EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga
June 21, 2010
Fortwood Room, University Center


Others in attendance: Terry Denniston, Assistant to the Chancellor; Dan Webb, Director, Office of Human Resources; Melanie Sadler, Administrative Specialist, Office of Human Resources.

Call to Order: Ms Dake called the meeting to order.

Guest: Tim Pridemore, Safety Coordinator, Safety & Risk Management

Mr. Pridemore comes to the university after having served as a paramedic, fire chief, and assistant chief of operations and training. He was also a representative for FM Global, an insurance company specializing in loss prevention services to high risk properties, where he worked with emergency management teams.

Some universities that have been affected by emergencies were cited:
- Virginia Tech, 33 killed by a single shooter
- Seaton Hall, 3 students perished in a dorm fire
- Bluffton University, 6 deaths and 29 injuries in a bus accident
- Union University, students injured when buildings struck by a tornado
- Tulane University, some students remain unaccounted for following Hurricane Katrina

Members were told to “Google” Hurricane Pam, an exercise in emergency planning in Louisiana the year prior to Hurricane Katrina, to see if/how plans were implemented.

Mr. Pridemore stressed the need for emergency planning at UTC, a campus comprised of 76 buildings and 1/3 of the student population that resides on campus 24 hours a day. He has met with the Executive Team and Dean’s Council and plans to meet soon with Academic Affairs. In visiting campus operating units, Mr. Pridemore has posed the following questions:
- What are your key processes?
- Who accomplishes these things?
- How long could you put off doing these things?
- What kind of facilities do you use?
- If you have to move to another office, how long would it take you to get up and running?
- What operations could be dissolved to other offices or campuses?

The steps involved in planning for an emergency are:
• Prevent – try to identify potential problem
• Protect – make the risk as low as possible
• Respond – ensure resources are aimed at life safety
• Recover – how to continue operations

NIMS (National Incident Management System) training, which is a structured framework of emergency preparedness and planning, adopted nationwide by agencies receiving federal funds has begun. NIMS training classes that will be offered are:
• 700 – an overview of emergency planning
• 100 – how command and control works
• 200– managing small incidents
• 300– managing expanded incidents
• 400– managing major incidents
• 800 – for emergency response workers

Additional training would include tabletop, hands-on, and inter-departmental exercises. A campus-wide exercise would integrate with local responders and outside reviewers. Plans will be made for certain scenarios, such as nuclear radiation, severe weather, food poisoning, and terrorism.

Emergency planning must align with the Strategic Plan, specifically by ‘partnering with students...’. Mr. Pridemore said he would like to include NIMS training for Education, Engineering, Nursing, and Business students to expose the student body to emergency management processes that might be deployed wherever they gain employment.

Departmental training will begin in September or October and web-based training should be available in September. Individuals may email Mr. Pridemore to register for training, which is eligible for HRO128 credit.

**Employee Relations Advisory Board Meeting**

Ms Dake attended the Employee Relations Advisory Board meeting, via videoconference, last Friday. President Simek meets quarterly with employee relations representatives from all campuses/institutes. Some details of the board meeting have been distributed via email by Dr. Simek’s office.

The state legislature has requested a one-time bonus in October, based on longevity, if there is money, which was not defined. Employees must have at least one year’s service by October 1 to be eligible for the bonus of $50/year, minimum of $150 and maximum of $1,250. The legislature will continue the 401K match of $50/month for the next two years.

While those paid from E&G accounts are assured of receiving the bonus, Ms Neely said her office has been contacted by two federal funded grant programs that will not release program funds to be used for
bonuses. Staff are paid either through E&G (state funded), auxiliary, grants, or stimulus monies.

Presidential search has begun and the field of candidates will be narrowed to 3-5 by October; visit campuses on October 16; president chosen by October 22; on board by January 1, 2011.

An 8.5% tuition increase is likely. (Since the meeting, the board voted to increase tuition by 9% for all campuses.) A request was made for a true 50% discount of tuition and fees for spouses/dependents attending UT schools, which would mirror the discount if attending TBR schools.

Walgreen’s is back in the CVS Caremark prescription coverage. Bids for two new PPOs are out. If staff select the Partnership PPO, they will receive free health screenings. A 3% reduction in premiums for July through November was announced. Effective January 1, dependents, up to the age of 26, may retain insurance coverage.

Picnic

The ERC and ESC are hosting the picnic, coordinated by Adrienne Teague in the Chancellor’s office, August 13 @11:30 in the gym. Volkswagen representatives will attend with several VW models available for test drives.

Susan Lazenby and Emily Geyer volunteered to serve on the planning committee with Ms Dake and will meet soon with Ms Teague and ERC subcommittee. Mary Jean Broyles and Laura Herron will help with securing door prizes.

Issues/Concerns

Ms Martin said she was experiencing problems determining if a certain medication would be covered under CVS Caremark. Mr. Webb suggested she speak with Ms Taylor, Benefits Specialist, to help in getting answers.

Ms Martin said she would like to meet with ESC members informally at lunchtime. She asked members to contact her if interested.

Adjournment

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources