

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga

Wednesday, January 19, 2022

via Zoom

Members attending: Christine Estoye, Michal Wells, Susan Lazenby, Kristin Nalley, Terry Sanford, Keith Bridges, Alexa McClellan, Rebecca Dragoo, Yasmine Key, Kim McCroskey, Jessica Pierce, Jamie Booth, Angie Johnson, Brenda Johnston, Lance Keatley, Sara Jackson, Tonia Martin

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

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

Minutes: The minutes for the November meeting were distributed and approved electronically. There was no meeting in December.

Blue Ribbon Award: Christy Waldrep, Administrative Support Assistant in the College of Engineering & Computer Science, was the recipient of the Chancellor's Blue-Ribbon Award for September 2021.

Guest Speaker: Cindy Strine, Directory of Campus Recreation

Other Issues

Ms. Pou reminded the ESC members that the Staff Annual Performance reviews were due by March 31st. She gave a brief overview of the process. The entire process and all performance review forms can be found on the HR website at <https://www.utc.edu/finance-and-administration/human-resources/employee-relations/performance-management/staff-annual-performance-review>.

Ms. Pou also announced that they have added **Performance Management Resources for Staff** in the K@TE system.

K@TE course: Performance Management Guidelines for UT Staff (10 minutes)

This Performance Management Guidelines course was designed to assist the user to understand the definition of performance management, review the steps in the UT Performance Review Process, examine elements of each stage of performance, and explore tips for an effective performance review discussion.

K@TE course: Using Performance Appraisals to Advance Your Career (30 minutes)

Many people don't always recognize the growth opportunities they are presented with by getting feedback. This course will explain how to manage the performance appraisal process to your benefit. You'll be given tips for listening to and applying feedback so

you can use your formal and informal performance appraisals to your best advantage. It also outlines how to implement the periodic appraisal strategy to move your career forward, and ways to recognize and use constructive criticism for self-development.

UTC HR Website: Staff Annual Performance Review Overview

Performance Management Development Curriculum : Human Resources is excited to announce the **2021-2022 UTC Performance Management Curriculum** available online in [K@TE](#). This new curriculum includes a series of modules targeting the 3-phases of the performance management cycle and may be completed at your own convenience and pace. The content, while aimed at managers, is digestible, easily accessible, and packed with helpful resources for all UTC staff. Total duration of all modules is less than 60 minutes.

Next Meeting

The next meeting will be Wednesday, February 16, 2022, at 10:30 a.m.

Adjournment

The meeting was adjourned

Respectfully submitted,
Janice Michaels
HR/OEI Assistant