EXEMPT STAFF COUNCIL MEETING
The University of Tennessee at Chattanooga
January 15, 2014
Fortwood Room, University Center

Members Attending: Debbie Bell, Emily Blackman, Cindy Carroll, Carmen Carson, Jean Dake, Bruce Hilbert, Deborah Hyde, Miles Ledford, Tonia Martin, Virginia Moore, Stephanie Orr, Julie Russ, Chris Stokes, Barbara Webb.

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

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

Minutes: A motion was made and seconded to approve minutes of the October and November 2013 meetings.

Guest: Dr. Valerie Rutledge, Dean of the College of Health, Education and Professional Studies

Dr. Rutledge received her Bachelor’s and Master’s degree at UTC and Doctorate through UTK and joined UTC’s Teacher Preparation Academy (TPA) in 1995 after 21 years as a teacher in Hamilton County Schools. In 2005, the TPA consolidated with Graduate Studies Division into a single department (School of Education), partly due to accreditation and she added that the last accreditation was extremely successful.

A separate college for health-related programs was dissolved several years ago and those departments joined CHEPS. As the college looks ahead, they hope to target areas with potential for growth and most of the programs produce a professional credential.

The majority of faculty use Blackboard to post lectures, quizzes and Powerpoints. Most every program offered through CHEPS has some course or all courses online. A Master’s of Elementary Education and a ESL certificate, that be added to a teaching license, are courses that are completely online. Dr. Rutledge said there is a need to see a student in the classroom to determine if they would be a good teacher.

STEM Education began at UT-Austin (Texas) 13 years ago. The STEM program (UTEaCh), established by Race to the Top monies, is NCATE accredited and allows students to obtain a portal license with a major in one area and minor in education. Students complete student teaching and field placement requirements and all licensure recommendations are through the School of Education. The STEM program has two co-directors, one from Arts & Sciences and one from Education. The biggest challenge in almost every school system is for educators for Math, Science, ESCL, and Foreign Language.

Health & Human Performance has relocated from the Gym to Metro and encompasses Athletic Training, Exercise Physiology, and Nutrition. The Nutrition field leads to licensure as a dietician and Dr. Rutledge said the profession will require a Master’s degree in a few years and the university hopes to expand the program.

Social Work, headed by Dr. Michael Sherr, is building enrollment and hiring a Field Placement Coordinator and faculty member. Physical Therapy offers a Doctorate only and Occupational Therapy, headed by Susan McDonald, will open
in 2014 with 15-20 students seeking a Doctorate. Interior Design will gain space, formerly used by Nutrition classes, in Hunter Hall for a senior design lab. The university plans to propose a Master’s degree in Interior Design, a needed credential to teach. Nursing lacks classes to admit all those who apply and Dr. Rutledge said she was able to find an adjunct instructor last semester for Anatomy & Physiology for 30 Nursing students who would’ve been held back a semester.

As students progress, a list of electives for HHP and OT is needed to make sure courses have been completed to get into the program. Co-requisites and pre-requisites are the biggest challenge and the new General Education should have an impact. With the Complete College Articulation agreement, an Associate’s degree will be the Gen Ed. The university offers reverse transfer, where students complete 45 hours at a community college and transfer to UTC for classes. After obtain a combined 60 hours students transfer back to receive an Associate’s degree.

When there is a change in a credential licensing exam, faculty take the test and then re-evaluate their courses. All faculty took the Praxis several years ago so they would know what was on the test. Approximately 900 majors in the Early Childhood program, leading to a dual licensure in Birth-3rd grade Education and Birth-3rd grade Special Education, take six licensing tests at $85-$100 per test. The School of Education has an advisor and Assessment Coordinator and Nursing has advisors.

**ARC Memberships**

Staff and faculty memberships cost $20.83 a month and includes working with a personal trainer, who are HHP undergraduate interns with national certification. Retirees can use the ARC for free and spouses may join for $10.50 a month and alumni may join for $30 a month. Alumni were granted free access when the ARC opened until December 2013, because they had paid fees while students.

Moc One allows a member to add one family member over the age of 18 who resides at the same address for an additional $12.50/month. Faculty and staff who only want to use the 3rd floor walking track can get a Turns membership for $10 a month to access the 1/8 mile walking track and exercise machines on the upper level.

Members and non-members may rent the ARC pool for birthday parties on weekends. The 60-year old McClellan gym pool was closed last year and with estimates ranging into the high six-figures to bring it to code, the space will be converted into a multi-purpose area for sports and recreation. Health and Human Performance has moved out of the gym and Wrestling now has a permanent home in the gym.

The ARC is on social media and has an app with video, newscasts and schedules of classes.

**Performance Management and Compensation**

President DiPietro wants consistency in performance reviews for all campuses as compensation moves to pay for performance. Reviews for the 2013 calendar year evaluation period are due in Human Resources by the end of March. An electronic process should be enacted within 2-3 years.
The only required form is the Performance Review Summary Form, which was part of the old SPDR with five dimensions of performance, with a numerical value assigned to rating. Staff receiving a 9 or below would not be eligible for an across-the-board increase. The supervisor completes an evaluation of the employee and forwards to the next-in-line supervisor for review before discussing with the employee. Optional forms include a self-evaluation from employees.

Compensation Module II, which focuses on performance management, will be presented January 16, 22, 31, and Feb 14. An email message was sent to managers about the presentations but ESC and ERC members may attend. (Since the meeting, a presentation for ERC and ESC members was scheduled for February 11.)

**HR Policies**

The Affordable Care Act (ACA) requires organizations to provide benefits for all full-time employees, which the government defines as working 30 + hours a week or 75% FTE. Effective February 1, employees must be 75% to receive annual and sick leave and employees at 76-100% will receive leave in proportion to their percentage. Effective 2015, the amount of leave that can be carried over is proportional to full time carry over rate.

Term employees, as defined in UT Policy HRO 105, will now be called temporary employees and if paid more than 12 consecutive paid months, must be considered for regular employment. This policy does not affect students, special appointments through Continuing Education or retirees. Effective February 1, only regular employees, part-time and full-time, will be eligible for retirement.

**ERAB Meeting**

The Employee Relations Advisory Board did not meet in December as no questions were submitted. The March meeting will be in Knoxville and members should forward concerns to Ms Dake.

**ESC Elections**

Prior to April elections, representational groups will be reviewed for community of interest, geographical location or reporting line. Ms Hyde, Ms Debbie Bell, Ms Dake, Ms Martin, Mr. Webb and Ms Sadler will meet to view groups.

**Other Issues**

Ms Martin encouraged members to run My Mocs Net account to receive much-needed feedback.

Members suggested future speakers to include Dr. Ainsworth, to speak about Academic Affairs reorganization; Dr. Adsit and Kim McCroskey, to speak about the new Blackboard program that will roll out in late summer; Kathy Taylor to speak about Partnership Promise requirements/deadlines.

**Next Meeting**

The ESC will meet February 12, 2014.
Adjournment

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources