

**EMPLOYEE RELATIONS COMMITTEE MEETING**  
The University of Tennessee at Chattanooga  
**October 20, 2011**  
Fortwood Room, University Center

**Members attending:** Joyce Blevins, Pat Boyer, Pam Carlisle, Lora Cook, Cheryl Fox, Kelly Griffin, Ken Hood, Anne Jay, Anna Lane, Jack Pitkin, Liz Walker, Cindy Williams.

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

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

**Minutes:** A motion was made and seconded to approve minutes of the September 15<sup>th</sup> meeting.

**Guest:** Tonia Martin, Assistant Director, Financial Aid

Emily Geyer, coordinator for the United Way Campaign, sent a request to faculty and staff for stories about how they had been affected by United Way. Ms Martin said she responded to the call. She told members about her experiences in her personal and professional life with approximately ½ of the agencies represented by United Way.

**Blue Ribbon Winners**

- June 2011: Charles Scott, Manager, Purchasing
- July 2011: Carolyn Edwards, Sr Custodian, Building Services
- Aug 2011: Merrium Carver, Administrative Support Asst, Housing

**Employee Engagement Survey**

The Employee Engagement Survey will open November 1<sup>st</sup> for 2 weeks. President DiPietro has told his direct reports that he wants real data from employees about the university and work-life balance. The results will be used to determine how we, as a community, can work better together. The survey will be done on a regular basis, possibly every 3 years.

ModernThink, an external vendor, will email employees with the password to access the survey. If the survey is submitted and an employee wishes to amend it, you may call ModernThink to re-open the survey. Employees without computer access will have paper surveys made available to them. Results will be reported to UT in a way that honors confidentiality and will not contain raw data, only summations.

Ms Griffin asked members to make a commitment to take the survey and encourage one more person to take the survey.

## **Annual Enrollment**

Annual Enrollment for insurance changes ends November 1. Flexible Benefits enrollment ends November 30. Employees may set aside monies from each paycheck for medical and/or dependent care tax-free and is reimbursed in their paycheck when receipts are submitted.

## **Employee Relations Advisory Board meeting**

Ms Griffin attended the ERAB meeting in Knoxville on Sept 29. Among the items discussed were:

- *Roadside assistance while driving UT vehicles*  
Motor Pool is in the process of providing a manual, that would be placed in each UT vehicle, with procedures and contact information for after-hours assistance.
- *401K Contribution Match*  
The university has no plans to increase the \$50 month matching contribution.
- *Vision Plan update*  
There was discussion about the possibility of adding a vision plan.
- *PartNership Plan*  
Partnership requirements are different for 2012. (Mr. Webb added that they were some employees that were moved from the Partnership PPO to the Standard plan and there is an appeals process in place.)
- *Prescription coverage for maintenance medication*  
There will be lower co-pays for some maintenance medications in 2012. Several local pharmacies participate in the 90-day supply.
- *Chiropractic coverage changes in CIGNA plan*
- *Educational Assistance*
- *Nonexempt Staff Incentives*  
CPS is the only certification to provide a pay increase (9%) for nonexempt staff. The Compensation Advisory Board is studying the possibility of adding other certifications.
- *Statewide UT Rental Property*

Ms Griffin will forward official minutes to members when they are available. The next ERAB meeting will be held in December via videoconference. Members should send agenda items to Ms Griffin as soon as possible.

## **ERC Elections**

Ballots will be mailed in early November. Ms Griffin said a re-alignment of groups was done in preparation for elections.

Development and Alumni Affairs are now part of the UT Foundation and as such will not have a representatives on the ERC and ESC. Mr. Webb

said it was unclear if the elections would be held for the Foundation. Ms Griffin said someone is welcome to attend meetings, not in an official capacity, but to keep them informed. Ms Griffin said she would contact Susan Wendorf, previous ERC member.

**Adjournment**

A motion was made to adjourn the meeting.

Respectfully submitted,

Melanie Sadler  
Administrative Specialist