

**EXEMPT STAFF COUNCIL MEETING**

The University of Tennessee at Chattanooga  
September 18, 2013  
Fortwood Room, University Center

**Members Attending:** Debbie Bell, Cindy Carroll, Jean Dake, Amy Davis, Anne Gamble, Bruce Hilbert, Cindy Hornsby, Deborah Hyde, Susan Lazenby, Miles Ledford, Virginia Moore, Stephanie Orr, Julie Russ, Val Sample, Ken Scannapiego, Chris Stokes, Karen Vann, Barbara Webb.

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

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

**Minutes:** A motion was made and seconded to approve minutes of the July meeting. (The ESC did not meet in August.)

**Guest:** Dr. Steve Angle, Chancellor

Priorities for the campus are student retention, through a quality education, and connecting with the community, which serves as a lab for students, faculty, and staff.

Dr. Angle said he is unsure if an outside consultant would assist in developing the new Strategic Plan, but there would be opportunities for input from the university community. Sustainability is one area the university may to emphasize as it offers a graduate program in Environmental Science.

Enrollment is flat this fall and graduate enrollment is down. The university does not recruit for graduate programs and needs feeder institutions to expand graduate enrollment, which will enrich the campus, particularly with students from other countries.

Dr. Linda Frost, Dean of Honors College, hopes to expand the program and is calling on the university community for input. He added that the Brock Scholars program is outstanding. Mosaic is a successful program that works with high-achieving students who need assistance adjusting socially.

A member said many majors do not outline dual admissions transfer credit. The chancellor was asked if UTC would consider doing so and he said the university must. The Student Retention Task Force is viewing dual admission with community colleges and how to back-transfer credits and is working on art transfers now. The university is also trying to better understand course demand. Students are successful when they receive an Associate degree and transfer to any four-year institution.

The Provost and Chancellor are co-chairing a task force on student retention and first to second year retention rate is 69.1%. Dr. Angle has asked Yancy Freeman to focus on the success rates of African-American males. He also envisions a summer residency program with a Math/English program.

Plans for a Life Science building are on hold and \$8 million has been secured for renovating Holt Hall. Renovation of Lupton Library ranks #2 on building priorities for the UT system and has been endorsed by the UC Foundation. The \$35 million project, which includes upgrades to the Fine Arts Center, must first secure 25% before the project could begin. Projects now require a 25% match with an exception to medical or agricultural buildings, which are 90% funded by the state.

An additional 20,000 square feet could be gained by enclosing the patio of Lupton Library. Faculty input will be used in determining where doors, whiteboards, and computer screens should be located in classrooms. The building will provide team-based classrooms. Four faculty are teaching this fall with flipped classrooms; students receive content before class and come to class to meet in groups applying knowledge they have learned.

The university hopes to build a 600-bed residence hall, targeting freshmen, and probably will be located on the parking lot of the State Office building facing McCallie Avenue. The university needs affordable, nearby housing for upper classmen to encourage them to return at night and engage in activities. Some developers have expressed an interest in providing such housing.

Engel Stadium has 1,000 parking spaces, 3 soccer fields, and 7 acres purchased from the Railroad. The university would like to establish a track and soccer field but should be sensitive to the Fortwood community. Club Sports is competitive with students paying their own way. UTC owns 300 acres near the VW plant but locating Intramurals nearby would add vitality and engage students in this community.

The Chamberlain Pavilion will be dedicated on October 12<sup>th</sup>, coinciding with the Class of '63 reunion. Dr. Angle said our best asset is our human capital and the partnership of faculty, staff, students, and alumni.

### **Password Management**

In the past faculty and staff would phone the Help Desk to reset their password, but the university now has Self-Service to manage their UTC ID account. Ms Lazenby demonstrated how to change a password by visiting iam.utc.edu. Passwords may be store in iPads and iPhones and are case sensitive.

Faculty and staff may request a MocsMail+ account, a Google platform, allowing sharing of files with up to 30GBs of storage. Staff should call the Help Desk to request an account.

### **Employee Relations Advisory Board meeting**

Ms Dake will attend the ERAB meeting in Knoxville on September 26. Members should send questions to her affecting employees system-wide.

### **Other Issues**

Mr. Webb updated members on several items Human Resources is working on. Feedback from the Employee Engagement Survey has been provided to campus divisions and if a department had more than 5 employees, data should've been provided.

Human Resources offers supervisory training - 'Leaders leading Leaders' series, a leadership certificate, and a leadership cohort, which is a pilot group developing the program as they go through it.

UTC is the only campus to provide pay increases for obtaining an academic degree, a holdover from UC practice, and is being viewed for system-wide implementation. Obtaining a Bachelor's degree is awarded with a \$600 increase, \$800 for Master's, and \$1,000 for a doctorate.

The CAP (formerly CPS) and some Police certifications provide for pay increases. HR is drafting a policy to enable managers to provide some guidelines for how increases are granted.

A 3-module training program on compensation for supervisors and managers is being developed by system. A joint meeting of the ERC and ESC will be scheduled soon to present Module 1, which Sibson data and how it is used. Module 2 explains pay for performance, presented between November to January, and Module 3 links compensation to UTC's practices.

Ms Hyde said faculty progress through the ranks by teaching, research, publications, and community service. A 10% increase is given for each progression from Assistant to Associate to full Professor. There is no process for adjuncts and staff.

Mr. Webb said he is assembling a Wellness Task Force and there is some talk of bring a 5k/mile walk to the university. Ms Lazenby volunteered to serve on the committee.

Barbara Webb provided Outlook training and will offer more/ different sessions.

### **Next Meeting**

Athletic Director David Blackburn is scheduled to speak. Kathy Taylor, Benefits Specialist, will give members an update on Annual Enrollment insurance period.

Mr. Webb said Parkridge Hospital has moved out of the Blue Cross Network and reminded members to call customer service to verify that their providers are in-network.

**Adjournment**

A motion was made and seconded to adjourn.

**Respectfully submitted,**

Melanie Sadler  
Administrative Specialist, Human Resources