

The University of Tennessee
Employee Relations Committee
INSTITUTE OF AGRICULTURE
Wednesday, January 11, 2017
Room 102 Morgan Hall

Minutes

Members Present:

Whitney Fair	Rebekah Jones	Carla Phillips	
Angie Fox	Mike Herbstritt	Lyssa McKenry	Danielle Browning

Members Present via Zoom:

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

Welcome

Meeting was called to order by Whitney Fair, Interim HRO.

Chancellor's Update

Dr. Tim Cross was named the Chancellor for UTIA. Due to an ongoing scheduling conflict with Dr. Cross not permitting him to attend, the committee agreed to move the start time of the ERC meetings to 2:00pm EST.

HR Update

• **Hiring Updates**

- Dr. Tim Cross was named the new Chancellor for UTIA.
 - The search for the HRO/EESD Director has been discontinued at this time. Once the Dean of Extension position is underway, the search will resume. Dr. Shirley Hastings will continue in the interim position as Extension HRO/EESD Director.
 - Dr. Beverly Davenport will be the new UTK Chancellor as of February 15. This will be the first woman to lead the Knoxville campus.
 - Keith Carver was named as UT Martin Chancellor.
 - The new Safety Officer will begin January 23. Steve Crouch will join us from UTK ESH and will report to Steve Glafenhein, working with Jacob Payne.
- New Employee Orientation for new hires is now at the UT Visitor Center off Neyland Drive. Every Monday from 8am to Noon or the Tuesday following a holiday. Orientation now includes a campus tour.
 - UTIA's New Employee Welcome will be held on March 9 and September 14.

- A system wide Learning Management System is projected to be in place by April or May 2017. This will consolidate management of employee training. Better resources for offering in-person and online training. This will also help with compliance training and have automated reminders.
- Leadership Institute will held in February 2017 (held every two years). This is a week-long leadership development program for academic and administration leaders. Those from UTIA participating in the call are: David Anderson – CVM; Lannett Edwards – Animal Science; Claudia Kirk – CVM; Chris Clark – AgEcon; DeWayne Shoemaker – EPP.
- FLSA – Due to the injunction in November, UTIA put on hold the planned implementation until we know more.
- Programs for Minors – Whitney presented to the Board of Trustees Audit Committee and provided an update in December. An internal audit found inconsistent procedures and no UTIA-specific policy in place. These concerns are being addressed. More to come in the spring.

Employee Relations Advisory Board Meeting Report

- Carla Phillips' notes from the Employee Relations Advisory Board have been provided to the members via email.

Commission for Women

- Lyssa McKenry provided a brief update.

Electronic Time Reporting Concerns

- Employee questioned why we continue the use of the application for leave forms, when these dates are reflected on monthly and biweekly time sheets as well. The leave form is a request that helps supervisors understand the intentions to take time off and then plan accordingly. Departments, units, and offices are tracking time differently right now. The IRIS team is working on a system to be rolled out campus-wide, but this is still in the beta stages. A couple of UTIA departments are testing this, but our split appointments are a challenge for the system. The IRIS team is working with these departments to work out these bugs. Extension is the only department still using Per 12's.

Other Business

- Micki Heatherly has retired. An election for a new AgResearch representative will be held. Rebekah Jones also expressed an interest in rotating off.
- The committee will look at possibly having representative training at the April or July meeting.

Next Meeting Dates

- April 12 at **2:00 pm**