Members attending: Vickie Adkison, Sheila Cagle, Merrium Carver, Heather Heinlein; Anne Jay; Sandra Jones; Anna Lane; Kathy Lindsey; Kellie Karaky; David King; Marion Perkins; Laura Perryman; Melita Rector; Samantha Skidmore; Joanna Stephanos; Sharon Thomas; Roberta Thurmond; Jean Walston.

Others in attendance: Laure Pou, Interim Director, Human Resources; Melanie Sadler, Administrative Specialist, Human Resources.

Call to order: Ms Lane called the meeting to order.

Minutes: A motion and seconded to approve minutes of the February 18th meeting.

Blue Ribbon Awards

- October 2015: Jean Walston, Assistant Teacher, Children’s Center
- November 2015: Marion Perkins, Administrative Specialist, Music

Guest: Laura Cagle, Coordinator of Programs and Events, Office of Chancellor

Clean and Green, sponsored by River City Corporation, is Chattanooga’s annual cleanup event for downtown and surrounding neighborhoods, and is scheduled for April 23. Ms Cagle said the Chancellor is hoping for a large turnout than last year’s 125 UTC participants when the event was rained out. Staff may register for UTC’s team at www.cleanandgreenchattanooga.com and receive a blue and gold T-shirt at check-in, which begins at 8:00. Assigned jobs begin at 9:00 and finish at noon, but participants are not committed to stay the entire time.

ERAB Meeting

Ms Lane will attend the Employee Relations Advisory Boarding meeting in Knoxville next week. She expects outsourcing to be a topic of discussion although the agenda has not yet been distributed.

Staff Performance Reviews

Staff Performance Reviews are due in Human Resources by March 31st. SPDRs may be submitted electronically or hard copy and should have the employee’s signature, supervisor, and next-in-line administrator.

Haven Training

Haven training for faculty and staff that relates to Titles VII and IX and Violence Against Women should be completed by March 31st. Completion rates are being tracked and reports will be given to the vice chancellors. The online module takes approximately 1 hour to complete and a follow-up survey will be sent 30 days later. Ms Pou said a final face-to-face session will be held for those without computer access. Adjuncts are not
required to complete the training but may receive the training at future adjunct orientations.

**Professional Development for Administrative Support Professionals**

The time frame for the monthly Network and Learn sessions has been expanded from 2:30-4:30 with 30 minutes for networking and 90 minutes for development topic. Tim Pridemore and Faith Garner presented emergency planning at the last Network and Learn. This month’s topic is UTC Learn and LinkedIn. A Blackboard page will be established for administrative professionals.

Ms Lane told members that the Administrative Professionals’ Conference would be held the first week of November in Nashville. The cost is $299 plus hotel, food, and transportation. The conference provides an opportunity to meet and interact with peers across the state for professional and personal development courses.

**ERC Representation on Campus Committees**

Ms Jay serves on the Athletics Board and Ms Karaky on the Diversity Committee and has requested handouts for anyone interested in the committee’s work. Some ERC members have been contacted about serving on a parking focus group.

**Next Meeting**

Vice Chancellor Richard Brown is scheduled to speak at the April meeting.

**Adjournment**

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources