EMPLOYEE RELATIONS COMMITTEE MEETING
The University of Tennessee at Chattanooga

February 18, 2010
Heritage Room, University Center

Representatives and Alternates in attendance: Joyce Blevins, Pat Boyer, Pam Carlisle, Sue Carroll, Sharon Clemmer, Debby Corey, Mary Donoso, Cheryl Faulkner, Cheryl Fox, Kelly Griffin, Valerah Hodges, Ken Hood, Jennifer Hunt, Anne Jay, Kellie Karaky, Anna Lane, Jack Pitkin, Cynthia Stanley-Cash, Adrienne Teague, Barbara Verhine, Liz Walker, Cindy Williams, Sharon 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: Motion was made and seconded to approve minutes of November 2009 and January 2010 meetings. (The ERC did not meet in December 2009.)

Blue Ribbon Awards:
- November 2009: Melissa Laseter, Academic Support Specialist, Student Support Services
- December 2009: Sharon Williams, Accounting Specialist, Housing

Chancellor’s Challenge

The Training Advisory Committee approached Ms. Oglesby for help in promoting training and wellness. The Chancellor’s Challenge has returned but this time encompasses the six dimensions of wellness: spiritual, social, emotional, intellectual, environmental, and physical. The UT system has adopted the wellness wheel for use at its other campuses – Martin, Memphis, and Knoxville. The University of South Carolina and University of California, Berkeley uses a similar wellness wheel.

Points may be earned by completing a variety of activities, based on a Jeopardy board with squares ranging from 100-500 points. A Daily Double activity can be completed to take the place of an original suggested activity on the board. Ms. Oglesby said there is a variety of free activities to choose from, among them are attending a couponing workshop or a faith-based weight loss program at Brainerd Crossroads. Many activities may be done during the day or taken online. Ms. Lane said some other activities include writing a report on one of the ALA’s top 100 books or eating a healthy lunch and reporting what you ate. There will be four winners each to receive a prize, of their choice, worth $300.

Chancellor Brown and Terry Denniston have pledged their support for the challenge, which will become permanent. It will start over again in the fall and will be open to students with different options for points. Staff may register for the challenge at the Chancellor’s Challenge website, established by Laure Rodebaugh, HR Intern. Problems should be reported to Ms. Oglesby.
Recognitions

Mr. Webb presented certificates to representatives and alternates for their previous service to the ERC.

Employee Relations Advisory Board Meeting

Ms Hodges, past ERC Chair, distributed minutes of the December board meeting that she attended. Ms Griffin and Ms. Hodges will attend the March 16 meeting. Members were urged to email staff they represent for concerns/issues that should be submitted by February 26 for the agenda.

Performance Management

Mr. Webb said the Executive Team wants 100% participation in completing SPDRs this year. UT Policy requires an annual performance review but does not mandate the reporting period. Although the standard UT review period is calendar year, with submission target of May 1, each Vice Chancellor may define the 12 month review period that is most appropriate for his division, with target date set for quarter following end of review period. Human Resources will provide several reports to each Vice Chancellor on participation for their division/unit: 30 days before the due date, on the due date, and 30 days after the due date. Ms. Lane said library staff have a six-month review of their SPDR but don’t complete another form when doing so. Mr. Webb said that TAG is developing a Manager’s Toolkit to assist administrators and managers to do a better job of providing useful feedback to their employees.

The Staff Performance & Development Review (SPDR) was developed several years ago by a committee of UTC staff. Part I is a self-assessment that is forwarded to their supervisor prior to completing Part II. The SPDR contains an Individual Development Plan (IDP) to identify training opportunities and goals. Part III, the Performance Summary section, is required for staff on all UT campuses. Sessions will be offered to aid employees and supervisors in completing SPDRs.

The Office of Human Resources offers training, much of it without cost, to aid in developing job competency. Training required for the job is normally paid for by the department. Employees may also apply for monies from the Career Development Fund available to all non-exempt staff.

Mandatory Training

Mr. Webb said TAG has identified best practices from several peer institutions and found that most of our peer universities offer some sort of mandatory training. The most common subject for such required training are compliance issues, which may include sexual harassment prevention, civil rights compliance, diversity, and other legal issues. The TAG anticipates that mandatory training for UTC employees should be in place by the fall. Mr. Webb said Chancellor Brown is very supportive of a culture change whereby all faculty and staff, including managers/ supervisors, understand that training is important. Human Resources will track mandatory training attendance and provide periodic reports to division Vice Chancellors.
Concerns/Issues

A member said according to a newspaper article that the Board of Regents was offering buyouts to some employees and wanted to know if UTC would do the same. Mr. Webb responded that UTC is in the University of TN system not the Board of Regents. State government offered buyouts last year but such general retirement incentives were not offered in the UT system and are not anticipated this year. The university does offer a Post Retirement program for faculty.

Picnic

Last year’s picnic was cancelled due to budget cuts. Ms Teague said there would be one picnic this year during possibly during New Faculty Orientation in August. She asked members to send their comments to her so she may forward to the Chancellor.

Next Meeting

Vice Chancellor Richard Brown will speak at the March 18 meeting regarding budget.

Adjournment

Motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler, Administrative Specialist
Office of Human Resources