

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga
June 18, 2014
Fortwood Room, University Center

Representatives and Alternates present: Nancy Badger, Cindy Carroll, Jean Dake, Lisa Darger, Ryan Hall, Bruce Hilbert, Angie Johnson, Tonia Martin, Jim Narramore, Lindsey Pearse, Jeff Rector, Mike Roeser, Chris Sherbesman, Carling Stepniak, and Charity Trillet.

Others in attendance: Dan Webb, Director, Human Resources; Melanie Sadler, Administrative Specialist, Human Resources.

Call to order: Ms Martin called the meeting to order.

Approval of Minutes: A motion was made and seconded to approve minutes of the May 14th meeting.

Employee Relations Advisory Board Meeting

Ms Martin attended the Employee Relations Advisory Board (ERAB) meeting via videoconference last week. President DiPietro spoke about the budget and declining state revenues. Although state employees will not receive an across-the-board increase this year, each campus has the discretion to provide an increase. The university will supplement health insurance premiums. The ERAB will meet face-to-face in September.

Personalized Benefits Statement

Ms Martin said the statement lacks the pay grade and while this is visible in IRIS, those without IRIS access must phone Human Resources for the information. Mr. Webb said he'd like to see an employee's degree(s) and other information added to the statement. Ms Martin asked Jeff Rector to chair a committee to view the benefits statement so recommendations may be presented at the next ERAB meeting. Committee members include Tonia Martin, Jim Narramore, Lindsey Pearse, Mike Roeser, Carling Stepniak, Dan Webb.

Mr. Webb said the federal government now requires employers to ask employees to declare if they have a disability. More information will be provided later.

Fee Waiver

Employee fee waivers cover maintenance fees and not additional fees (tech, Athletics, etc.). The benefit to employees has eroded as other fees have been enacted and the issue was brought forward at the ERAB meeting in March. Ms Martin said she and Mr. Rector were able to discuss this with Dr. Angle at "*Coffee with the*

Chancellor" and he was unaware that the waiver did not cover all costs. Ms Martin asked Bruce Hilbert to chair a committee to determine the cost for UTC employees who may wish to obtain a Master's degree in Business, including online and differential fees so this information could be presented to Dr. Angle and Dr. Brown. Other committee members include Nancy Badger, Lisa Darger, Ryan Hall, Tonia Martin, Lindsey Pearse, Jeff Rector, Chris Sherbesman, Dan Webb. Mr. Webb said he could provide a contact with UT Memphis, which does not offer an undergraduate degree.

Employees can be taxed for graduate classes unless a Job Tuition waiver is submitted. Out-of-state tuition is waived for employees and their dependents. Fee discounts only apply to undergraduate classes for spouses/dependents.

Another member said the Regional Tuition Discount for neighboring counties is only applicable after a student has completed 60 credit hours. Some student services offices are not telling students they must finish 60 hours before the discount applies.

By Laws

The UT Foundation has a representative that serves on the ERAB. Foundation employees on our campus include Alumni and Development and Andrew Clark, Alumni, will attend ESC meetings as an ex-officio member without voting rights.

Ms Martin asked Jean Dake to chair a committee to view by laws for revision to include this item (UT Foundation member as ex-officio) and alternate-at-large (alternate who transfers outside their current representational group). Recommendations for revision will be presented at the next meeting. Other committee members include Cindy Carroll and Jeff Rector.

Picnic

This year's picnic on August 8th will include MOCs games with offices competing for a trophy and health food options. No door prizes will be given and this is not a UTribUTE event. Volunteers are needed to work in shifts with ERC members to assist with games. A proposal will be presented to the Executive Team to schedule the picnic, possibly in May starting next year. Serving on the picnic committee are Emily Forrest (chair); Kendra Biggs, Human Resources; Marc Holcomb; Charity Trillet; Emily Quinn; Lisa Darger; Jeff Rector; Carling Stepniak.

Benefits Issues

Enrollment in the Sick Leave Bank ends June 30th. Approximately 60 employees have submitted their enrollment form.

The Employee Engagement Survey will be distributed this fall; more information will be released later.

Under the Affordable Care Act, employees who work more than an average of 30 hours/week must be given access to University health insurance. For this reason, temporary employees (formerly called term employees) should not be assigned to work in positions that are 75% FTE or greater or be permitted to work over 30 hours per week. Additionally, under UT policy effective February 1, 2014, if a temporary employee is paid more than 12 consecutive monthly pay periods or 26 consecutive biweekly pay periods, he/she must be considered for regular employment.

Strategic Planning

ESC and ERC members will meet June 23 @ 10:00 in Fletcher 100 with Tom Griscom, consultant for the Strategic Plan. Mr. Griscom is a UC/UTC alumnus and retired editor of the Chattanooga Times Free Press.

Suggestions for Speakers

Mr. Webb said the purpose of the ERC and ESC is to provide a channel of two-way communication between the senior administration and employees. He suggested rotating an Executive Team member at each meeting.

Members suggested Tim Jones, Director of Student Health; tour of the new library; newly hired UC Foundation Vice Chancellor.

Next Meeting

Laura Cagle, Chancellor's office, will present the Facilities Use Policy at the next meeting July 16. Ms Martin will email the draft policy to members. Ms Carroll is serving on the committee.

Adjournment

The meeting was adjourned.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources