

Exempt Staff Council Minutes

September 25, 2018
1610 University Avenue, Room 118

Welcome – Rex Barton, ESC Chair, welcomed everyone to the September meeting

Guest speaker – Gordon Nelson, Assistant Director of Facilities Services / Jay Price, Recycling Manager

Mr. Gordon Nelson, Assistant Director of Facilities Services, and Mr. Jay Price, Recycling Manager, shared information on UT recycling and the tiny trash initiative. They distributed notepads and pamphlets with tiny trash information. Mr. Nelson began the presentation by discussing the cleaning process which involves using new tools to get rid of super bugs. To prevent these super bugs, a lot more proactive cleaning needs to take place which also takes a lot more custodial time. With new tools and programs like hand dryers and Tiny Trash, this allows much more free time for preventative cleaning.

Mr. Price shared the history of the campus through his PowerPoint presentation. Recycling started on campus with student back in the 1970's but did not officially become a department of the university until 2003. When recycling was first established, an outside company would collect the recycling materials. Over time, UT transitioned to collecting their own materials. The department has between 10 and 20 student volunteers each semester. They share recycling information about events and projects to the campus community.

UT Recycling is also involved with the Mug Project. If you bring your own cup to a facility that sells drinks then you can get 15% discount. This project saved students, faculty, and staff about \$50,000 USD.

UT Recycling diverted 3,000 tons of materials from going to a landfill through donating, recycling, and composting. (32.7% of waste was diverted away from landfills while 67.3% went to landfills.) My Tiny Trash was created to increase the diversion rates and decrease landfill rates. During their testing period, this project doubled the amount of materials recycled. By having the employee separate their trash, it frees up the custodial staff's time to do more professional cleaning like disinfection, polishing, waxing, and washing windows. Recycled material is sorted and are distributed to local companies throughout east Tennessee creating more local jobs.

Other tools used to make the campus "Go Green" include standardized soap, cleaning chemicals, and toilet paper. To reduce UT's number one waste item, paper towels, hand dryers have been installed in the bathrooms throughout campus with a possible two to three year payback. UT Recycling has extended their mission to football game days by having volunteers pass out recycling bags to tailgaters. For events they are aware of, Facilities Services provides containers to assist with the needs of the event. UT Recycling will partner with Mailing Service for special items like batteries and ink cartridges so employees can inter office mail these items to UT Recycling for special disposal.

Question: Are their tools to help inform constituents about what is and is not recyclable?

Answer: The Facilities Services website is the best resource. To view the Recycling Guide visit, <https://recycle.utk.edu/what-we-recycle/>

Guest Speaker: Rob Chance, Director of Payroll

Mr. Rob Chance, Director of Payroll, stated health insurance open enrollment begins October 1st through October 12th on the Edison website, edison.tn.gov. If the employee is satisfied with their current health insurance plan, no changes will need to be made during open enrollment. There are no major changes with the insurance coverage. The medical insurance premiums will be lowered 9.4% because of the insurance pool structure. In the past, active employees and retiree premiums were pooled together. Now they have separated them into two different pools causing the active employees' premium to be lowered 9.4% and retiree pool raised 3.4% effective December, 2018. There will also be a health insurance premium holiday in November, 2018 where employees will not see medical insurance costs deducted from their paycheck for that month. The rules of the wellness program have not been decided yet and should be expected near December. What is currently known is that the employee and spouse (if on UT insurance plan) will receive \$250 USD directly into their paycheck. This program will not affect the premium costs and can be used for all UT health insurance plans. Dental premiums will increase 2.0%.

The representation of UT on the committee that decides the plans has 11 people on the committee and Mr. Chance is one of the members. UT is a large employment population that impacts the state premiums.

Dr. Mary Lucal, Associate Vice Chancellor of Human Resources– Discussion of overtime proposal

This topic was brought up on behalf of the Employee Relations Committees to the Employee Relations Advisory Board (ERAB) to suggest a change in the overtime policy. This proposal affects non-exempt (overtime-eligible) employees. Currently, overtime is calculated based on hours actually worked. In addition, holidays and administrative close days count toward hours worked in overtime calculation. All other types of time (those elected to be taken by non-exempt employees such as annual, sick, etc.) do not count toward overtime calculations. The proposal brought to the ERAB is to have any type of time on the time sheet to be counted towards calculations for overtime. Rationale for the proposal included incentive for employees to work additional hours and also as a recruitment/retention tool. This proposal will go through many different levels of analysis, including the HROs, CBOs, and CAB.

12:00am on Sunday is the beginning of the new work week.

Chancellor search – Use Google Docs for discussion thread for possible questions

If the interim president is going to serve for 12 to 24 months, will the chancellor search still be postponed until there is a permanent president?

The committee agreed to begin brainstorming questions to ask the chancellor candidates when the search is underway. Mr. Eric Carr agreed to create the google doc that houses the feedback and questions. The ESC will review questions at subsequent meetings.

Commission reports

Ms. Tammy Renalds informed the committee that the beginning of LGBT commission began with introductions. To ensure the LGBT is heard during the upcoming Chancellor search, the commission has also started a google doc to create potential questions. A major piece of business has been completed is a report for all gender/family restrooms throughout campus. As a result, the committee

will be making recommendations to the administrations regarding the quantity, accessibility, and signage of these restrooms on campus. Currently, the UT map does not show accurate locations of family restrooms. Some are not open during reasonable hours and they are not located in areas students currently frequent.

Commission Appointments

Faculty Senate – Leah Buffington

Commission for Women – (pending)

Commission for Blacks – Eric Car

Bylaws Update –Google Docs

Kimberly Hardaway volunteered to create the google doc for the Bylaw discussion. The ESC is to review the current bylaws. An ongoing discussion of updates will occur at future meetings.

Website Update

Nicholas Simson is the point of contact for updating the bios on the ESC website. Please submit your bios to nsimson@tennessee.edu. The committee agreed to not take a new website picture and take the old picture down (which will be handled by Mr. Simson). He has also volunteered himself to check all the links on the website to ensure they work properly. Please send any website suggestions to Mr. Simson.

Constituent issues

1. Parking passes for expectant or nursing mothers

Mr. Brian Browning stated that the committee must consider the amount of space it will take to implement expectant/nursing mothers parking passes. Implementing this for certain parking lots that are always full on campus would be a challenge. In addition, the requirement ratio of these specialized spaces is determined from the number of regular spaces available.

Question: Is there a way we can find out more information before the committee decides to move forward with advocating for this change?

Mr. Browning will have a discussion with Mr. Mark Hairr and report back to the committee during the next meeting regarding additional parking information.

Mr. Barton suggested the possibility of a hanging tag that is similar to the university's Orange Dot which allows the employee to park in any designated staff parking lot. This can reduce the distance for expectant mothers to walk without designating specific spots.

Mr. Browning will also add the topic of hanging tags for expectant mothers to his conversation with Mr. Hairr and will report back to the committee.

Question: The University allows freshman to have a car on campus which ultimately takes space. What is the rationale behind this as some other Universities do not allow it?

Mr. Browning stated that the University currently has a surplus of parking at this moment. Even with a surplus, a new parking garage is currently in the planning stages. The goal is to stay ahead of the parking demand and needs of the campus.

Policy Issues for ERAB

Mr. Rex Barton reminded the committee that the Employee Relations Advisory Board meets quarterly. Please submit any statewide ERAB agenda items to Mr. Barton ASAP.

Chair Elect

The Chair Elect will become the Chair July 2019. They will also chair meetings that the current chair cannot attend.

Mr. Eric Carr volunteered for the position, but noted his current term will end 2019. As of this meeting, he currently plans to run for reelection. Mr. Rex Barton announced that if there are any more nominations or volunteers by the next meeting, please send them to him. During the next meeting, the committee will vote for Chair Elect.

Other Business

Next Meeting

Tuesday, October 23, 2018 from 2:30-4:00 pm
IPS, 1610 University Avenue, Small Conference Room
Please send agenda items to Rex Barton at rex.barton@tennessee.edu