

EMPLOYEE RELATIONS COMMITTEE MEETING
The University of Tennessee at Chattanooga

March 19, 2009
Heritage Room, University Center

Members attending: Pat Boyer, Joyce Blevins, Debby Corey, Julia Cronin, Cheryl Faulkner, Kelly Griffin, Jeannie Hill, Valerah Hodges, Ken Hood, Anne Jay, Anna Lane, Jack Pitkin, Joyce Powell, Doris Roensch, Sue Stephens, Jan Uhles, 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 Hodges called the meeting to order.

Minutes: Motion was made and seconded to approve minutes of the February 19, 2009 meeting.

Guest: Dr. Clint Smullen, BANNER Co-Lead

Dr. Smullen recounted that there was limited implementation of BANNER in 1996, but that UTC has committed to moving forward with complete implementation of BANNER for all student information systems. Dr. Smullen explained that the old legacy student information system must be replaced; hardware is no longer manufactured for the current system, which has been kept running by using parts from old machines stored in a warehouse. The program for the current legacy system was written 30 years ago by two current staff members.

BANNER is utilized by approximately 2,000 colleges and universities including the University of Georgia system and TBR schools. BANNER will provide for more student services through a large self-service portal for registration, withdraw/add, and payment. Students will be e-billed but continue to receive paper notices for past due bills. A new payment gateway will be accessible for authorized students and parents and will accommodate payment by checks. The client will pay the service fee instead of the university, which should result in more than \$100,000 in savings.

Ms Boyer commented that many bills are returned because students have moved and failed to provide the university with a new address. The post office will not forward but places a sticker on the envelope with the correct address. Bursar office must re-address and pays for additional postage. Dr. Smullen said the university is purchasing a clean address program that provides zip code+4, with monthly updates. Departments may also use the program that includes U.S. addresses and 2,000 international addresses.

Students are assessed a \$50 late fee if fees are not paid by the first day of classes and an additional \$50 if 45 days late. Ms Boyer said she felt there should be additional fees for each month the university carries charges. While Dr. Smullen agreed that there should be an extra charge he said this was not a BANNER issue.

Records, Financial Aid, Advisement, and Registration will go on-line Winter, 2010 using BANNER. Students will pay bills for Spring/Summer, 2010. The December 2010 graduation will be awarded degrees using BANNER.

The old system will be kept running to compare data. The current student system has 37 types of holds that prevent a student from registering. BANNER will implement the same policy, but with different mechanisms. Monetary holds will remain due to audit issues.

BANNER is housed in 216 Fletcher and an open house will held in April. Twenty staff members have been assigned to staff the BANNER implementation project.

Guest: Dr. Richard Brown, Vice Chancellor for Finance and Operations

UTC has been awarded the Carnegie classification; Dr. Brown encouraged members to learn of the distinction by visiting the website. While this is good news, the university is dealing with budget cuts of \$66 million to UT and \$6.1 million to UTC. Dr. Jan Simek, interim UT President, has stated that federal stimulus monies will not eliminate the need for cuts to the permanent UT budget, since the stimulus money is a one-time infusion of funds.

Governor Bredesen will announce the state budget next week; stimulus monies to fund TN Care could offset 5% of the state's budget. He has said the stimulus will be used in two ways for: (1) block grants (2) grants from federal agencies that are shovel ready and would engage NIH and DOD. UTC is assembling a team to seek grants for building renovations of approximately \$140 million; energy conservation; parking garage to accommodate battery operated vehicles; rail project to Finley Stadium; upgrades for Chemistry and Biology labs.

UTC has sustained capital cuts for the past ten consecutive years. To help in cutting the budget this year, 54 positions have been eliminated through vacancies, attrition and retirement. Dr. Brown said he will ask for tuition increase of 9%.

The Efficiency and Effective Committee has been reviewing several cost-cutting strategies and Dr. Brown expects to recommend the top five measures for the next budget cycle. They are:

1. Eliminate summer picnic - savings of \$18,000.
2. Review all positions from a perspective of staffing to meet the university's mission.
3. Reduce use of personal printers - savings of \$50,000. Cost for personal printer at 15 cents/copy vs. networked printer at 7 cents/copy.
4. Conduct an energy audit for campus and plan for energy savings. Temperatures could be controlled through digital controls; windows and lights are not energy efficient; energy cost for 2009 are approx \$700,000. Monies for an audit could come from stimulus dollars or a state bond issue. UTC is engaging in a conversation with TVA about an energy consortium with Erlanger and Chattanooga State.
5. Reduce the number of commencement ceremonies - savings of \$20,000. Students have voted twice to eliminate summer commencement.
6. Reduce the number of computer labs and standardize equipment - savings of \$50,000.
7. Extend regional tuition credit to North Georgia graduate students. Tuition credit is presently offered at the undergraduate level and broke even last semester and is now making money. A part-time employee was hired to market to N. Georgia schools. Dr. Brown said the SGA President, who is also a University Trustee, would like to see the agreement extended but some legislators are concerned that the university is seen as subsidizing the education of Georgia residents.

Ms Hodges said there had been much discussion among staff about the proposed removal of microwaves and refrigerators. Dr. Brown said although it would be a cost savings the EEC did not recommend it because they felt it would create a morale problem.

Information Technology audited departments and determined there are 47 different types of printers in use. A recommendation was made to move to more networked printers. If a department has a particular need for an individual printer, this can be assessed. Mr. Cantrell pointed out that his department and Business & Financial Affairs have shared a networked printer for several years. The exception is April Cox, Graphics Designer, whose job entails using a specialized printer. Ms Lane said the library has realized savings of \$3000 since IKON assumed the university's contract for copy services. Ms Uhles said the graduate school bought a networked printer and was told that it wouldn't work. Ms Hodges reported that she frequently had to phone IKON to repair the copier in Race/Hooper Hall and didn't feel it was being monitored remotely. Mr. Cantrell replied that sometimes individuals using the copier are aware of the situation before IKON is.

Ms Walston asked Dr. Brown if one of the Children's Center sites would be closed. Dr. Brown replied that, because the budget is a moving budget at this point, he could not definitively answer her question. The Provost and Dean Tanner are viewing the fee structure of the Children's Center; the Provost's goal is not to close either center if revenues can be increased. Food for the Children's Center costs the university \$78,000 a year, which cost was written into the contract with the Hamilton Co. Board of Education. While the newspaper article "UTC Children's Center on Block" was essentially positive, Ms Walston said employees were not notified prior to the article being printed and had to do damage control. Mr. Cantrell said he tries to notify employees prior to reading or seeing news about UTC, but that the dissemination of information in this electronic age is difficult to control. Ms Walston invited Dr. Brown to meet with Children's Center staff and he said he'd be glad to do so.

University support for the Arena, Cadek, and Challenger Center are also being considered. The Challenger Center receives \$250,000 in state support for benefits. Cadek does not produce any University instructional hours or student credits. Since these units do not directly promote the teaching mission of the University, current levels of support may be difficult to justify if the Provost has to cut class sections and not hire instructors to balance the Academic Affairs budget.

Dr. Brown said he doesn't expect the economy to improve for 2-3 years and warned employees that the budget will be lean for at least 2 years. The new library, funded at \$48 million, has not been cut from the state budget. Athletics will not be cut and adds value to the university. It is hoped the publicity received from Jimmy Fallon during the NCAA Tournament will aid in the recruitment of students.

Other Issues

- Ms Hodges said she would like to schedule lunches during Administrative Professionals Week again this year on April 22 and 23. Members said they were in favor but one member suggested she survey department heads instead.
- Human Resources is offering an expanded array of training programs. Mr. Webb said the current SPDR (Staff Performance & Development Review) form

includes an IDP (Individual Development Plan) to plan for and encourage participation in training.

- Interviews for 3 candidates for Director of Equity and Diversity will be held on campus. Mr. Webb said the search committee encourages attendance and feedback.
- Ms Hodges announced that Blood Assurance would hold a drive at Arena from 8 a.m. to midnight on March 30. The goal for this drive is 1600 donors. Booker Scruggs' band will play; donors will receive t-shirts and door prizes will be given.

Adjournment

Motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist
Human Resources