EMPLOYEE RELATIONS COMMITTEE MEETING
The University of Tennessee at Chattanooga
July 19, 2012
Fortwood Room, University Center

Representatives and Alternates in attendance: Sue Carroll, Bonny Clark, Karla Evans, Cheryl Faulkner, Kelly Griffin, Valerah Hodges, Squoia Holmes, Anne Jay, June Knowles, Anna Lane, Debbie Mirra, Jack Pitkin, Ian Queen, Jordan Spencer, Roberta Thurmond, Alan West.

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: A motion was made and seconded to approve minutes of the June 21st meeting.

Guest: Vice Chancellor Dr. Richard Brown

By good strategic planning the university was able to avoid layoffs during the country’s economic downturn. A base budget cut of 2% was offset by enrollment increases of $1.2 million.

As Chair of the system’s Compensation Advisory Board (CAB), Dr. Brown said UTC continues to invest in its employees by making sure that compensation is competitive. A 2.5% across-the-board increase, 40% funded by the university, is effective July 1. Keep the Stars Shining, a pool of $500,000, will be used for non-recurring bonuses of $1,000 minimum and $3,000 maximum, not to exceed 10% of the base salary. Criteria for bonuses have been distributed to the Vice Chancellors. After using $150,000 for the last mid-year equity adjustments, Dr. Brown hopes to use $300,000 for more adjustments this year.

As a result of the Sibson study, $200,000 was used for equity increases, especially among nonexempt staff. Some mid-year adjustments were also made for IT staff and physical plant staff. Faculty pay increases 10% upon promotion from Assistant Professor to Associate, and from Associate to Full Professor.

Governor Haslam was on campus two weeks ago and will return for regional meetings with representatives from businesses and higher education. Areas where UTC could seek improvement include offering classes on the weekends; more online classes; improving graduate education; keeping tuition at a reasonable level. Last year $9 million was refunded to students at UTC and the university is assisting students with financial literacy – how to borrow, spend, manage money, and avoid credit card debt.

The new funding formula of the TN Complete College Act is determined by the number of students that graduate and not determined, as in previous years, by the 14-day enrollment figure. The university has
gained $800,000 of operating dollars due to the new formula. After a record graduation this May, students entering this year have increased ACT and GPAs and the goal is to make sure they graduate in four years. Dr. Karen Adsit, Dean of Lifelong Learning, is viewing plans for Metro College and its impact on non-traditional students. When questioned as to why the university does not do much advertising on television, Dr. Brown said he hopes the ERC would recommend ideas for him to share with the Executive Team.

Four hundred students were turned away this year and the university cannot continue to turn away students. Future plans include 800 new beds and an 800-car parking deck on Vine Street. Approximately 180 students will be housed in a hotel this fall.

The new library is being bricked now and construction of the Chamberlain Pavilion on the east end of the field will start soon. Bretske Hall, which will be LEED certified, is receiving a new roof and the back side framed in glass. Cardiac Hill will be re-worked to remove the grade with new steps, lights, terraces, spaces to sit, and a surprise at the top of the hill. Pavement will be removed on Oak Street near Hooper Hall and replaced with pavers and seating.

Plans for an Honors College are ongoing. Lupton Library will be converted to general purpose classrooms and office space. The current parking deck could be added onto to meet parking requirements for the next 10 years. Parking rates have increased slightly this year.

The search for Athletic Director is moving forward. A search committee for Chancellor should be in place soon and selection of a chancellor should be made by spring. The Provost search will begin after a new Chancellor is selected.

When asked if there were concerns from outside the campus about losing several administrators in prominent positions, Dr. Brown said most administrators stay with one institution between one to seven years. It was a rarity that Dr. Obear served as chancellor for 17 years. The university has succession plans in place to develop employees and give them the capacity to lead. He added that 38% of employees are retirement-eligible in the next five years; more than 50% of those are administrative support personnel.

Dr. Brown acknowledged that there is a constant need to improve communication on campus, which is being addressed through the chancellor’s monthly newsletter.

**Picnic**

The campus wide picnic and tribUTe event will be August 10th in the Tennessee Room, University Center, attended by President DiPietro. The Chancellor’s office wants to advertise with 'Save the Date' cups and flyers delivered by teams of ERC and ESC members.
Insurance Enrollment

Mr. Webb said APS, a third-party vendor for the state, will not retain the contract with ParTNers for Health and another vendor will be selected. Annual Enrollment will include vision care with multi-tier plans and competitive premiums. More information should be provided at the September meeting. A question regarding what will happen to medical records possessed by APS will be directed to Priscilla Bright with UT Human Resources.

An RFP is still out and a vendor has not been chosen for a Flexible Reimbursements debit card.

Other Issues

- **Komen Race for the Cure**

  Anne Jay is assuming a leadership role in organizing a team from UTC and hopes to meet soon. The race is scheduled for the last Sunday in September.

- **Ask IT**

  Mr. Spencer said several departments would be represented at Ask IT on July 24 in the Chattanooga Room, University Center.

Next Meeting

The ERC will not meet in August. The next meeting is September 20 @ 2:00.

Adjournment

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources