

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga
January 27, 2011
Fortwood Room, University Center

Members attending: Becky Bell, Tonya Botts, Sandy Cole, Jean Dake, Amy Davis, Emily Geyer, Bruce Hilbert, Erica Jolly (representing Mary Jean Broyles), Tonia Martin, Harriet Neely, Heather Wilson.

Others in attendance: Dan Webb, Director, Office of Human Resources; Melanie Sadler, Administrative Specialist, Office of Human Resources.

Call to Order: Ms Dake called the meeting to order.

Minutes: A motion was made and seconded to approve minutes of the November and December 2010 meetings.

Guest: Bob Lyon, Vice Chancellor, University Advancement

University Advancement is comprised of Alumni Affairs, Development, WUTC Radio Station, and University Relations and also serves as liaison to the UC Foundation.

University Relations is responsible for public relations, communications, and the website. When the UT Board enacted the North Georgia and Northwest Alabama tuition waiver, the university had a short timeframe to recruit students and show the board that it had made a good decision. Mr. Lyon praised the department for determining their relevancy as an integral part of the university.

WUTC serves the community-at-large and the university as it seeks to increase its Hispanic enrollment. WUTC can broadcast through a side-channel, which is free, to the Hispanic population. Programming changes were enacted 3-4 years ago and Arbitron ranks the station as #1 during day-time hours with listeners who have a Bachelor's degree. Fundraising of \$144,000 exceeded the goal by \$4,000. Underwriting, which is the same as advertising in the commercial arena, has increased 30%.

Alumni Affairs is engaged with the university not only through social events, but by determining how they fit with the Strategic Plan's 'Access and Success'. Math and English faculty traveled to Bradley County High School, where the principal is an Alumni Board member, to speak with students about the importance of going to college. Since then, the same model has been used at other high schools.

Development provides funds for professorships, and scholarships, through endowments and non-endowed gifts. Endowments are monies that are invested and only interest is spent. Non-endowed funds are not invested. Mr. Lyon cited the university's Chemistry department, which has a national reputation and a large endowment.

Mr. Lyon said the university system is conducting a gap analysis to see where the university is situated among its peers. UTC far exceeds Appalachian State, with an enrollment of 17,000, in endowment dollars per full-time student.

Ms Geyer said the Faculty/Staff Campaign ended in 2010 with 54% participation, which was down from previous year but saw an increase in amounts. The alumni participation rate is increasing after 35 years. Faculty and staff who are also alumni will have participation count as both. A new campaign will begin March 23.

The UT system has a seven-year campaign goal of \$1 billion and UTC's goal is \$65 million, which is double the amount of the last campaign. There is one year left in the campaign, which ends December 31st, and UTC has exceeded its goal as of the end of 2010. A new initiative is funding for University Honors.

Mr. Lyon said the UT system has been examining through a Foundation study, changes to funding Development and Alumni positions that have been funded by the university's regular operating budget. Most universities, some over 20 years ago, froze operating budgets and future increases were tied directly to the success or lack of fundraising.

Applicant Tracking System

Mr. Webb serves on the Implementation Team for Taleo, the applicant tracking system, chosen by open-bid for the UT system. Although Ms Hendricks prefers a go-live date of July 1, Mr. Webb said his sense is that it would be closer to October 1. Taleo will parse input from resumes to job vacancies and allow applicants to self-select. Additionally, it will generate reports for Human Resources and Equity & Diversity.

Financial Wellness Committee

Mr. Webb said a financial wellness committee will be formed to provide information and advice regarding personal financial health for faculty and staff. Ms Wilson volunteered to serve on the committee. Ms Martin said Tony Doyley, Financial Aid Literacy Coordinator, might wish to serve as he has developed similar programs for students.

Background Checks

Effective January 1, background checks are being conducted system-wide on all incoming regular new hires, faculty and staff, through TruScreen. The authorization form is now part of the employment application. The university will pay for the check for positions funded through E & G accounts. Positions funded through grants accounts and auxiliaries will be billed back, according to Ms Neely.

Mr. Webb said positions which require background checks through TBI or Cogent will still be conducted, in addition to TruScreen.

Other Issues

- Ms Botts, member of the Parking Authority, said rates will increase \$1.34/month for General and \$2.67/month for Reserved. John VanWinkle, City Traffic Engineer and board member, will conduct a traffic study of intersection at Douglas and Oak Streets.
- The 125th anniversary celebration of UTC will kick-off on March 1.
- Ms Martin said Financial Aid will move their offices to the University Center on February 20-21.

Next Meeting

Rick Hart, Athletic Director, will speak at the February 21st meeting.

Adjournment

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources