

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga
Wednesday, January 15, 2020
Fortwood Room, University Center

Members attending: Anne Wehunt, Robert Millan, Jessica Pierce, Chris Sherbesman, Dawn Ford, Susan Lazenby, Perry Storey, Todd Doman, Emily Quinn, Christine Estoye, Daniel Grzesik, Tonia Martin, Sandy Cole

Others in attendance: Laure Pou, Assistant Vice Chancellor of Human Resources, Human Resources; Julie Brown, Manager of Employee Relations, Human Resources; Janice Michaels, HR/OEI Assistant, Human Resources

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

Minutes: The minutes for the November 2019 meeting were submitted and approved electronically with no changes needed.

Blue Ribbon Award: Angelique Cook, Psychology, was the recipient of the Chancellor's Blue Ribbon Award for December 2019.

Guest: Dr. Jerold Hale, Provost and Senior Vice Chancellor of Academic Affairs

Dr. Hale has been asked by Chancellor Angle to chair the Strategic Planning Steering Committee. The process will begin by the end of January and finished by the end of the academic year. Email communications will be sent out with a timeline for the process. There will be multiple listening sessions for staff, faculty, students, alumni & community members. Everyone is encouraged to attend and give their input.

The SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) accreditation for UTC is set to expire in 2022. All information for re-accreditation must be submitted by Fall of 2021 and a site visit will take place in Spring 2022. This process will be university wide and include every department on campus. Committees are now being formed for the different aspects of the re-accreditation process.

Academic Affairs in the process of hiring regular appointments for the various interim department heads. They are also looking for several vice/associate/assistant positions via internal postings. The national search for the Dean for the College of Arts & Sciences is also ongoing and closes around January 24th.

Other Issues

Safety & Security Advisory Committee met on 1/13/2020 to give update on various projects utilizing money from a recent one-time state appropriated funds from THEC to be used on upgrading safety & security. Some of the updates include updating security cameras, more security cameras in high traffic areas, an upgraded dispatch center, and new/upgraded technology in patrol cars.

FLSA & Equity Pool Allocations

The Fair Labor Standards Act changed the salary threshold for exempt staff to \$35, 568 or more. A total of 21 regular positions were evaluated against the full exempt classification FLSA guidelines and identified to receive an adjustment to their base annual salary to meet or exceed

the new threshold minimum. Other positions were transitioned to non-exempt status. The new threshold became effective January 1, 2020.

Chancellor Angle and Dr. Richard Brown have dedicated a pool of funds to address staff equity for the past three year. A pool of \$150,000 was available to use this fiscal year and allocations were confirmed and executed in the fall. Although equity allocations were identified across most divisions, this year the majority of funds were used to finalize the new public safety compensation structure and adjust dispatchers, unarmed security guards, and public safety leadership (23 positions in total) to a more competitive market compensation point.

Performance Reviews

Performance reviews are due to HR by March 31, 2020. We will accept them at any time, but the final deadline, as communicated in policy, is 3/31/2020. Performance management development workshops began back in the fall for supervisors/managers. No changes have been made to the performance review summary form this year and it is the only form that is required to be submitted.

When asked about the timing for probationary reviews and performance reviews both being submitted, Ms. Pou responded that policy states that only one performance review per year is required, it is recommended that if a probationary review is performed early in the year, that the supervisor also go ahead and complete the annual performance review to capture the latter half of the year.

Announcements

Moc LEAD (Leaders Encouraging A Difference):

As a 9 week semester-long cohort based experience, students will focus on developing their leadership vision; recognize what motivates them to lead; identify their personality and communication preferences; learn time management strategies; discuss conflict resolution tactics; discuss how to navigate group dynamics; and have the opportunity to hone in on their public speaking skills. Moc LEAD is perfect for anyone who wants to make a difference in their community, learn more about leadership, for someone that may be new to UTC or a campus organization, or for someone that just started an internship or job in the area. Please encourage the students that you work with to apply by the 4:00pm deadline on Tuesday, January 28th at <https://mocsyncorgs.utc.edu/submitter/form/start/357046> .

UTC Suit-Up Event at JCPenney Hamilton Place Mall on Sunday, January 26th from 6:30pm to 9:30pm:

Volunteers for this even are still needed, beginning at 6:00pm. Please share this invitation with other faculty/staff along with any students and alumni you believe may be interested in volunteering for the event. You will find a link to the SignUpGenius form along with additional information about Suit-Up on the Events page at www.utc.edu/career. You can also sign up by clicking the direct link below. Feel free to contact Marc Holcomb (Marc-Holcomb@utc.edu) if you have any questions. Continue to spread the word about this event!

<https://www.signupgenius.com/go/20f044ea5ab23a1f94-spring2>

Community Poverty Simulation on Wednesday, March 25th from 6:15pm to 9:30pm in the UC Tennessee Room:

The Community Action Poverty Simulation is an interactive immersion experience for students and faculty. This simulation sensitizes participants to the realities of poverty. The main objectives are to promote poverty awareness through role-play by living a simulated month in poverty or with low income. Debriefing post-simulation will increase understanding and

hopefully inspire local change in perspectives and bias towards poverty. Visit the UTC Poverty Simulation website at <https://www.utc.edu/nursing/projects/poverty/index.php> to learn more information. Contact the Poverty Simulation Coordinators with any questions at Farron Kilburn (Farron-Kilburn@utc.edu) or Daniel-Grzesik (Daniel-Grzesik@utc.edu). This event is sponsored by the CANDL (Clinical-Academic Network for Developing Leaders) Grant and the Center for Career and Leadership Development.

You or students may sign-up to be a participant or volunteer:

1. A participant* is a simulated family member.
2. A volunteer is a simulated community resource partner. **Volunteers need to arrive at 5:15pm for training and dinner.**

Register today at <https://www.utc.edu/nursing/projects/poverty/register.php> .

Next Meeting

The ESC will meet February 19 at 10:30 a.m. in the UC Fortwood Room.

Adjournment

The meeting was adjourned

Respectfully submitted,
Janice Michaels
HR/OEI Assistant