

## **EXEMPT STAFF COUNCIL MEETING**

The University of Tennessee at Chattanooga

November 16, 2009

Riverbend Room, University Center

**Members attending:** Jim Bowman, Cindy Carroll, Jean Dake, Shirl Gholston, Michelle Morales, Carol Oglesby, Meredith Perry.

**Others in attendance:** Elizabeth Folsie, representing Valara Sample; Sandra Morgan, representing Cindy Hornsby; Dan Webb, Director, Office of Human Resources; Melanie Sadler, Administrative Specialist, Office of Human Resources.

**Call to Order:** Mr. Bowman called the meeting to order.

**Minutes:** Motion was made and seconded to approve minutes of July and September meetings. (The ESC did not meet in August.)

**Guest: Dr. Bryan Samuel, Director of Equity & Diversity**

Dr. Samuel, who earned undergraduate and graduate degrees at UTC, said he was excited to return as Director of Equity & Diversity on July 1. His office is responding to an OFCCP (Office of Federal Contract Compliance Programs) audit that is due December 16, but could be extended to January 1<sup>st</sup>. An audit can arise from either a complaint or acquiring a grant, such as the \$20 million ROTC grant. The risk to the University of the failure to have an acceptable Affirmative Action plan and to meet OFCCP standards is that it could lose access to federal grants and contracts.

The Access & Diversity Committee, comprised of several subcommittees, is viewing strategies and initiatives to recruit staff; diversity training to include sexual harassment prevention and cultural competency. Some universities outsource such training, but our campus will probably use in-house resources to develop and deliver diversity training. A Diversity Training committee is working to identify faculty and staff with expertise in areas to assist as trainers. A member questioned if student workers could attend Diversity Training. Dr. Samuel said the current focus is on training for faculty and staff.

When asked about complaints his office has received, Dr. Samuel said sexual harassment and cultural competency are the chief complaints. A few employees have expressed concern that they were not being paid adequately. Dr. Samuel defined sexual harassment as promising some benefit (promotion, work assignment, positive evaluation, etc.) in return for sexual favors; sexual harassment may also entail the creation of a hostile work environment associated with unwelcomed sexual advances. Harassment is as a form of discrimination on the basis of gender, race, religion, age, disability or other legally protected category.

Dr. Samuel said he would like to establish a fellowship initiative for each college, by Fall 2010, encouraging the attainment of doctorate by a full-time tenure-track minority faculty member. He said he would also like to establish a professional development initiative for promotional advancement among faculty and staff. Dr. Samuel said he is unsure of the particulars but had seen such a professional development program work at other schools. He cited Miami University, Ohio where the assistant to the President took on additional job duties and after acquiring a doctorate, was selected as a Vice President.

### **ESC Guidelines**

Mr. Webb said there is no UT Policy governing the ESC but according to campus ESC by-laws, the Director of Affirmative Action shall serve as ex-officio non-voting member of the Exempt Staff Council. Mr. Webb said Dr. Samuel would be added to the mailing list in order to receive minutes.

### **Training Advisory Group**

Mr. Webb said representatives of the Training Advisory Group (TAG) will make a presentation to the Executive Team, with the following content:

1. Mandatory Training  
Campus-wide mandatory training is not currently required on any UT campus, with the exception of UT Health Science Center that requires HIPPA and FERPA training. TAG proposes that Mandatory Training be developed and implemented at UTC, with focus on critical compliance related training.
2. Chancellor's Challenge  
Although there are plentiful opportunities for on-campus training, many sessions have low attendance. Carol Oglesby and Laure Rodebaugh are working on the Chancellor's Challenge that will highlight and promote training programs that encompass the 6 ports of wellness. The challenge will kick-off in January with an open house.
3. Performance Management  
Laure Rodebaugh will interview a number of deans, directors, and department heads as research to improve the performance appraisal instrument (SPDR), with emphasis on enhancing the contribution of each staff member through training, constructive feedback, and coaching. TAG will work to enhance performance review instruments and process.

### **Other Issues**

- A motion was made and seconded to cancel the December meeting.
- January 2010 meeting is scheduled to occur on ML King Holiday. Members agreed to meet January 11.
- Mr. Bowman will attend the Employee Relations Advisory Board meeting in December.
- *Seven Habits of Highly Effective People* will be rescheduled to Spring, 2010.
- Mr. Webb said the plan to address equity, by monies set aside by senior administration, is being reviewed by system.

Respectfully Submitted,

Melanie Sadler  
Administrative Specialist, Human Resources