

EMPLOYEE RELATIONS COMMITTEE MEETING

Thursday, June 16th, 2022

UC Ocoee Room & Zoom

Minutes

Members in Attendance: Melita Rector (Chair), Mark Stotts (Vice Chair), Matt Holzmacher, Sharon Thomas, Diane Perkins, Mandy McAllister, Kim Sapp, Heather Heinlein, Evie Deal, Jean Betters, Laneeta Derrick, Merrium Carver, Terri Bearbower, Susan Gutshall, Scott Sammons, Monica Watson, Stuart French, Marion Perkins, Shirley Hatfield, Anna Laster, Shari Kappel

Others in Attendance: Laure Pou, Assistant Vice Chancellor for Human Resources; Julie Brown, Director of Employee Relations; Logan Rader, HR Administrative Support Specialist; Danny West, Director of Construction Services; Chelsie Ewing, Director of Engineering & Planning Services

Call to Order: Melita Rector called the meeting to order.

Campus Project Updates (Danny West & Chelsie Ewing): Danny West & Chelsie Ewing provided an overview of ongoing and upcoming construction projects on campus. Facilities, Planning & Management (Facilities) will be coordinating updates to light fixtures in roughly fourteen buildings and public spaces while minimizing impact on daily functions. In Lupton Hall, Facilities will be installing a temporary roof coating to minimize, and ideally halt, any leakage in the roofing. A permanent roof fixture is currently in design and will most likely be installed in Summer 2023.

UTC is currently undergoing several large campus utility projects. The work in the Metro Building parking lot is almost finished, leaving that lot fully restored after the deconstruction of Frist Hall. The North and South sides of Brock Hall are currently undergoing utility renovation, which will continue into the Fall 2022 semester. Facilities is working with the Disability Resource Center and Assistant Vice Chancellor Jim Hicks to provide alternate ADA access to Chamberlain Field with the partial closures. The former residents of Hunter Hall are in the process of returning to their previous offices, with that utility project wrapping up for the Fall 2022 semester. Entrances to Hunter Hall include McCallie Ave, upper Campus Dr, and the eastern entrance connected to Patten Chapel. Quieter and more reliable equipment has been installed in and around the Mapp Building to minimize noise levels and the frequency of outages moving forward. The 5th floor of 540 McCallie is being renovated for IT to move in. This is slated to be completed by Fall 2022. Lupton garage improvements are underway, as Facilities is addressing some structural issues due to the age of the deck. The top of the Lupton garage is closed for an indefinite period. In a few months, Facilities is constructing a building in the SimCenter parking lot, which will allow community partners to test new products and various other items. This is scheduled to be finished during Spring 2023.

The central cooling tower at 540 McCallie is currently being replaced. Electrical services are being upgraded at Pfeiffer, Stagmeier, and Lockmiller halls due to the age of the structures. Part of the 2nd floor of the Engineering, Math, and Computer Science building (EMCS) is being renovated to house a new student success center. A portion of the roof at the Fine Arts Center is currently being replaced. Construction on the Divine Nine Heritage Park (corner of Terrell Owens Way & Vine St) should start soon, with a tentative goal of completion on or around Fall 2022 Homecoming Week.

There are some projects planned for the near future, following the positive allocations from the state budget in FY 2023. Two large campus renovations have been approved and are in the process of designer selection: Brock Hall & 540 McCallie. Upgrades to 540 McCallie include renovations to HVAC & electrical systems, restroom upgrades, building out and usage of the 6th floor, with sporadic upgrades throughout the building. There will be no removal of classrooms in 540 McCallie thus far. Brock Hall will be fully emptied and renovated.

UTC will construct a new Health Science Center on the site of the parking lot across from the Children's Hospital (corner of Palmetto & E. 3rd). This project also lacks a designer thus far. Designer selection is almost complete for the upcoming University Center renovation, which will be done incrementally based on impact to areas. The Executive Leadership Team has asked Facilities to put a hold on space usage, considering the amount of ongoing and upcoming large projects. Space requests will be more heavily scrutinized in the near future, so employees are encouraged to be mindful of existing departmental space and the potential utilization thereof.

A question was posed by Shari Kappel regarding the usage and volume of classroom space as it currently stands. Inquiries for ongoing requests can be directed to Vice Provost Matt Matthews and various other website resources, since it can be challenging to schedule semester-long courses in campus buildings, especially those impacted by ongoing projects. Kim Sapp mentioned that there is an auditorium in the SimCenter with a capacity of 70, which is currently underutilized. Shari Kappel also inquired about closure times across campus. Danny West indicated that it varies by facility, and Facilities is upgrading the building swipe access system, which will move the responsibility from Michal Wells in Work Control to IT as they upgrade to the new card access system.

Regarding the Doctor's Building on McCallie, UTC has submitted a request for state funding to demolish the site. If received, it would most likely serve as service parking if and until plans are made in the future. Though Mackenzie Arena is being renovated, games and events will still be occurring with limited capacity and access. Capacity has been reduced to 4,000 people, and this project is slated to continue through March 2024.

Approval of Minutes: The minutes of the May 2022 meeting were approved without changes.

Brief Staff Engagement Update (Laure Pou): UTC is moving into the “action strategies” phase of the ongoing plan to boost staff engagement across campus. Laure and the Engagement Task Force are scheduling to meet with each member of the Executive Leadership Team to gauge strategies for each of their divisional areas based on data from both surveys conducted in Winter 2021 & Spring 2022. The task force is putting forth proposals based on each area’s needs and achievements thus far. A larger steering committee will soon be formed with more representatives from each division to discuss the proposed strategies for a cohesive university-wide approach.

Blue Ribbon Award (Laure Pou)

- May 2022: Leslie Ellis, Custodian with Facilities, Planning & Management
- June 2022: Latisha “Tish” Hubbard, Associate Director for Student Outreach & Support and Case Manager

Other Items

- Cost of Living Raise (Laure Pou): There will be a Market Competitive Cost of Living Adjustment for UTC employees. The approved amount is 3% based on the allocated 4% salary pool. Some of that salary pool is being used to lift the campus minimum hourly rate from \$11.30 to \$13.00/hour. When this hourly rate is lifted, there are important considerations to be had at the organizational and structural level, adjusting position classifications as they are assessed in the new environment. As long as employees are not under active discipline and they received a performance review indicating that expectations are met, they will receive the 3% raise (July 1st, 2022 for staff and 12-month faculty; August 1st, 2022 for 9-month faculty and flex-year staff).
- Job Family Assignments (Laure Pou): All assignments are based on the content of the position description proposed by the department in collaboration with Human Resources. Human Resources will conduct an internal review, if necessary, as well as an internal equity analysis, which assesses comparable assignments and duties of campus colleagues and peers.
- Campus Security (Matt Holzmacher): With the onset of a more in-person environment on campus, UTC Police and Safety & Risk Management are encouraging any employees who are concerned about security protocols and campus safety to complete various trainings via K@TE and other platforms. Chief Bob Ratchford and Director Bob Jackson are encouraging employees to reach out to them if they would like to hear from them directly regarding safety and security protocols.
- Proposed Holiday Calendar 2024 (Laure Pou): The proposed UT holiday calendar for 2024 was shared with the committee members, and UT System is

requesting feedback from members of campus. It has been a consistent discussion across UT campuses and at the system level regarding Juneteenth (June 19th). As it currently stands, Juneteenth is recognized as a day of observance. That is, employees can utilize annual leave pay to observe this day and others such as Presidents' Day, Columbus Day, etc., but it is not a paid holiday. This feedback from the ERC and ESC will be shared with the UT System.

- Melita Rector recognized for appreciation Mark Stotts for his chairing of the May 2022 meeting.
- Jean Betters expressed appreciation for the hybrid in-person/virtual meeting format that was implemented this month.

Adjournment: The meeting was adjourned with a motion by Jean Betters, seconded by Mark Stotts.

Respectfully submitted,
Logan Rader, HR Administrative Support Specialist