

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga
Wednesday, November 9, 2016
Fortwood Room, University Center

Members attending: Tonya Botts, Twyler Boykin, Eddrick Brooks, Christine Estoye, Delon Flanagan, Angie Johnson, Tonia Martin, Lindsey Pearse, Julie Russ, Charity Trillet.

Others in attendance: Kendra Biggs, Sr Human Resources Generalist, Human Resources; Melanie Sadler, Administrative Specialist, Human Resources.

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

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

Chancellor's Holiday Party

ESC members should receive an invitation to the Chancellor's Holiday Party on December 9 for ESC, ERC, and Faculty Senate. Tentative location is 4th floor of the library. Member should RSVP if attending.

Employee Relations Advisory Board Meeting

Ms Martin said the meeting was held in Knoxville and agenda items included FLSA and outsourcing of Facilities. There was no information shared regarding outsourcing.

Fair Labor Standards Act

The university must be in compliance with the new FLSA threshold by December 1st. One hundred ninety-nine employees at UTC will be impacted by the changes and have been notified via their supervisor. Open sessions will be presented to the campus on record keeping, time entry, travel, etc. Ms Martin said some ESC members will be affected by the change but should still join the ESC meetings with Ms Pou's approval.

President's Award

The President's Award was implemented last year by President DiPietro to recognize accomplishments amongst the UT System's three-fold mission to provide education, conduct research and to offer outreach. Categories of recognition include:

- Educate - Honors accomplishments that enhance educational offerings and diverse learning environments. Accomplishments in this award category must be implemented with measurable effectiveness.
- Discover - Honors discoveries and applications of knowledge. Accomplishments in this award category can be intangible, creative or innovative.
- Connect - Honors outreach, engagement and service efforts and programs. Accomplishments in this award category can be altruistic approaches to customer service and/or service to students/staff, department, campus, university, and/or community.

- Support - a new category this year that honors efforts to recognize a staff member in support of educational excellence; discoveries and applications of knowledge; and outreach, engagement and service.

ESC members nominated exempt staff for each category and Ms Martin will complete the nomination forms online before the November 21st deadline. Human Resources will reach out to nominees to see if they want to continue the nomination process and help them develop a nomination packet that includes a resume, last performance review, and letters of recommendation. The ESC might assist with writing letters of support.

Future ESC Meetings

The ESC will meet on December 14th with Dr. Pack, Dean of the College of Engineering & Computer Science, scheduled to speak. Michelle Prince, Director of Auxiliary Services, is scheduled to speak at the January 18, 2017 meeting.

Adjournment

The meeting was adjourned.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources