

The University of Tennessee  
**Employee Relations Committee**  
**INSTITUTE OF AGRICULTURE**

Wednesday, April 12, 2017  
Room 102 Morgan Hall

**Minutes**

**Members Present:**

Dr. Tim Cross	Whitney Fair	Carla Phillips
Angie Fox	Lyssa McKenry	

**Members Present via Zoom:**

Kelly Grant	Jenny Jessup	Kaye Avrit
Susie Nicholson	Deneen Gault	
Jenny Yeary	Jaime Norris	

**Welcome**

Meeting was called to order by Whitney Fair, Interim HRO at 2:08pm.

**Chancellor's Update**

Dr. Tim Cross gave an update on the following items.

- Several policies are being composed and/or updated. These include Minors on Campus and IT Security. Information on these policies will be sent out when completed.
- A strategic plan for UTIA will launch soon. The team will be a diverse group made up of faculty and staff, with no administration. An external temporary part-time developer will be brought in to assist the team.
- The state budget looks solid with not much change. We are looking at an entirely merit based salary increase this time.
- The Extension Dean position has been announced and applications are being accepted. On campus interviews are scheduled for June.

**HR Update**

- Sick Leave Bank open enrollment is open April 1 – June 30. UTIA has their own bank and trustees. Employees must have at least 48 hours of leave by June 30, but only 24 hours is donated. Employees must also be a member of the bank to receive donations.

- Compensation is updating the PDQ form and also changing the name. A PDQ (Position Description Questionnaire) is required when creating a new position. The updated name and form will still evaluate the knowledge and skills of the new position, but the process will change some. Training for those needed will come this summer.
- System HR website has been redesigned to be more user friendly.
- Performance Reviews were due March 31<sup>st</sup>. HR is preparing supervisor training for faculty on how to evaluate staff.
- UTIA policy guidelines for Programs for Minors on Campus are being finalized and will roll out in the next few weeks. Along with the guidelines, which have been tweaked from last years, the goal is to make the process simpler as time goes on. Dr. Cross and Whitney will go back to the Board of Trustees audit committee on May 3.

### **Employee Relations Advisory Board Meeting Report**

- Carla Phillips' provided an update from the March 24<sup>th</sup> meeting. Minutes from the meeting have been sent to the ERC representatives.

### **Commission for Women**

Lyssa McKenry provided a brief update.

- African American Trailblazer Award presentation April 25<sup>th</sup>
- Meeting between Office of the Provost and commissions to discuss improvements, topics included:
  - Diversify Faculty Searches
  - Increasing diversity in student recruitment
  - Support Future Faculty Program
  - Mentoring of faculty
  - Improve civility and inclusivity in units
  - Build trust
- Dr. Lou Gross presented on gender, faculty salaries and inequity at UTK
  - Gave specific numerical data to support claims

### **Administrative Assistant Promotions**

- Administrative Assistant positions do not currently have a career path, meaning individual positions are not up for being promoted. A career path would need to be created system wide. We encourage all administrative assistants to take the Certified Administrative Professional exam, where the employee receives a 9% pay increase when passed.

### **ERC Representative Training**

- At the July 12 meeting, representatives will receive face-to-face training on their responsibilities as a member. Elections will be held prior to this training. The meeting will be held in Knoxville to promote camaraderie and will likely be a half-day session. Units will be responsible for any travel costs. More information will be sent.

### **Mag Lock System at CVM – Update from Dr. Denovo**

- 1) The card readers have all been replaced by proximity card readers. These also have a swipe function.
- 2) Most if not all CVM personnel now have the newer VolCards that have a chip, which is necessary for proximity readers. If there are individuals who have not updated their cards within the last 4 years, they do not have a chip. It is their responsibility to go to the VolCard office to get a new card.
- 3) If an individual has a new card but is still being denied access by the proximity cards, they need to contact Sheila Hatcher in Hospital Operations so she can have the problem fixed. The easiest way to do this is to take a close-up photo of the front of your VolCard and email it to Sheila. She can then forward that to central alarm who will fix the problem in the computer.
- 4) Dr. Denovo is working with the dept heads on fine-tuning the preferred schedules for locking & unlocking the perimeter doors.
- 5) Dr. Denovo is waiting for a quote on cost to add more interior mag locks to restrict movement throughout the CVM afterhours. This is being done specifically to isolate specific areas of the Hospital from intruders who might gain afterhours access. He hopes to have this work completed this summer.

### **Other Business**

- Carla gave an update on the crosswalk from the parking lot near Morgan Hall which has been an issue in the past because of people driving too fast. Main campus is currently not willing to install another raised crosswalk. Joe Cagle has put up signs as a temporary fix, as he continues to work with main campus for a permanent solution. There has been increased police presence as well.

**Meeting adjourned at 3:18pm**