Members attending: Melita Rector, Shirley Hatfield, Anne Jay, Mark Stotts, Anna Lane

Others in attendance: Laure Pou, Assistant Vice Chancellor of Human Resources, Human Resources; Janice Michaels, HR/OEI Assistant, Human Resources

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

Minutes: The minutes for the July 2019 meeting were submitted and approved electronically with no changes needed.

Blue Ribbon Award: Ruby Jordan, Facilities, was the recipient of the Chancellor’s Blue Ribbon Award for August 2019. Megs Hazare, Information Technology, was the recipient of the Chancellor’s Blue Ribbon Award for September 2019.

Guest Speaker: Angela Wharton, Manager of Employment Services, Human Resources and Rosite Delgado, Director, Office of Equity & Inclusion

Outlined the new organizational chart for Human Resources and the Office of Equity & Inclusion. Some of the changes to HR include the realignment of services offered to improve efficiency in the department.

Employment specialist are now assigned to divisions so divisions will now work with the same staff person for all their hiring needs and will know who to contact with questions. In, Equity & Inclusion, Charlene will work with Search Committees to ensure that all members receive training before serving on the committee. Mandatory training is to be completed every two years. If you aren’t sure if you need to take training, you can contact Charlene.

Staff Searches (Exempt and Non-Exempt) – HR and OEI Points of Contact
Sara Harper, Senior Employment Specialist & Rachel Riehle, Employment Specialist, Human Resources

• Primary point of contact throughout staff search process
• Job ad assistance
• Posts job in Taleo and to affinity sources
• Screens candidate pool for minimum requirements after 10-day posting period minimum
• Initiates background check when successful candidate is identified
• Enters job offer in IRIS
• Works with Department Head/Dean to prepare written job offer
• Schedules intake/orientation

Charlene Ragland, Recruitment & Employment Specialist (Exempt Staff Searches Only), Office of Equity & Inclusion

• Confirms completion of Search Committee Training and grants Taleo access to Search Committee
• Reviews search plan with Hiring Manager/Search Committee Chair
• Reviews and archives search documentation

Changes were made to the recruitment process to streamline it. The new process is as follows:
Regular Exempt Staff Recruitment Process

**DH/Dean** – Department Head/Dean  
**HM/SC** – Hiring Manager/Search Committee  
**HR** – Human Resources  
**OEI** – Office of Equity and Inclusion

1. **DH/Dean:** Submits job requisition (ZPOSITION000) in IRIS (Workflow approvals required); contacts HR for job ad assistance. **NOTE** – Submission of job requisition may be delegated to the hiring manager (varies by College).

2. **HR:** Assists with job ad; posts job to Taleo and to affinity sources.

3. **OEI:** Contacts search committee chair and hiring manager to schedule a meeting to discuss search plan; and will confirm completion of Search Committee Training and grant access to candidate pool in Taleo.

4. **HR:** Screens applications for minimum qualifications; after 10-day minimum posting period, releases qualified candidates to HM/SC.

5. **HM/SC:** Identifies primary and secondary interview pools in Taleo utilizing OEI approved evaluation rubrics; schedules and conducts Zoom interviews; notifies OEI of candidates interviewed and those selected for on-campus interviews.

6. **NOTE** – When notifying OEI of candidates selected for on-campus interviews, completed application and Zoom rubrics should be included.

7. **OEI:** Reviews candidate pool for on-campus interviews and designates finalists in Taleo (copy HR).

8. **HM/SC:** Conducts on-campus interviews; submits hiring recommendation and any required documentation (varies by College) to DH/Dean.

9. **NOTE** – A verbal offer may not be extended until OEI has reviewed search process documentation and background check is complete.

10. **DH/Dean:** Determines successful candidate and submits final search process documentation (interview questions/rubrics/campus interview itineraries) to OEI; notifies HR to initiate hire in IRIS.

11. **OEI:** Reviews and archives search process documentation (copy HR).

12. **HR:** Enters job offer in IRIS (workflow approvals required); initiates background check.

13. **DH/Dean:** Upon approval of background check, extends verbal job offer; upon acceptance, rejects remaining candidates in Taleo. **NOTE** – Extension of verbal offer may be delegated to the hiring manager (varies by College).

14. **HR:** Works with HM/SC to prepare written job offer; schedules intake and orientation; closes job in Taleo.

The only difference in the recruitment process for **regular non-exempt staff** is that OEI is not involved.

**Search Committee Training Dates – Fall 2019**

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<thead>
<tr>
<th>October</th>
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<tbody>
<tr>
<td>Monday 7th</td>
<td>10:00am – 12:00pm</td>
<td>HR Conference Room</td>
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<tr>
<td>Thursday 17th</td>
<td>2:30pm – 4:30pm</td>
<td><strong>ZOOM:</strong> <a href="https://tennessee.zoom.us/j/4033191384">https://tennessee.zoom.us/j/4033191384</a></td>
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<tr>
<td>Friday 25th</td>
<td>1:30pm – 3:30pm</td>
<td>Ocoee Room</td>
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<tr>
<td>Tuesday 29th</td>
<td>10:00am – 12:00pm</td>
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<tr>
<th>November</th>
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<tbody>
<tr>
<td>Thursday 7th</td>
<td>3:00pm – 5:00pm</td>
<td>Ocoee Room</td>
</tr>
<tr>
<td>Wednesday 13th</td>
<td>1:00pm – 3:00pm</td>
<td><strong>ZOOM:</strong> <a href="https://tennessee.zoom.us/j/4033191384">https://tennessee.zoom.us/j/4033191384</a></td>
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<tr>
<td>Monday 18th</td>
<td>10:00am – 12:00pm</td>
<td>HR Conference Room</td>
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<tr>
<td>Tuesday 26th</td>
<td>10:00am – 12:00pm</td>
<td>Ocoee Room</td>
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**December**
Monday 2\(^{nd}\) 1:00pm – 3:00pm – Ocoee Room
Wednesday 11\(^{th}\) 10:00am – 12:00pm – ZOOM: https://tennessee.zoom.us/j/4033191384

**Guest:** Michelle Prince, Director and David Seidel, Associate Director of Auxiliary Services

This is the 4\(^{th}\) year in the Parking Improvement plan. Parking Services is constantly monitoring lots & parking statistics and try to keep fees as low as possible.

This year parking was impacted by multiple construction projects on campus. Several lots were changed from reserved to general to compensate for the lots that were closed and to meet the parking needs. Engel Stadium parking lot has been updated and around 200-250 of the 340 available spots are being used. A new lot near the Challenger Center and a lot near the Episcopal church were added this year. Lots 40 & 52 are currently being leased from Unum. Unum plans to sell these lots but has agreed to lease them to UTC for 30 days at a time until they do.

In Fall 2020, Parking will switch from hang tags to a virtual permit system. It will be a self-managed account and your license plate will become your parking permit. You will be able to register up to 3 vehicles to your account. Only 1 of the 3 vehicles will be allowed to be on campus at a time. Vehicles will need to park nose in so that the license plate is visible to the LPR (License Plate Recognition) scanner. Guest parking will not change. Enforcement of the LPR will begin in Spring 2020. Disability and West Campus students will continue to use the hang tags for their parking. When asked if there will be an increase in rates to pay for the new system, Mr. Seidel stated that there would not be an increase due to implementation of LPR.

When asked about implementing a tiered parking model based on years of service, Mr. Seidel stated that the Parking system is self-funded so the money would still need to come from someplace. For this to work, the lower tier would have the highest price and that would impact the newer, lower paid employees.

**Open Enrollment**

Open enrollment runs 9/30/19 to 10/11/19. There will be open sessions on 9/26 and 10/2 in the Raccoon Mountain Room for anyone with questions. Edison ID’s can be found on your CVS Caremark Card on the My IRIS web portal under the personal profile page. Health insurance premiums will remain the same. Network providers may change so it is recommended that you check with your provider before choosing a network.

**Voluntary Retirement Incentive Program (VRIP) Update**

177 employees are eligible for VRIP. Employees must have 20 years of service to be eligible for VRIP. Applications are due by 10/15. A signed agreement will then go out to the employee that must be returned by 11/15. That agreement will then go to David Miller in UT System for his signature. The employee will be notified of their acceptance by early December.

**Employee Fee Waivers**

There have been discussions about fee and what they cover or don’t cover, specifically the online course fees. Fee waivers do not cover online course fees, lab fees or differential fees. Further discussions will follow. Ms. Lane to bring to upcoming ERAB meeting.
ERC Election Committee

Anna Lane, Anne Jay and Melita Rector will meet with Laure & Jan to review the ERC Committee Groups for any changes that will need to be made before the upcoming ERC elections.

Announcement

The 2019 Moving Our Campus Forward (MOC Forward) Conference: Intersections on the Path to Inclusion will take place on Tuesday, October 15 from 8:00 a.m. – 4:30 p.m. in the University Center. The keynote presentation will be “The Defamation Experience,” a riveting live courtroom drama with interactive audience deliberation.

Next Meeting

The ERC will meet October 17th in the UC Fortwood Room

Adjournment

The meeting was adjourned

Respectfully submitted,

Janice Michaels
HR/OEI Assistant