EXEMPT STAFF COUNCIL MEETING
The University of Tennessee at Chattanooga
September 19, 2012
Fortwood Room, University Center

Members Attending: Marquita Armstead, Debbie Bell, Cindy Carroll, Amy Davis, Jean Dake, Cindy Hornsby, Deborah Hyde, Bruce Hilbert, Susan Lazenby, Tonia Martin, Virginia Moore, Julie Russ, Ken Scannapiego, Karen Vann, Barbara Webb.

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

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

Minutes: A motion was made and seconded to approve revised minutes of the July 19th meeting to read: A Representative-at-large may continue to serve the ESC in an officer capacity and may participate in all ESC activities as a voting member.

Guest: Lisa Darger, Sustainability Coordinator

The university has adopted the mission of “maintaining an optimum learning environment while maximizing energy efficiency and sustainability”. Sustainability refers to being good stewards of both natural and financial resources. By reducing $5 million/annual in utility costs, monies can be redirected to academics, infrastructure improvements, and other institutional priorities.

Sustainability goals include incorporating energy efficiency in construction, renovation and green space projects; minimize the use of non-renewable energy sources and green house gas emissions through green power; reducing landfill waste; communicating and providing support for grassroots and academic education.

Lupton Library is pursuing LEED Silver certification and Bretske should also be LEED certified. All projects meet or exceed state sustainable design guidelines. Through renovations, $13.5 million in capital, stimulus, local and Student Green Fee funding has been invested in campus energy reduction projects and resulted in 15% reduction in utility usage. An additional $6 million will be used for lighting retrofits; geothermal project at the Human Resources Center; new lighting for E. Fifth Street garage, to improve safety and security; energy efficient pedestrian lighting.

Improvements to Green Spaces include 600+ tree plantings; landscape Master Plan; state-certified arboretum; light pollution reduction with upgraded pedestrian lighting; university greenway; and sustainable garden. Ms Darger said UTC is the first school in the UT system to
incorporate landscaping into its Master Plan and new plantings fit within the guidelines for native plantings. Trees will be removed if construction will impact their survivability. Two fir trees at Chamberlain Field will be retained and the re-work of ‘cardiac hill’ will add 80+ trees.

The university participates in TVA Green Power Switch Program. Alternative transportation includes campus shuttle with annual ridership of 62,800; bicycle racks; BikeShare Chattanooga; campus fleet of 17 electric vehicles. Students and staff can also rents bikes for free from the ARC. In the near future, UTC will mimic UTK model where students can rents bikes for a year for $40.00.

Aramark has switched to energy staff appliances; recycled uniforms; biodegradable containers; trayless dining; recycled oils; wax coated straw; single-serve dispensers.

RecycleMania will restart in January and 40 bins have been ordered. Ms Darger said she hopes to address the recycle problems at the Doctor’s Building. Staff should deliver their recyclables to a central location and containers have been ordered for each floor. Recycling through Orange Grove is funded through a separate task force. Other recycling efforts include recycling oil in Facilities; paper, aluminum cans, and #1 and #2 plastics.

Grassroots education and support include expansion of the Sustainability website and Facebook page; partnering with Information Technology to implement Green computing guidelines; energy audits; Climate Action Plan; working with TVA to receive rebates; providing data for academic and Facilities grant opportunities.

Student Green Fees have funded many projects including an Arboretum inventory, although it wasn’t clear if it’s available online. Conservation efforts should include turning off lights; turning off computers everyday, which would save approximately $65,000; unplugging appliances and electronics, which pull energy when on standby; adjusting thermostats.

Ms Darger said Facilities has an inventory of every light bulb and is dedicated to retro-fitting lighting in every building. Staff are familiar with every HVAC system. Roofs and windows have been replaced and utility bills are viewed regularly and tracked to see which are on target with energy consumption. Sub-metering has been installed in each building. Seventy percent of the university’s utility bill is for heating and air conditioning costs. Steam, which was an inefficient way of heating and cooling, has been eliminated from the campus energy plant.

Annual Insurance Enrollment
Changes to Annual Enrollment, October 1 through November 1, must be made online this year through Edison; no paper forms will be accepted. Employees will receive a mailing from the state with their Edison ID, which can also be found on prescription card, and password, or obtain assistance from Benefits Administration.

Employees can enroll in health insurance or add dependents, late applicant fees will apply in addition to monthly premiums until December 2013; change health plans; enroll, change, or cancel dental insurance; enroll in vision with an option of two plans. Proof of dependent eligibility must be uploaded to Edison. Changes include 2% increase in health premiums; 3% increase in dental premiums; increase in health insurance deductibles, out-of-pocket, and co-insurance; co-pay for specialist office visit increasing $5; no cost for women’s contraceptives; dispense-as-written policy for prescriptions. Changes will become effective January 1 and premiums will be deducted from the December paycheck.

The state is not allowing enrollment or an increase in Optional Life Insurance at this time. Employees will receive information later this year about a new company.

**Partnership Promise 2013**

The third-party vendor is changing from APS to Healthways, effective January 1. The Partnership Promise includes completion of an online assessment by March 15; engaging in one wellness activity by July 15; keeping contact information current through Human Resources; engaging in tobacco cessation program if you/your spouse are a tobacco user.

Members and covered spouses identified at-risk must complete biometrics screening at their doctor's office, and work with a health coach or case management. A member asked how they would know if they are at-risk, and Mr. Johnson replied that if APS has reached out to them, they should be considered at-risk.

**Flexible Benefits**

Open enrollment for Flexible Benefits is October 1 – November 1. The university has chosen PayFlex as the vendor. PayFlex will allow employees to use a debit card for transactions, monitor their balance, and is very user-friendly. Expenses incurred after January 1, 2013 will be handled through PayFlex. Staff are encouraged to learn more about PayFlex on October 9 from 9-10 am in the Raccoon Mountain Room, University Center.

**Benefits Fair**

A Benefits Fair is scheduled for October 9 from 10 am – 2 pm in the TN Room, University Center. Representatives from various companies will be present.
Communication Ad-Hoc Committee

Vice Chancellor Richard Brown charged the ESC at the last meeting to provide an annual report and goals. Ms Martin said she felt it was in-line with one of the Strategic Plan’s goals to use communication as a tool to understand current trends; create knowledge about UTC; create a sense of community. Members should email Ms Martin with feedback as she plans to finish a draft by September 28. Ms Dake will inquire if the goal of the Strategic Plan’s Communication & Marketing subcommittee is defined as communication within or outside the university.

Other Business

Changes to the by-laws earlier this year were made to mirror other campuses, none of which include diversity officers as formal representatives on the Employee Relations groups for staff. Discussion was tabled at the last meeting. A motion was made and seconded to accept by-laws as written without changes. The motion passed.

There was a concern that ID cards are not being renewed on a regular basis. Because the card has a magnetic strip used to access offices, the strip wears out and the card is not usable. This will be especially important as the campus moves towards an all swipe card access. The cost to replace a card is now $10.00. Members would like the option of replacing the card at no charge but also don’t want to be compelled to replace it on a regular basis. Another member presented a concern about being charged for a new ID card when there is a name change. When an email address is changed, due to name change, there is no cost to do so.

There was a concern about the IKON contract, specifically a member was told that the contract expired in June and has been renewed for a few months. Several members had complaints about the lack of service, quality of jobs, and jobs being late that are being produced by IKON. Another member said printers in one department would not retain the copy codes. Cindee Pulliam will be invited to speak at the ESC meeting next month.

Ms Dake will attend the Employee Relations Advisory Board meeting in Knoxville on Friday. Although agenda items are submitted ahead of time, there is time for questions from the floor. Ms Dake will request December 31 as Administrative Closing.

Next Meeting

The ESC will meet Wednesday, October 17 @ 10:00 in the Fortwood Room, University Center. Dr. Jeff Elwell, Dean of Arts & Sciences, has been invited to speak.
Adjournment

A motion was made and seconded to adjourn. The motion passed.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources