**Exempt Staff Council**

Tuesday, September 26, 2017– 2:30 pm to 4:00 pm

Visitor’s Center Ballrooms A&B

***MEETING MINUTES***

1. **Welcome**

Heath Nokes, ESC Chair, welcomed everyone to the September meeting of the Exempt Staff Council.

1. **Business**

**Guest Speaker – Rob Chance, Director of Payroll, 2018 Insurance Changes**

Mr. Chance, Director of Payroll, discussed the upcoming insurance Open Enrollment. For 2017, October 2nd through October 13th is the open enrollment period. He said there are significant changes for Health Insurance for 2018. All employees should have received a decision guide packet of information from the state. Employees who wish to make changes to insurance must use the Employee Self Service (ESS) in Edison. For more information, go to insurance.tennessee.edu or call Payroll at (865)974-5251.

**ERAB Meeting Report – PJ Snodgrass**

PJ Snodgrass, ESC Ex-Officio, shared that ERAB is a state-wide employee relations advisory board that meets four times a year. Dr. Tonja Johnson, Exec Vice President & COO, hosted the September 2017 ERAB meeting in President DiPietro’s absence. Concerns were expressed that for the fourth consecutive year, raises were based on merit resulting in some employees receiving no increase. Dr. Johnson thanked representatives for the feedback and said she would review the situation going forward.

The ERAB also discussed the inclement weather leave proposal. 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 proposal was first reviewed by Human Resources Officers (HROs). While they did not endorse the proposal, they forwarded it to the Chief Business Officers (CBOs). As with the HROs, the CBOs choose not to endorse the proposal, but, none-the-less, forwarded it to the Benefit’s Advisory Group (BAG). On September 15th, the proposal was forwarded to the BAG. After reviewing the proposal, the BAG decided the proposal would not be approved. The denial consisted of three primary concerns. The University’s benefit package must be comparable to the package the State employees receive. This proposal, if approved, would move the University ahead of the State with respect to paid days off. In addition, the BAG was concerned with the cost and the difficulty of administrating the proposal.

Dr. Mike Herbstritt, Executive Director of HR, added that the campuses are all at different stages in the outsourcing decision-making process. UTK is waiting on information from J.L.L. A decision might be made in early October. The statewide human resources team is working on the new job families project. Financial and Administrative groups just finished job families updates. The new job families are salary neutral and are not associated with reclassification.

1. **External Commission Reports**

**Campus Planning — None**

If you are interested to become representative for Campus Planning, please view the committee information at http://masterplan.utk.edu/committee

**Commission for Blacks — None**

If you are interested to become representative for Commission for Blacks, please view the committee information at http://cfb.utk.edu

**Commission for Women — Teresa Fisher**

Not in attendance.

**LGBT Commission — Eric Carr**

Meeting with Dr. Davenport in October.

**Faculty Senate — John Goddard**

Mr. Goddard will start serving the Faculty Senate committee.

1. **Issues/Questions from constituents**

**Future Plan for the Land That Was Occupied by the Bubble (Athletic Facility)**

Q: Is there any plan to use the land that was previously occupied by the Bubble as a parking area for the TRECS/SAC?

Brian Browning: The University is still in the process of making decisions. No decision has been made yet.

**Signage near the Cross Walk from Andy Holt Tower to Thompson-Boling Area**

Q: The crosswalk signs from Andy Holt Tower to Thompson-Boling Arena seem to be ineffective. There needs to be better signage to warn drivers of the pedestrian walkway.

Brian Browning: A sign that says “State law requires that vehicles yield to pedestrians” was previously in place to warn drivers. A replacement sign has been ordered and should arrive soon.

**Travel Advances For Exempt Employees**

Q: The range of salaries for exempt employees varies widely. Will the University consider offering travel advances for exempt employees who make less than a certain salary?

Mark Paganelli, Executive Director of Treasurer, provided the following response after the meeting: We changed the policy a few years ago to allow exempt employees to receive advances. He further said that if this is not the case, let him know and he will look into the matter.

**IPS Employees Have Been Discouraged from Using Fleet Management Cars**

Q: Some IPS employees have been discouraged from using UT fleet cars and to use Enterprise or National cars for travel. Is this correct?

Brian Browning: UT Fiscal policy requires that a university-owned automobile should be used when available. When physical damage occurs, the employee's departmental account or other responsible account will be responsible for the entire damage amount if determined to be at fault. After university operating hours, employees can contact Automotive Resources International (ARI) in cases of roadside assistance and functions.

1. **Chair-elect**

Congratulations for Rex Barton being elected as the ESC Chair-elect. Mr. Barton is the Police Management Consultant for Municipal Technical Advisory Service. As an MTAS field consultant, he travels the state assisting cities and police departments with any police management issues. He helps cities hire new police chiefs, review operational processes, and make recommendations for improvement. He will serve as Chair-elect until moving into the role of Chair on July 1, 2018.

1. **Next Meeting**

October 24, 2017 @ 2:30pm at Andy Holt Tower, 8th Floor Conference Room