

**EXEMPT STAFF COUNCIL MEETING**

The University of Tennessee at Chattanooga

March 19, 2014

Fortwood Room, University Center

**Members attending:** Debbie Bell, Cindy Carroll, Jean Dake, Amy Davis, Anne Gamble, Cindy Hornsby, Deborah Hyde, Miles Ledford, Tonia Martin, Virginia Moore, Julie Russ, Chris Stokes, Barbara Webb.

**Others in attendance:** Rob Robinson, representing Emily Blackman; Dan Webb, Director, Human Resources; Melanie Sadler, Administrative Specialist, Human Resources.

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

**Approval of Minutes:** A motion was made and seconded to approve minutes of January meeting. (The ESC did not meet in February.)

**Guest:** Dr. Jerald Ainsworth, Provost and Vice Chancellor for Academic Affairs

Working at UTC for 3 years before becoming Provost was an advantage, Dr. Ainsworth said, in that it allowed him to view how Academic Affairs worked before reorganizing. The number of direct reports has been reduced from 15 to 11 allowing him to deal with his direct reports more frequently. Faculty Records now reports to Deborah Hyde, Director of Business Operations. Associate Provost Dr. Sanders reviews RTRs (rank, tenure, reappointment), and appeals.

The university underwent SACS accreditation, requiring a report of how assessment was done but was not accepted. A second monitoring report was required and failure would've placed the university on probation, thereby affecting the ability to recruit faculty and students and the loss of CCTA (Complete College Transfer Act) dollars.

Assessment means the ability to demonstrate measurable learning outcomes. Multiple offices conducting assessment have been realigned. In the past, there was not a university-wide comprehensive learning, mapping curriculum and in many cases, Academic Affairs was writing outcomes for departments. A team led by Drs. David Rausch, Karen Adsit, and Dawn Ford is working with departments to have every major mapped by Spring, 2015, requiring Taskstream technology.

An external review of International programs has been completed. A position for Vice Chancellor of Research & Engagement would provide greater visibility and CCTA requires the university to demonstrate what it's doing in terms of research.

Changes to the Dean's Council have reduced the number of deans from 8 to 7 and Dr. Adsit is now Assistant Provost, as her position as Dean of Lifelong Learning was eliminated. Dr. Ainsworth said this cost neutral move would set the vision for teaching and learning.

The university is looking to locate all student services (Financial Aid, Bursar, Records, Admissions, Graduate School, International Programs) in a central location and is viewing a one-stop shop, adding that non-traditional students and veterans have different needs. As the new library opens in the fall, Lupton library will be repurposed to include some offices but primarily classroom space, including flipped classrooms and moveable tables for group sessions. The state office buildings should be vacated by late July or early August and will provide excellent space for classrooms on the first floor. Holt will be refurbished into a Science lab. Dr. Ainsworth said the university is beginning to strategically think about how space is utilized and why departments are relocated. He said half of his own staff is located in the old Provost's house and he thinks Race Hall will become more of an administrative building.

Budget meetings are this week and the Powerpoint for Academic Affairs will be posted on the Provost's webpage in a few days. Every decision must have data to back it up, including funding of new positions, and deans have been asked to provide outcome-based budgeting that shows the cost to produce graduates in their college; number of degrees granted; number of students retained from fall to the next fall; number of students completing 24 hours. He added that it is a disservice to the university if it does not measure itself this way when the state is viewing these numbers.

Last year, the university lost \$1 - \$1.5 million but will gain \$1 million this coming year with 51% being funneled into academics. All colleges and departments have been asked to make a progress report so dollars may be re-allocated and re-invested in things that making a difference. As the university moves towards this model, each year a report card will be presented to the campus.

Using Delaware Data as a benchmark, the number of adjuncts will be reduced so that it may be re-invested in colleges to hire advisors or turning lecturer positions into full-time positions. Adjunct pay has been cut by \$300,000 this year to \$2.1 million. Various accreditations view the ratio of full time to part-time faculty.

Dr. Fran Bender's position deals with retention on the academic side but Provost Ainsworth pointed out that retention must encompass the student development side to encompass housing,

community building, student learning communities. A new position, reporting directly to the Provost, would provide this oversight.

With fewer part-time faculty, the Provost was asked if that meant faculty needed to teach more classes. He responded that it is a paradigm shift in helping faculty understand not how to reach a 4-4 load but the student credit hour production. He added that faculty should receive some credit hours for instructing thesis.

A member said they were alerted to an email sent to students with 2.5 GPA or lower that they could not register for classes. While the Provost said he was unaware of the email, he would inquire. Communication should be dispensed in the right manner and timing and would be discussed at the dean's council. He added that to move into the final years in the field of Education, the GPA has been increased from 2.5 to 2.75.

Guidelines for how differential fees in several disciplines are used were shared with the Board of Trustees and approved. The plan set aside 10% for scholarships and working with deans and directors some faculty and staff positions were added and/or existing unfilled positions were re-established. Last year's budget was projected to include charges for online classes but implementation was delayed by one semester. Departments were held harmless because they had already hired some faculty with the understanding that the fees would be assessed to students beginning with the fall semester.

### **Faculty/Staff Field Games**

Marc Holcomb, Admissions, previously worked at Kennesaw State and field day activities were held. Miles Ledford said the picnic on August 8<sup>th</sup> would provide a good opportunity for field games, such as volleyball, tug-of-war, water balloon toss, at Challenger Field followed by Family Fun Night at the ARC.

Members had many questions and Mr. Webb suggested they might want more details. Tonia Martin and Chris Stokes volunteered to meet with Mr. Ledford, Mr. Holcomb, ERC representatives, and Emily Forrest. Mr. Webb suggested that they include Kendra Biggs, HR Generalist, in the discussions.

### **ESC Elections**

A small committee comprised of Ms Dake, Ms Martin, Ms Hyde, Ms Sadler, and Mr. Webb meet to review current representational groups for re-alignment before elections ballots were printed. Departments are grouped together either by geographical location or community of interest. Ballots should be mailed by early April. The retreat for outgoing and incoming members will be May

14<sup>th</sup>. The chancellor and vice chancellors will be invited to join for lunch and provide an update of their respective divisions.

### **Compensation Training**

Module 1 was a general overview of compensation; Module 2 dealt with performance management; Module 3 presents how positions are evaluated using the Hay system. Module 3 will be presented soon for ESC and ERC members.

### **Next Meeting**

The next meeting is April 16. Dr. Linda Frost, Dean of Honors College, will speak and Kathy Taylor and Kendra Biggs provide information about Sick Leave Bank enrollment, FML, and workers' compensation.

### **ERAB Meeting**

Ms Dake will attend the Employee Relations Advisory Board meeting in Knoxville on March 20<sup>th</sup>. An agenda has not been issued.

### **Adjournment**

The meeting was adjourned.

Respectfully submitted,

Melanie Sadler  
Administrative Specialist, Human Resources