

**Exempt Staff Council**

Tuesday, March 28, 2017– 2:30 pm to 4:00 pm

Visitor’s Center Ballrooms A&B

***MEETING MINUTES***

1. **Welcome**

PJ Snodgrass, ESC Chair, welcomed everyone to the March meeting of the Exempt Staff Council.

1. **Business**

* **Guest Speaker – Policy on Refueling Options for Rental Cars, Mark Paganelli**

Mr. Paganelli, Executive Director, Office of the Treasurer, stated that when UT employees rent a car through Enterprise Rent-A-Car and National Car Rental, it is not required for UT employees to return the rental cars with full gas tanks. Enterprise Rent-A-Car and National Car Rental will fill the gas tanks with the charge of the market rate plus 25 cents per gallon. However, we do not encourage employees to choose the pre-paid option. The pre-paid option will charge for a full tank of gas no matter how much gas left when return the rental cars.

Mr. Paganelli also shared that business rates may not be used for personal travel. For personal travel you must use the corporate code XZ56TNP. For business rentals you must use corporate code XZ56187. The insurance included in this rate is not valid on personal rentals and you will be liable for all damages. You may view full details at http://treasurer.tennessee.edu/travel/Web%20announcement.htm

* **Guest Speaker – Health Insurance, Rob Chance**

Mr. Chance, Director of Payroll, shared that UT participates in the State of TN insurance plan. The State Insurance Committee approves health insurance benefits that are designed by the State of Tennessee Office of Benefits Administration. There are 11 members on the committee, among which, 1 member represents higher education.

The wellness plan was implemented in 2011. The annual average health insurance premium increase is only 3% since 2011. The increase was 9% for the 10 years prior to 2011. Therefore, the wellness plan is working to lower the average health insurance premium increase. Per research, 75% health insurance costs are for the preventative health conditions and can be controlled through behavioral activities. The partnership PPO has avoided admission cost of $15.5 million in 2011 and $10.5 million in 20105, which saved a significant amount of health insurance costs. You may view full details at <https://www.tn.gov/assets/entities/finance/benefits/attachments/2015_annual_report.pdf>.

* **New Business – ERAB Meeting, Mike Herbstritt**

Dr. Herbstritt, Executive Director of Human Resources, shared President DiPietro’s opening remarks from the Employee Relations’ Advisory Board (ERAB) meeting that was held on March 24, 2017.

The governor’s budget allows for a 3% salary increase for state employees in higher education. Additionally, $9 million has been recommended for the new engineering building. There is also a significant amount of funding for campus maintenance. It has not been decided how the 3% salary increase will be distributed. It could be all merit or a base increase plus merit increase. Each UT unit can decide to do the salary increase in their own way.

The announcement was made on March 28, 2017. You may view full details at <http://us9.campaign-archive2.com/?u=d896b38de9dd8fd3c043073b3&id=9c51da690d>. Higher education have the option to opt in the facility outsourcing. Each campus will review and analyze the outsourcing option. The chancellors will need to make a recommendation to the president of whether to opt-in for the facility outsourcing this fall. Each campus will also have the option to use outsourcing for part of their facility services. The outsourcing is a 5-year contract, renewable for another 5 years. If the outsourcing does happen, the compensation and benefits packages that are offered by the bidder to the current facility services employees will be comparable with the ones that are currently in place.

The 2016 performance reviews are due on March 31, 2017. The ERAB board members were concerned about the liability of the performance reviews. The board members also have concerns that there seems to be no penalty for supervisors not doing the performance reviews appropriately. Dr. Herbstritt shared that at the Knoxville campus, if supervisors do not conduct performance reviews for their subordinates, the supervisors will not be eligible for any merit increases. Another concern regarding performance reviews is whether the performance review is consistent among different departments.

The ERAB board reviewed the inclement weather leave proposal revised by the subcommittee. The proposal is being put forward for UT exempt and non-exempt employees to receive up to 16 hours a year that could be used only in instances where documented inclement weather happened in the area. The days would not be deducted from other types of accrued leave and not be given as credit at the time of retirement. The inclement weather leave days will reset annually. The board recommended it to go to the next step for the HR officers to review.

1. **External Commission Reports**

* **Campus Planning — LaShel Brown**

Not in attendance.

* **Commission for Blacks — Lisa Byrd (OIT)**

No update.

* **Commission for Women — Teresa Fisher**

Not in attendance.

* **LGBT Commission — Eric Carr**

No update.

* **Faculty Senate — David Price**

Not in attendance.

* **Work Culture Improvements — Brian Browning**

Not in attendance.

1. **Exempt Staff Council By-Laws – PJ Snodgrass**

Ms. Snodgrass, Chair of Exempt Staff Council (ESC), encouraged the council members to read the by-laws by the next Exempt Staff Council meeting to become familiar with them. She also suggested looking at metrics to increase council members’ attendance at monthly meetings. You may view the full details at <http://esc.utk.edu/by-laws/>.

**Next Meeting**

April 25, 2017 @ 2:30pm at Andy Holt Tower, 8th Floor Conference Room