

EMPLOYEE RELATIONS COUNCIL MEETING

The University of Tennessee at Chattanooga

Thursday, February 18, 2021

via Zoom

Members attending: Melita Rector, Megs Hazare, Mark Stotts, Shirley Hatfield, Cindy Williams, Terri Bearbower, Cathy Eppinger, Sharon Thomas, Susan Gutshall, Laneeta Derrick, Leah Herron, Pat Kelly, Juanita Wade

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

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

Minutes: The minutes for the January meeting were distributed and approved electronically.

Blue Ribbon Award: Kristen Johnson, Procurement and Contract Services, was the recipient of the Chancellor's Blue Ribbon Award for December 2020.

Guest: Brett Fuchs, Associate Dean of Students, Director of Student Conduct, Director of Student Outreach & Support, CARE Team Chairperson

Mr. Fuchs shared an update from his area along with a brief Q & A.

Question: Have you seen an uptick in reported honor code violations since the pandemic hit and more virtual courses are taking place and do you know the percentage of courses using proctoring services for exams in order to diminish any cheating, etc.

Answer: Absolutely yes. The case count has gone up on both the Academic and the General Conduct sides.

Question: How do you and your staff maintain any type of work/life balance? How do they manage the student load and needs while also setting boundaries?

Answer: Student outreach is born from the underlying needs for support. The needs continue to grow each semester. We often spend time talking to students and/or parents after hours to resolve issues. Work/Life balance is hard and there is never enough time/resources to handle it all. Most of us are on call 24/7.

Question: Please explain the Student of Concern form process workflow. I've used it for both my student assistants as well as students of concern within the library as patrons. However, I do hear employees think that they cannot submit a referral form since they're not in the classroom or that it has to be a life-threatening issue to submit one.

Answer: The form can be found at [utc.edu/coc](https://www.utc.edu/coc). This form can be used for any faculty, staff or student of concern. It can be used to report behaviors that are concerning and provide assistance to those in need.

Question: Please touch on the student grievance process and the workflow process.

Answer: The General Student Grievance (Complaint) Procedure is the process by which students may share concerns, grievances, or complaints in relation to University, or its faculty or staff, when there is not another specific procedure to resolve the concern. The form and complete process can be found at [utc.edu/complaint](https://www.utc.edu/complaint). The workflow is that the immediate supervisor for the office is the first point of contact for the review. Once a determination is made, it goes back to the Dean of Students office to be shared with the complainant. If they choose to appeal, the process is repeated going up the chain of command all the way to the Vice Chancellor, if needed.

Mr. Fuchs also shared the following links with the group:

- <https://www.utc.edu/care/roadshow.php>
- <https://www.utc.edu/excuse> (Academic Notification)
- <https://www.utc.edu/report> (Student Conduct Report)
- <https://www.utc.edu/hcreport> (Honor Code Report)
- <https://www.utc.edu/student-outreach/scrappys-cupboard/help.php>
- <https://www.utc.edu/covidnotify>

Compensation Project Update

Since June 2017, a system-wide collaborative human resources team of compensation experts has been engaged in a comprehensive job family compensation project, aiming to improve processes, classifications and pay structures. The project team has developed new job families, roles and levels, including accompanying market ranges, that will replace the current job title structure for regular staff positions. Details of the new structure and market ranges can be found among the UT Compensation website for review.

The UTC Office of Human Resources hosted a series of open forums to share information regarding implementation of the new job families and market ranges. You can access the presentation [HERE](#).

Other Issues

Ms. Rector asked that all questions for the March guest, Tyler Forrest, be submitted by March 10th.

Ms. Rector announced that Dr. Ethan Carver was looking for volunteers to participate in the newly formed Police Advisory Committee's upcoming focus groups

A proposal to separate the Vice Chancellor for Research and the Dean of the Graduate School positions was submitted for review by the committee. Please send any comments or suggestions to Melita.

Mark Stotts was announced as the new vice-chair of the ERC.

Next Meeting

The next meeting will be Thursday, March 18, 2021 at 2:00 p.m.

Adjournment

Respectfully submitted,

Janice Michaels
HR/OEI Assistant