

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga
Wednesday, July 19, 2017
Fortwood Room, University Center

Members attending: Twyler Boykin, Amy Davis, Christine Estoye, Lindsey Greiner, Angie Johnson, Julie Russ, Chris Sherbesman, Barbara Webb.

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

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

Minutes: A motion was made and seconded to approve the minutes of the June 21st meeting.

Guest: Laura Cagle, Director of University Events, Office of the Chancellor

Mocs Games, formerly known as the campus-wide picnic, is scheduled for Monday, September 11th to kick-off Founder's Week. Events will be held every day during the week though not targeting the same audience. Feedback received from last year's event was that some folks loved the games while others were not fans of it and some said the set-up on Chamberlain Field was confusing. Ms Cagle said the planning committee didn't want to focus on competition last year so no prizes were awarded. Those interested in serving on the planning committee should contact Ms Estoye. Ms Cagle said Service Awards would be held September 12th.

Guest: Tricia Henderson, Assistant Director of Alcohol, Other Drug, & Mental Health Education, Student Development

Ms Henderson was Assistant Director of the Counseling Center for 7 and ½ years before her position transitioned to the Dean of Students Office last November. She is a licensed professional counselor and alcohol and drug preventionist.

AlcoholEdu has been completed by over 95% of incoming students and is mandated by the US Department of Education to educate students on safety connected to alcohol and other drugs. The course has been given for the past 6 years and all incoming students must complete a pre- and post-matriculation course called Haven, which includes information on policies and resources. Students are informed of AlcoholEdu through Blackboard but mostly through Orientation and emails to all incoming freshmen, transfer, and graduate students.

Graduate students are also required to complete the course and graduate and transfer students who completed the training at a previous institution may request a waiver, with approximately 10 granted per year. Feedback received from students was that training was geared to freshmen and the vendor now offers an adult course, similar to Haven training completed by staff.

StepUP! is a peer-led program that trained 800 students last year and 2,500 the year before. Every 3 years a core survey is conducted and UTC along with other institutions have used media/marketing campaigns to challenge the portrayal of college life as *Animal House*. The grant-funded program requires some print publications so marketing materials such as calendars and Frisbees with messages were handed out at the Stress Fair to start conversations.

Ms Henderson's office sponsors prescription drug take-back; online screenings and assessments; alcohol-free alternative programs; safe spring break promotion; compliance checks at local vendors/bars in conjunction with the Chattanooga Police Department to make sure students are not being served alcohol. Student Development also sponsors a medical amnesty policy promotion for students.

Another initiative is the Mocs Now app for smart phones that includes information regarding Orientation, Welcome Week, Operation Move-In, Athletics, and UTC Cares. The app has been announced during Orientations and during the fall semester to others on campus. When clicking on UTC Cares, the app will ask if the person is faculty or staff, student or parent; if the person needs help or help for someone else; and displays the appropriate resources on campus and in the community. Staff are asked to refer any mental health type problems to the Counseling Center and if no answer to phone the Dean of Students Office.

The Advocate Initiative allows students to collect buttons when attending training sessions and then receive a larger button upon completion of 6 sessions, through a partnership with the SGA.

Mental health efforts include training for Green Zone and QPR (Question, Persuade, Refer), a suicide prevention program, and is eligible for HRO128 training hours. Student Development is viewing a policy on interventions. Student groups host booths related to mental health awareness during Fresh Check Day and a Stress Fair was held in spring around finals in collaboration with the Center for Mindfulness but was not well attended.

The new pantry does fall under the purview of Ms Henderson but rather the Dean of Students Office, which is conducting a search to fill the case manager position. This position will oversee and interact with students requesting assistance. Fundraising is a work in progress and marketing has begun. The pantry will stock food and personal hygiene items and hopes that eventually the UTC garden could donate fresh food to the pantry.

Student Development has developed many community partnerships that include the TN Suicide Prevention Network; Governor's Advisory Board; Higher Education Task Force; Chattanooga-Hamilton County Health Department; Chattanooga-Hamilton County Community Coalition; Coalition for Health and Safe Campus Communities. Ms Henderson said she continues to look for partnerships and ways to connect in the community.

Other Issues

Ms Pou said new employees are required to complete Onboarding during their first six months of hire. There are 5 sessions with the final session allowing for feedback from new hires.

Ms Pou said the Board of Trustees mandated that this year's 3% pool of monies be merit based increases. Communication is forthcoming from the Chancellor's office and letters will be sent within the next 2-3 weeks to those receiving increases, retroactive to July 1st for staff and 12-month faculty and August 1st for 9-month faculty and flex year employees.

There has been no movement on a proposed increase to the FLSA threshold that was placed on hold last year by the federal government. This item will be discussed at the system level and Human Resources Officers' retreat. The Trump

administration could revise the threshold but there has been no communication so far that they intend to do so.

There has been no word on the state's proposal to outsource Facilities.

Next ESC Meeting

The ESC will not meet in August. The next scheduled meeting is September 20th @ 10:00 in the Fortwood Room, University Center.

Adjournment

The meeting was adjourned.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources