

EMPLOYEE RELATIONS COUNCIL MEETING

The University of Tennessee at Chattanooga
Thursday, February 17, 2022, at 8:30 a.m.
via Zoom

Members attending: Melita Rector, Terri Bearbower, Sharon Thomas, Laneeta Derrick, Susan Gutshall, Stuart French, Shari Kappel, LaDonna Spruill, Heather Heinlein, Shirley Hatfield, Albert Salatka Jr., Amy Hitchcock, Matthew Holzmacher, Kimberly Thomas, Evie Deal, Mandy McAllister, Jean Betters, Merrium Carver, Ann Laster

Others in attendance: Laure Pou, Assistant Vice Chancellor of Human Resources; Julie Brown, Director of Employee Relations

Call to order: Rector called the meeting to order.

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

Guest Speaker: Rosite Delgado, Director of Office of Equity & Inclusion

Delgado serves as campus ADA Coordinator, and she partners with Barrett from an OEI perspective, as well as Tina Camba (Director of Total Compensation) or Julie Brown (Director of Employee Relations) as HR counterparts in the process.

Delgado explained that ADA is a civil rights law, and the accommodations process ensures that employees can perform the essential duties of their job. Delgado shared the Employee Disability Disclosure Form which is on the OEI website. The employee would complete the form to disclose the limitations of the disability and show how they align with the essential functions of the job. OEI assists employees with identifying possible accommodation. Delgado also shared an ADA Accommodation Process chart that provides an overview of the process. She walked through the nine steps that were outlined on the process document.

OEI handles employee accommodations, and Michelle Rigler in the Disability Resource Center (DRC) handles student accommodations. There is often collaboration between the two offices. Delgado will review the appropriate websites to ensure that the appropriate points of contact and links are provided.

Other Issues

Partners for Health

Rector reminded everyone about Partners for Health and the many resources that are available through them. She encouraged everyone to be aware of those resources for themselves and family members.

Security and Safety Update

Rector provided an update from the security and safety meeting. The Police Department is going through another accreditation process. The Police Department is in the process of equipping the cruisers with wi-fi capability. Emergency Management is pursuing an accreditation for the first time. When they obtain the accreditation within the next two years, UTC will be one of only 12 campuses across the nation with that accreditation. Rector informed the committee that N95s are still available and can be obtained by submitting a request form to Faith Garner. They can be provided through campus mail or pick-up.

Communications and Marketing

Rector informed everyone that the new Vice Chancellor for Communications and Marketing, Cassie Mathes, will be starting on April 1, 2022.

Upcoming Events

"Just Cause: The Experience" is happening on February 23, 2022. It is a program where the audience serves as the jury during a simulated court trial.

The Commission on the Status of Women at UTC will be hosting an event on February 18, 2022, called "Voices and Stories from Women of Color at UTC." It will be a panel discussion with Stacy Lightfoot, Vice Chancellor for Diversity and Engagement, as the moderator.

ERC Meetings

Rector asked Pou when the committee can resume in-person meetings. Pou shared there are currently no restrictions for in-person gatherings; however, there are recommendations to utilize remote technology when feasible. COVID-19 case numbers are low right now with low activity on the campus based on the health team's assessment. UTC is currently seeing approximately 2% of the use of COVID-19 forms compared to a few weeks ago. All classes are in-person. So, since there are no restrictions, it is the committee's preference. Rector asked for feedback regarding the new meeting time and asked everyone to consider meeting in person within the next few months, at least every other month. Pou added that it may be helpful to consider meeting spaces that would allow for more spacing, and HR can assist with that.

New ERP System

Pou provided an update about the new ERP implementation which will replace IRIS as both the personnel and financial system. The new system will be referred to as DASH. The vendor has been selected, and the system will move from the SAP IRIS platform to the cloud version of Oracle. The go live date is planned for July 2024, which will provide UTC with only two years to become fully functional. The new system will replace Taleo (the online applicant tracking system) and K@TE (the learning management system). UT is currently going through the RFP process to select a vendor to help with the implementation. When going to a new platform, it is best practice and highly

recommended to hire an experienced vendor to guide the process. Pou added that she currently serves as the campus representative for selecting a consultant vendor to assist in the implementation. Three RFPs have been submitted from very reputable vendors who have experience with higher education, complex university systems, and R1 institutions. UT will be viewing presentations from those vendors at the end of February and early March and moving forward with a selection. More information will be provided when a selection has been made.

Salary Pool

Pou discussed the Governor's budget and the approval of a salary pool for this coming fiscal year. UTC has been approved to move forward with a 4% salary funding pool at this time. Now plans must be put in place to be able to fully fund it. The Governor and the state may approve salary pools, but they do not fully fund those pools. Tennessee is one of the few remaining states where the state partially funds salary pools, but UTC must come up with funds to close that gap. The planning will go into place to determine the best use of the 4% salary pool based on the needs of the institution and market salary analysis efforts that have been conducted. Pou stated that some people have a misconception that a 4% salary pool directly translates to a 4% across the board salary increase, and that is not the case. Salary funding pools always have a planning process in place to determine the best use for the campus. It is likely that UTC may have a sufficient market competitive across the board adjustment for regular faculty and staff employees, but a portion will also be used to address other compensation needs aligned with the ongoing analysis and planning efforts. More information will be provided as new information is obtained.

Staff Engagement Survey

Pou updated the committee on the staff engagement survey that was conducted in fall of 2021. In September, there was a three-week timeframe for staff to participate in a system-wide engagement survey. President Boyd and Brian Dickens (Chief HR Officer) felt it was very important for UT to get back in the pattern of regularly surveying employees. Faculty received a separate survey, but McLean and Company was selected as the vendor to rollout the staff engagement initiative. UT received good participation at 40%. The data was not released to campus until December. HR has been working with Chancellor Angle, David Steele, and Tyler Forrest to determine the best way to look at the data and capitalize on the feedback received from staff. A taskforce has been organized that includes faculty subject matter experts. The taskforce is looking at that information and excited about sharing more with the campus soon.

Employee Concerns

Holtzmaker received employee questions and concerns and asked for clarification about how concerns should be shared. Rector suggested that concerns be shared during the ERC meeting, and the committee will discuss and determine the best way to resolve issues. Holtzmaker added that some of the concerns shared involved afterhours IT assistance, cost of parking permits, and deferred holidays. Rector stated that she would talk with Parking Services and suggested inviting David Seidel as a guest speaker.

Pou stated that there is language in the current UT holiday policy that addresses deferred holiday. Pou will share the policy with Holtzmacher and share talking points at the next meeting.

Student Accidents/Injuries

Laster asked about the policy and procedure for when a student is injured in the classroom. Holtzmacher added that according to Bob Jackson (Director of Emergency Safety and Risk), the Police Department is typically the starting point for injuries, and safety and risk would follow-up with the student. Another option would be to complete a Student of Concern form in situations where the student may have been in an accident outside of class.

Meeting Minutes

Deal asked where the minutes can be found and if they can be shared with the groups that they represent. Rector stated that the minutes are available on the HR website, and she is free to share the minutes with her group.

Blue Ribbon Award:

Amber Dennison, Senior Counselor in the Counseling Center, was the recipient of the Chancellor's Blue-Ribbon Award for October 2021.

Hannah Turcotte, Coordinator for Student and Family Engagement, was the recipient of the Chancellor's Blue-Ribbon Award for November 2021.

Next Meeting

The next meeting will be Thursday, March 17, 2022, at 8:30 a.m.

Adjournment

The meeting was adjourned

Respectfully submitted,

Julie Brown
Director of Employee Relations