

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga

May 20, 2015

Fortwood Room, University Center

Representatives and Alternates present: Cindy Carroll, Jean Dake, Lisa Darger, Amy Davis, Christine Estoye, Bruce Hilbert, Jeff Rector, Carling Wilson.

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

Call to order: Mr. Rector called the meeting to order.

Minutes: A motion was made and seconded to approve minutes of the April 15th meeting.

Guest: Dr. Bryan Rowland, Vice Chancellor for Development & Alumni Affairs

Dr. Rowland was hired June 26, 2014 as Vice Chancellor for Development and Alumni Affairs and Executive Director of the UC Foundation. His wife, Dr. Stephanie Rowland, served as Communications Specialist for the chancellor and has since become Title IX Coordinator for the university.

The university merged with UT in 1969. In a 6-to-1 vote by the UC Board of Trustees against the merger, board member Scotty Probasco made persuasive arguments for joining UT and a re-vote resulted in a 6-to-1 vote for the merger. The UC Foundation was established in 1969 and unlike other system campuses, is the only one that has its own foundation and control of its dollars. The foundation has grown to 37 members overseeing assets of \$250 million with an endowment of \$121 million for scholarships, academic, and unrestricted support. Dr. Rowland makes recommendations but the board votes how to spend monies and he serves as a non-voting member along with Dr. Angle and Dr. DiPietro. Fred Decosimo has served as board chairman for the past 2 years.

Unrestricted assets are managed on behalf of departments and Dr. Rowland's office manages \$8-10 million on a daily basis and spends \$4-5 million a year. The Foundation provides approximately \$40 million in unrestricted endowments. The chancellor's office will receive \$1.69 million in unrestricted monies that is used for scholarships, start-up monies, seed money, campus picnic, etc. The South Campus is owned by the UC Foundation who leases it to UTC who in turn sub-leases it to students. The Mocs Club raises approximately \$1 million a year.

A typical workday for Dr. Rowland might include working on class reunions to projects on South Campus to fundraising. He said his office is seeing growth as they will raise about \$13 million this year as compared to \$6.2 million last year and said \$15 million a year should be raised. There are approximately 61,000 alumni with 24,000 residing in Hamilton County and he added that it makes sense to sponsor events in different communities within the county. Good addresses exist for 55,000 alumni.

A member said they understood the university has received control of the alumni list and expressed the need for flexibility in communicating with alumni via email in a timely manner. Dr. Rowland responded that the list is a system-wide database but there is a schedule of when emails can be released

to alumni and he hopes that a year from now the university will be closer to seeing some changes. A fundraising professional is located within each college and the chancellor is committed to building out fundraising for each college and the library.

Until a year ago, fundraising from telephone calls came from UT students within the 865 area code. The chancellor has been able to see that calls now come from UTC as 16 call stations were established in the Barr Building. Alumni participation was 5.85% last year and should hit 7-8% this year with 5,500 gifts, including those from non-alumni. The participation rate should be 12-15%.

Dr. Rowland said fundraising goals for each division would be shared and the campus campaign did well this year with 30% participation, which would be an exemplary number nationally. Mr. Webb said a Retirees Association, spearheaded by Jane Womack, has started and the university has 400 retirees who want to be engaged and have development potential. Dr. Rowland said he would follow-up on this.

HR Policy Revisions

- **HR0145-Reduction of Force**
The updated policy addresses grant-funded positions.
- **HR0150-Restoration of Force**
An employee is eligible for reinstatement to the restored position for one year after the date of the layoff.
- **HR0315-Court Leave**
The policy now allows employees to retain compensation received for jury or witness duty.
- **HR0338-Family and Medical Leave**
The policy has been expanded to include care for a family member injured while on active military duty; or for qualifying exigency circumstances from a family member's military service.

A member asked if the FML policy would cover a child over the age of 18. Mr. Webb said the policy states a child over the age of 18 must be incapable of self-care. He added the sick leave policy is broader in scope but will seek clarification of FML policy. If an employee anticipates an absence longer than 2 weeks, he/she should be placed on FML.

Voluntary Retirement Incentive Plan (VRIP)

Voluntary Retirement Incentive Plan agreements have been sent to one hundred and five employees who indicated interest in the plan and seventy have been returned to date. Employees will receive six months salary and payout of annual leave from their departmental budgets. Department heads are working with their dean and Provost to start the process of filling positions. Retirements allow opportunities to review vacancies and shifting of duties.

Employee Engagement Survey

Results from the Employee Engagement Survey have been returned. A Work Culture Improvement Team will promote constructive dialogue beginning this fall but work begins this summer with deans and vice chancellors.

Employee Relations Advisory Board Meeting

Ms Martin asked members to email any issues to her next week so she may submit them for the ERAB agenda.

Other Issues

Ms Johnson said a faculty and staff picnic is still planned.

Ms Martin is checking with other campuses in the system to see if employee relations meetings are regularly attended by the chancellor or his representative.

Next Meeting

The ESC will meet on June 17th.

Adjournment

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources