

UTIA Employee Relations Committee Agenda

Wednesday, July 11, 2018

102 Morgan Hall / Zoom

Meeting Minutes

Members Present:

Danielle Browning Stephanie Denton Whitney Fair
Lyssa McKenry Tammy Pass (in for Angie Fox) Carla Phillips Jaime Norris

Members Present Via Zoom:

Kaye Avrit Jenny Jessup Susie Nicholson Amelia Rader (in for Corey Malone)

Members Not Present:

Jane Barcroft Kelly Grant Jenny Yeary

- **Welcome & Introductions**
 - Doug Bohner, the new UTIA Human Resource Officer, welcomed and introduced himself to group. Committee members then made introductions.

- **HR Updates**
 - Annual Merit Planning – Leadership teams have been given their spreadsheets and are taking actions to complete the merit process. The spreadsheets have been asked to be returned by mid next week (July 18).
 - Clean Air Initiative to Begin August 1 - Moving away from smoke tobacco products on campus. More to come over course of next few weeks. Joe Johnson Drive is not UT property so smoking could be done on sidewalks. Leadership will be asked to address those breaking policy. Intent is to help lead people away from smoking.
 - UTIA Strategic Plan – Retreat next week with leadership team to fine tune and define UTIA Strategic Plan. Committee members voiced concern from employees as to how initiatives will be prioritized. Doug will share that perspective next week at retreat.

- **Commission for Women Meeting Update - Lyssa McKenry**
 - Lyssa provided a brief update from the April meeting. One main topic was women in leadership, as men are commonly in leadership roles. Chancellor

Davenport encouraged the need for women to step up when leadership positions are available. The next main topic was lactation rooms and parking for pregnant women. UTIA employees who are pregnant can get a temporary parking pass closer to building via Ashely Hull during their pregnancy. Designated lactation rooms are needed on UTIA campus. VetMed currently has one room (possibly two) and Morgan Hall has one in EESD. Doug will talk with Steve Glafenhein to see if a room can be included in the plans of the new Ellington Building that will be up to code.

- Update on Administrative Compensation/Promotion – Whitney Fair
 - HR Comp is working on the possibility of advancement within paygrade when meeting certain criteria. Issue has been brought up to HR Comp and they are working on what this process would look like.
 - HR Comp is looking to develop Ag job family. Extension already has own job family. A project site was set up by HR Comp for employees to look over PD's and provide feedback. HR Comp has a website setup with information. <https://hr.tennessee.edu/pay/compensation-project-2018/>. Committee Members voiced concerns with admin support positions not being re-evaluated when vacant lower levels are being evaluated and brought up to higher level.

- Safety Concerns in County Extension Offices
 - Admin Assistants with a desk at the front of the office would like a door bell or alarm alerting them when someone comes into the office if they have stepped away from their desk. Doug will look into and report back on options, as most county office spaces are not owned by UT.

- Job Level on IRIS Self Services
 - CVM has career ladder program application which employees are asked to complete, but requires information they are not able to access like current pay grade. The pay grade is not listed on the IRIS Self Services site. This may be something to look at after HR Comp has completed the PD review.

- Lot 66 Parking Issues
 - CVM employees are finding there is not enough parking for staff primarily between 10am – 2pm in Lot 66. This creates a problem for staff members who work different shifts or who leave campus for a meeting/lab and return. CVM is adding more positions and staff, but parking has not increased. There is also going to be a building addition that is going to eliminate ~30 parking spots.

- CVM POD Market Overpriced Food Items
 - Staff have several complaints recently concerning the POD Market in CVM. Price and food availability have been issues since opening. It also seems poorly managed and inconsistent with hours of operation during the summer. The food delivery truck frequently arrives late in the afternoon, after lunch hours. The POD Markets are managed by UT Dining Service.

- Performance Evaluations
 - Staff has concerns when the supervisor responsible for a performance evaluation is not the supervisor working with them enough to know their work. This is an issue across campus. Leadership teams are reportedly aware of this issue. Recommendation was made to have supervisors trained and educated on the purpose of evaluations and how to conduct them consistently.

- Workman's Comp
 - Tabled due to lack of time

- On-Call Pay
 - CVM has non-exempt employees that have an on-call schedule. Currently these employees do not receive any extra compensation for being on-call unless they must report to, or perform work. UT system has a policy for on-call employees, but CVM staff have been told that does not apply to CVM staff.
Doug will read over the policy and meet with Jennifer, then report back.

- Inadequate Office Space for CVM Employees

- Admissions Office for CVM Students is currently located in an older space with reportedly poor office conditions (e.g., limited air circulation, missing ceiling tiles, leaking ceiling). Office staff have requested to be moved to different offices that appear to be available but have not received approval. The CVM Learning Center will free up some space once it is built. Staff have said A301R is not in use and would be a sufficient space. Doug will talk with Facilities and report back.
- UT vs Government Mileage Reimbursement Rate
 - The question was asked as to why UT mileage reimbursement does not match the current IRS reimbursement rate.
- Non-Exempt Comp Time
 - Tabled due to lack of time
- Elections
 - Cindy will email members requesting the date they were elected and if they want to come off or stay on the committee.
- Future On Campus Meeting
 - A face-to-face meeting on campus will be held in the future. More to come.
- Other

Next Meeting: Wednesday, October 10th, 2018, 2:00PM EST