EXEMPT STAFF COUNCIL MEETING
The University of Tennessee at Chattanooga

January 11, 2010
Riverbend Room, University Center

Members attending: Cindy Carroll, Jean Dake, Cindy Hornsby, Michelle Morales, Carol Oglesby, Meredith Perry, Valara Sample.

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

Call to Order: Mr. Webb called the meeting to order.

HR Reorganization

The reorganization of Human Resources will not have much impact on the UTC campus and Mr. Webb reported on several system-wide initiatives:

1. A new applicant tracking system, to advertise and recruit, should be in place in 18-24 months. Until then, forms replacing the current A-1, C-1, and requisition are posted on the HR website.
2. Some personnel documents will be stored electronically in IRIS. Human Resources has begun to scan PDQs that will be attached to positions.
3. Gallup Corporation has entered an agreement to assist in an employee satisfaction survey.
4. Ms Sadler serves on a system-wide search committee for Director, Employee & Organizational Development.

Training Advisory Group

1. Mandatory Training
   Campus-wide mandatory training is not currently required on any UT campus, with the exception of UT Health Science Center that requires HIPPA and FERPA training. TAG proposes that Mandatory Training be developed and implemented at UTC, with focus on critical compliance related training.

2. Performance Management
   Laure Rodebaugh will interview a number of deans, directors, and department heads as research to improve the performance appraisal instrument (SPDR), with emphasis on enhancing the contribution of each staff member through training, constructive feedback, and coaching. TAG will work to enhance performance review instruments and process.

Chancellor’s Challenge

Ms Oglesby said the previous Chancellor’s Challenge focused on physical health but this time will encompass 6 components of a wellness wheel. Plentiful opportunities for training are available through Human Resources, Health & Human Performance, Teaching Resource Center, Aquatic & Recreation Center, etc.

Mr. Webb added that wellness is on President Simek’s agenda; the American Cancer Society attended the last HR meeting. UTC is the first campus in the UT system with a Chancellor’s Challenge and the challenge will become permanent, beginning with faculty and staff, and open to students in the fall.

A kick-off celebration is planned for January 28 from 3-5 pm in the Chattanooga Room. A website has been established.
Other Issues

1. Delta Epsilon, a fraternity being established this semester, contacted the Women’s Center to pledge support for Violence Against Women as their civic engagement, according to Ms Oglesby.

2. Ms Sample said 1,099 residence hall students made the Dean’s list, including 20 students housed in hotels last fall. Approximately 2800 students reside on campus and no students remain in hotels this spring.

3. ESC elections will be conducted this spring and a retreat, for outgoing and incoming members, is scheduled for May. Committee members Jim Bowman, Shirl Gholston, Meredith Perry, and Jean Dake will meet with Mr. Webb and Ms Sadler to review representational groups and recommend changes at the next meeting.

4. Mr. Webb said that Human Resources would move to the 1st floor of the Administration Building sometime this year.

5. Mr. Webb said 10 staff members have registered for ModelNetics.

Respectfully Submitted,

Melanie Sadler
Administrative Specialist, Human Resources