EMPLOYEE RELATIONS COMMITTEE MEETING
The University of Tennessee at Chattanooga
May 19, 2011
Fortwood Room, University Center

Members attending: Joyce Blevins, Lora Cook, Cheryl Faulkner, Kelly Griffin, Valerah Hodges, Ken Hood, Anne Jay, Kellie Karaky, Anna Lane, Jack Pitkin, Liz Walker, Susan Wendorf, Cindy 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.

TAG Update

The Training Advisory Group (TAG) has developed several subcommittees to address specific needs/issues:

1. Customer Service
   Mr. Webb said the mode of delivery, via videoconference, is less than optimal. There are plans to develop campus trainers to use materials from EOD. Laure Rodebaugh and Susan Lazenby recently delivered customer service training to Bursar and Housing.

2. IRIS/Business Processes
   A campus-wide survey was distributed to IRIS users who said they wanted more training in budgets. Laure Rodebaugh is contracting survey respondents to further define needs. Harriett Neely, Business and Financial Affairs, will develop training in reading budgets for presentation in July or August, to coincide with the start of the fiscal year. Classes would include fiscal policies along with subject matter.

3. Travel
   Ms Lane spoke with Maggie Hall who said departments will be required to scan travel documents in IRIS beginning July 1, instead of sending paper documents to Disbursements. Ms Hall will train one-on-one but at this time there are no plans to present group sessions.

4. Financial Wellness
   A kick-off celebration is scheduled September 21 @ 11:30 in the University Center. Classes that will be offered once a month at noon include couponing, financial advisor, and Teacher’s Credit Union representative. HRO128 credit will not be given since classes are not job-related.

5. Employee Onboarding
   Taleo, applicant tracking system, will be implemented in September and contains a bare-bones onboarding component. Mr. Webb said a committee will view additional onboarding resources as a way to make it easier for new employees to assimilate to the department/university. Onboarding, which is different from Orientation, will have sections for different job categories.
Safety Update

Campus Police Officers are First Responders, trained in CPR and AED (automatic external defibrillator). She urged members to call campus 911 for an emergency. If staff phone Hamilton County 911, they will automatically phone Campus Police to make certain there is an emergency and obtain a physical address. The response time for a medical emergency is approximately 4 minutes.

AEDs are located in each police car and assembly buildings, such as ARC, Arena, Fine Arts, McClellan gym, and University Center. There must be signage on the door where the AED is located and the building manager is responsible for providing access to it. The first AED purchased by the university cost $3,500 and prices have dropped to $1,200. There is a goal of providing at least 1 AED in each building. Ms Gladden said that 2 have been stolen.

A member asked if the university still had Building Captains. Ms Gladden said there are none at present. Safety is in the process of obtaining ‘evacuation’ signage for hallways and classrooms. Ms Gladden said in response to complaints that some faculty did not allow students to evacuate during bad weather in April, they are trying to find a way to enforce it. She urged members to sign up for emergency text notification on their cell phones/computers. Following a bomb threat, there was a noticeable increase in the number of staff, students, faculty who signed up for notification.

Safety is available to visit departments for emergency preparedness planning. The best response in training has been with Housing, according to Ms Gladden. Emergency preparedness is presented in New Student, Freshmen Orientation, and New Employee Orientation.

Ms Gladden said her department does not receive many requests for CPR training, which includes instruction in use of an AED. Safety provides training to those required to have CPR certification as a job requirement, such as Police, lifeguards, Nursing staff, etc. Cards are not issued upon completion because the cost is $4/each.

A brown-bag one-hour class in basic awareness could be scheduled with more extensive training to departments upon request. The ERC could serve as a catalyst to promote training to the campus. Ms Gladden said they could invite Shelbey Thompson to an ERC meeting to discuss departmental planning.

HR Procedures

Phillip Johnson, Coordinator of HR Services, is working with Dan Webb to update and, in some cases, develop HR procedures associated with HR policies for the UT system. Mr. Webb wants to establish a Policy/Procedure Review Committee to assist HR with insuring procedures are understandable and relevant. Mr. Webb asked members to
contact him if they wish to serve on the committee. Ms Karaky volunteered to serve.

**Employee Relations Advisory Board meeting**

Members are asked to send concerns/issues to Ms Griffin, in preparation for the ERAB in June.

**Extreme Makeover: Professional Edition**

Extreme Makeover included morning and afternoon seminars, door prizes, luncheon and ‘fashion show’ by senior administrators. Mr. Webb said Human Resources is willing to sponsor another program for administrative professionals next year with an ERC committee. He asked members to assemble a committee to form a proposal for next year.

**Cookbook**

Ms Hodges said the bookstore is receiving requests for *Cooking by Degrees*, which is being printed now and should be delivered in late June. The cookbook will contain a new letter from the chancellor and cover highlighting the 125th anniversary. Ms Hodges will contact Chuck Cantrell and Anne Braly, Chattanooga Times Free Press, to advertise. Cost to print is $7.95 and will be sold for $20.

**Employee Picnic**

A picnic celebrating UTC’s 125th anniversary will be held in August.

**Sick Leave Bank**

Enrollment in the Sick Leave Bank ends June 30th.

**Next Meeting**

The ERC will meet June 16 @ 2:00, Fortwood Room, University Center.

**Adjournment**

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources