffin and Ms Faulkner will serve on. More information will be forthcoming.
- Mr. Webb said Linda Hendricks, UT Chief Human Resources Officer, recently spoke to UTC's Executive Team about changes to hiring/recruitment procedures as UT moves forward toward a new Applicant Tracking System. The new Applicant Tracking System, provided by Taleo, should be in fully operational in the Fall of 2011. Additionally, the Diversity Training Advisory Group is working to develop campus-wide diversity training.
- Ms Hodges said since Cooking by Degrees (cookbook published by ERC) was a success, she inquired about the minimum number of copies for reprint, which is 500. The cost would be \$7.99 and could be sold for \$20.00.
- Ms Hodges said Kelly Karaky, ERC representative for Group 17, gave her a newsletter that she produces, as a means of keeping in touch with those she represents.

**Adjournment**

A motion was made and seconded to adjourn. The ERC will not meet in August.

Respectfully submitted,

Melanie Sadler  
Administrative Specialist, Human Resources