EXEMPT STAFF COUNCIL RETREAT
The University of Tennessee at Chattanooga
May 14, 2014
Chickamauga Room, University Center

Members attending: Nancy Badger, Emily Blackman, Nicole Brown, Belinda Brownlee, Cindy Carroll, Lisa Darger, Jean Dake, Amy Davis, Christine Estoye, Anne Gamble, Bruce Hilbert, Andrew Horton, Angie Johnson, Miles Ledford, Tonia Martin, Virginia Moore, Jim Narramore, Lindsey Pearse, Jeff Rector, Chris Sherbesman, Carling Stepniak, Chris Stokes, Charity Trillet.

Others in attendance: Dr. Steve Angle, Chancellor; Dr. Deborah Arfken, Director, University Planning; Dr. Richard Brown, Executive Vice Chancellor, Finance, Operations and Information Technology; Dr. John Delaney, Vice Chancellor, Student Development; Dr. Jocelyn Sanders, Associate Provost for Academic Affairs; 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 the April 16th meeting.

Guest: Dr. Steve Angle, Chancellor

The budget process this year has placed the university in good position and dollars are being invested in making students successful. Robert Fisher, SGA President, has been named a Truman Scholar, the only one from Tennessee, and another student was a runner-up for the Goldwater Scholarship. A sophomore, working with Dr. Becherer, on a software idea will see his product arrive on Home Depot shelves this summer. Local government believes that the university can contribute and Dr. Angle cited recent newspaper articles about a turtle population study and a traffic study presented to the county commission.

The Bridge Program is a 4-week residential program offering college coursework and engagement opportunities to help students in their transition to college. Mosaic is a successful program offered during the school year working with high-achieving students that need assistance in socializing. The 6-year full-time freshmen graduation rate is 37% and by 2017 the rate must be 48%. Anatomy and Physiology is being offered this summer for the first time so students can stay on track to graduate on time.

The governor has announced free tuition to 2-year colleges but Dr. Angle believes there is value in a 4-year degree and that UTC is a strong market to recruit to. A communication plan is being studied but the university must be mindful of access and diversity, particularly among Hispanic faculty, staff, and students.
Acquisition of the State Office buildings will move the university downtown and a study has been done to view offering programs for the business district in the Mapp building. New housing is planned for Vine Street on the site of the tennis courts and Racquet Center. A member asked if there were plans to add green space for students to enjoy between classes. Dr. Brown said the demolition of 4 of the university’s oldest buildings and removal of asphalt on Vine Street would add much needed green space. The university is looking at development of 27 acres at Engel Stadium, which has 1,000 parking spaces with a shuttle and 24 hour a day security.

Tom Griscom, an alum and chair of the UC Foundation, is leading the charge for the Strategic Plan as the university’s mission is defined. Faculty, staff, and the community will be engaged in discussions and the next ESC chair will serve on the planning committee, which is chaired by Provost Ainsworth.

Dr. Angle called his tenure at UTC for the past 10 months a wonderful experience. He encouraged members to visit “coffee with the chancellor” this summer as it moves from his office to other locations, including Bretske and EMCS.

Guest: Dr. Deborah Arfken, Director, University Planning

Dr. Arfken is retiring after 34 years of service, most recently as Director of University Planning, but will teach an online course each semester in the MPA program.

Printed copies of the last Strategic Plan report for 2008-2013 have been distributed to every staff and faculty member and the appendix also contains data that had not been collected before. The plan and campus master plan can also be viewed online. A new strategic plan will gear up in the fall that Dr. Arfken hopes will be comprehensive with goals for the next 5-7 years but with fewer metrics.

Guest: Dr. Richard Brown, Executive Vice Chancellor, Finance, Operations, and Information Technology

Dr. Brown encouraged members to attend a graduation ceremony to see the culmination of their hard work. The university must be concerned about access and affordability and will seek a moderate increase, between 4-6%, in tuition. Tennessee Board of Regents is also requesting a 4-6% increase while the University of Memphis has announced that it will not increase tuition. UTC has acquired $1.1 million in new funds from the Complete College Tennessee Act but had it been adequately funded, the university would’ve received $3.7 million.

Non-recurring funds of $500,000 should be available for a one-time bonus pool and another $500,000 from recurring revenues to address equity. Dr. Brown, who serves as chair of the system’s Compensation
Advisory Board, said this year’s budget planning engaged the deans early in the process and he said members should visit the BudgetChat website.

**Guest: Dr. John Delaney, Vice Chancellor, Student Development**

A proposal for a 600-bed residence hall on the site of the Racquet Center and tennis courts is underway, which should eliminate the need for overflow housing in hotels. This fall, some students will once more be housed at the Read House with a Resident Assistant on site.

Club Sports draws a large number of students and keeps them engaged. While there is no practice space for intramural games, approx 60-70 flag football teams play each fall. Campus Recreation programs run until 10 pm, including Sundays.

Some student services departments are now located in the University Center. As the university plans how to best serve its students now and in 8-10 years, it is critical to repurpose spaces such as Lupton Library and the pool area in McClellan Gym.

Chancellor Angle has called upon departments to conduct some analysis and Student Development is looking at the budgets and spaces of peer institutions. Dr. Delaney cited the 3-person office of Career and Student Employment, which serves 12,000 students. This year, a comprehensive career services model should be in place to align with the academic side of the university and work with Academic Advisors.

The Complete College Tennessee Act reminds us to define our priorities and areas to invest in to graduate students. Dr. Delaney has finished his 11th year at UTC.

**Guest: Dr. Jocelyn Sanders, Associate Provost for Academic Affairs**

Dr. Sanders has 34 years of service and said Academic Affairs is focused on the Complete College Tennessee Act and graduating students. Curriculum mapping is underway and will be used as a basis of any SACS report, another one which is due in 2 years. A Complete College strategic plan was a campus-wide effort in identifying ways to address retention from freshmen year to graduation. The Advisement Council, comprised of academic advisors, follows students throughout their career at UTC.

The Bridge Program, Step Ahead Math program, and first year experience course this fall will aid in making students successful. The student success course is encouraged, but not required, and provides 1 credit hour for new freshmen. The academic calendar has changed and registration will be allowed through the first week of classes only.

A member said some students must wait 3-4 weeks into the semester to receive their refund check and he thought that a financially secure student is an academically sound student. Dr. Brown said he would
speak with the Financial Aid office and Vanasia Parks.

**Recognition of Members**

Certificates of recognition were presented by Mr. Webb to outgoing members.

**UTC Policy and ESC By-Laws**

UTC’s Exempt Staff Council was formed 12 years ago to provide a direct channel of two-way communication between exempt staff and university administration for advisory purposes. Prior to ESC elections, every other year, representational groups are reviewed with units grouped by a common denominator such as reporting line or geographical location. One representative and one alternate are elected from each representational group. (A revision was made to the ESC by-laws a few years ago to elect alternates.) Alternates are welcome to attend each meeting; however, if an item is placed for a vote, only one vote is allowed from each representational group.

The ESC chair serves on the UT Employee Advisory Board, which meets once a quarter (twice a year via videoconference and twice a year in face-to-face meeting) with the president, system HR staff, and representatives from other campuses. Questions are submitted ahead of time so that the appropriate person may research and respond to the issue at the meeting. Campus-specific questions are not submitted for the agenda.

**Election of Officers**

According to ESC by-laws, officers must be a representative and not an alternate. Officers can serve no more than two consecutive terms and both Ms Dake and Ms Martin have served two consecutive terms as Chair and Vice Chair, respectively.

The floor was opened for nominations for Chair. Ms Martin was nominated and said she would be willing to serve, if elected. A motion was made and seconded to cease nominations. By acclimation, Ms Martin was elected Chair.

The floor was opened for nominations for Vice Chair. Mr. Hilbert and Mr. Rector were nominated and both said they would be willing to serve, if elected. A motion was made and seconded to cease nominations. Ballots were distributed and Mr. Rector was elected Vice Chair.

**Picnic**

The campus picnic will be held August 8th from 11 am to 2 pm in the gym with a carnival-type environment with concessions. Offices will complete in games for a coveted trophy and Karaoke and a photo booth
may be included. The ARC will open for Family Night from 5 to 8 pm. Planning committee members – Miles Ledford, Chris Stokes, Kendra Biggs (HR), Emily Quinn (Disability Resource Center) and some ERC members – met recently with the Chancellor’s office. Ms Darger volunteered to serve on the committee to address the sustainability aspect. More volunteers are needed and should contact Mr. Ledford. The picnic will be held in the spring next year.

Other Issues

Ms Brown said the Chattanooga Women’s Leadership Institute is accepting applications for a women’s mentoring program that meets once monthly for 8 months. Ms Brown is a graduate of the program. Ms Sadler will share details via email with incoming and outgoing members.

Ms Martin said additional fees for those taking online and differential courses are a big expense to employees. More discussion will take place later.

Adjournment

The meeting was adjourned.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources