

EMPLOYEE RELATIONS COMMITTEE MEETING
The University of Tennessee at Chattanooga
September 15, 2011
Fortwood Room, University Center

Members attending: Joyce Blevins, Pat Boyer, Pam Carlisle, Lora Cook, Cheryl Fox, Lisa Gladden, Kelly Griffin, Valerah Hodges, Ken Hood, Anne Jay, Kellie Karaky, Anna Lane, Jack Pitkin, Liz Walker, Jean Walston, 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 July meeting.

Guest: Shelbey Thompson, Emergency Management Planner, Safety & Risk Management

The mission of the UTC Office of Safety and Risk Management is to provide a safe, healthy, and hazard free environment for students, faculty, staff and visitors of the University as well as providing for compliance with all applicable federal, state and local environmental regulatory requirements.

This is National Preparedness Month. "Preparedness" announcements will be sent every week this month and can also be found on the Safety & Risk Management website. The website has links to the Abnormal Conditions Preparedness Guide, fire safety reports, emergency alerts and notifications, disaster kit preparation, information fact sheets, interactive videos and games, multicultural and disability resources.

Safety and Risk Management offers emergency preparedness courses in *Storm Spotter; See Something, Say Something; Bomb Materials Awareness; Active Shooter response; Emergency Preparedness 101*. Ms Thompson said in the event of a disaster, it is likely that staff would be assigned to some duty. The courses give a better understanding of roles during a disaster.

A tabletop exercise is a simulation of a disaster or disruption in service. It results in a document that highlights best practices and the lessons learned. The university recently completed a campus-wide exercise with 10 departments and local agencies.

Each building has an emergency assembly area and work is underway on evacuation and shelter maps for each building. Alert beacons are being installed in 100 of the most heavily utilized classrooms which will display emergency text messages. Funding is being sought to install beacons on the entire campus.

A member said the fire alarm had gone off in the University Center last week but they did not receive a UTC Alert. Ms Gladden said fire alarms serve as its own notification to leave the area. If it had involved an actual fire, chemical spill or bomb threat, a text alert would've been issued. Fire alarms are not silenced until the situation can be assessed because patrons return to their normal activities as soon as an alarm is silenced, according to Ms Gladden. She reminded members they should not re-enter a building until given the 'all clear' by emergency responders and emphasized that it is a lawful order to leave a building when the alarm sounds.

Another member said a professor did not allow their students to leave the building when the fire alarm sounded because they were taking an exam. She asked what was being done to educate faculty that they were required to release students. Ms Gladden asked members to report the incident by emailing her or Jim Pulliam with the room number. She assured members that UTC and the Fire Marshall take the situation seriously.

There are many ways employees and students are notified of an emergency - email, text messaging, Facebook, Twitter, alarm systems, alert beacons, etc. Members were urged to sign up for UTC Alert to receive messages. Information will not be distributed to advertisers.

UTC Alert is issued anytime there is severe weather, bomb threat, fire, etc. Ms Gladden advised members not to count on the alert for delayed openings due to snow, because this announcement can be made in other forums, such as radio and TV. Alerts cost the university money for each text that is sent.

A member asked how parents are notified of a disaster on campus. Ms Gladden said her office has a close collaboration with Student Development and has had something in place all along, although not good documented plans. Ms Thompson is working on written documentation. Parents cannot sign up for UTC Alert because it requires a UTC ID, but students can add their parents' phone number(s).

Campus police are first responders and the university is not required to have more because of our proximity to Erlanger. The university does not provide first-aid kits because those who administer first-aid are not trained and opens up the university to liability. Staff should dial 911 for an emergency, which connects to the university's dispatcher, who in turn will notify the county 911 dispatcher. Ms Gladden said UTC is a mini-city and the county is not familiar with building locations. The response time for an ambulance is 4 minutes.

AEDs (Automatic External Defibrillator) are located in public areas of certain buildings with signage. AEDs are located in every police car and all assembly buildings. Ms Gladden said AEDs are inspected once a

month; batteries are \$250 and last 5 years and pads are \$75 every 2 years.

Ms Thompson is willing to visit the ERC another time to discuss procedures that should be followed during a fire or bomb threat and is available to speak to departments.

Employee Engagement Survey

The UT system will conduct an employee engagement survey this fall through an external agency, ModernThink, to insure confidentiality and anonymity.

Mr. Webb said the survey has the full support of President DiPietro and senior staff. He asked ESC members to stress that an employee's investment in time will result in changes.

The survey will open November 1 for two weeks and should take 20-30 minutes to complete. Paper surveys will be available to those without ready access to computers.

An open forum will be held October 11 at 9:00 and 10:30, Signal Mountain Room, with ModernThink representatives and Dr. Linda Francisco who will explain the survey and how it will be used.

Equity Plan and Bonus Plan

The methodology of the staff equity plan is similar to years past - moving employees closer to market value for their position based upon years of service. Equity payments will be added to the base salary in the October payroll. The maximum equity adjustment is \$2,000.

A bonus pool of \$350,000 for staff will be distributed in a one-time payment, separate from the regular payroll. A form with special justification should be submitted by the employee's supervisor to the vice chancellor, indicating what the employee has done that is worthy of recognition. The standard bonus is \$1,000.

Compensation Advisory Board (Sibson Study)

Vice Chancellor Richard Brown serves as Chair of the Compensation Advisory Board (CAB), whose previous chair was Joe DiPietro. Sibson study has finished a review of salaries for faculty and staff. Mr. Webb said the president, Chief Business Officers, and Linda Hendricks have compensation at the top of the agenda.

Annual Enrollment

Annual Enrollment for 2012 will be October 1 - November 1, 2011, with an effective date of January 1, 2012.

Health insurance changes include a 4% premium increase; reduced copay for convenience care or urgent care facility visits; separate out-of-pocket copay maximum for primary care and specialist office visits; decrease in the deductible and out-of-pocket maximums for those enrolled in Employee + Child(ren); reduced late applicant fee; lower copays for certain drugs when obtaining a 90-day supply. There will be a 4% increase on Delta Dental Plan and no change to the Assurant (Prepaid) Plan.

Mr. Webb said Ms Taylor will schedule open meetings and she and Mr. Johnson are available to speak at staff meetings.

Employee Relations Advisory Board meeting

Ms Griffin will attend the ERAB meeting in Knoxville on September 29. Members are asked to email agenda items as soon as possible.

ERC Elections

A subcommittee will evaluate representational groups and an email will be sent asking those who don't want their names on ballots to reply.

UT Foundation

Development and Alumni Affairs are now part of the UT Foundation and will be represented by a separate ERC. Ms Griffin said their presence at meetings would be helpful although they would not have any voting capacity. She will speak with Dr. Francisco to see if there is any reason they should not attend ERC meetings.

ERC Budget Committee

Ms Griffin said the budget committee had convened and is gathering ideas of what a budget for the ERC could be used for - refreshments, travel, stationary, etc. Mr. Webb said funding for workshops or Administrative Professionals' Day should come through Human Resources.

Financial Wellness

An open house with various vendors was held. Ms Griffin said the Financial Wellness program would be a positive addition and morale booster. Ms Lane and Ms Carroll serve on the committee.

Komen Race for the Cure

The Chancellor's office would like the ERC and ESC to play a major role in organizing a team to represent UTC at the Komen Race for the Cure. Ms Griffin said the timeframe was too short this year and planning will start earlier next year. The Chancellor's office will provide funding, including T-shirts.

Adjournment

A motion was made to adjourn the meeting.

Respectfully submitted,

Melanie Sadler
Administrative Specialist