

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga

Wednesday, April 20th, 2022

Held via Zoom

Members in Attendance: Susan Lazenby, Alexa McClellan, Beth Luehrs, Brenda Johnston, Chris Sherbesman (Chair), Christine Estoye, Donald Behneman, Jamie Booth, Jessica Pierce, Keith Bridges, Kristin Nalley, Laura Perryman (Vice Chair), Michal Wells, Rebecca Dragoo, Robert Keatley, Tonia Martin, Yasmine Key, Zack Ridder

Others in Attendance: Laure Pou, Assistant Vice Chancellor of Human Resources; Julie Brown, Director of Employee Relations; Logan Rader, Administrative Assistant of Human Resources

Guest Speakers: David Seidel, Associate Director of Parking Services; Tina Camba, Director of Total Compensation; Gohar Sheikh, Total Compensation Specialist

Minutes: The minutes for the March 2022 meeting were submitted electronically and approved with no changes needed.

Call to Order: Chris Sherbesman called the meeting to order.

Parking Updates (David Seidel): Mr. Seidel shared updates for parking services on campus during the Spring 2022 semester. Various construction projects have impacted lots around campus. The top level of the parking garage attached to Lupton Hall is closed, as it is being fully redone. The bottom level of that same garage, Lot 11, is also blocked due to a separate utility project. Lot 11 is due to be reopened within a few weeks. Those affected by the closures will receive an email upon reopening. The lot near the Metro Building is partially closed due to ongoing construction.

No major changes are expected for the Reserved/General lot designations in the foreseeable future.

Compared to Spring 2019, there were roughly 100-200 less available spaces during the day in Spring 2022, mostly due to the construction projects already mentioned. There is a higher-than-usual amount of available General spaces.

UTC has been utilizing virtual permits and license plate recognition (LPR) technology for some time, as the campus has moved away from physical permit tags. Although there have been articles stating the LPR does not properly detect the new TN state license plates, the detection system seems to be functioning correctly across all license plates and environments.

Questions for Parking Services: Regarding the split Reserved/General Lot by the Doctors' Building on McCallie Ave., concerns were expressed as to how students are contacted upon receiving tickets. Those who are ticketed do receive email notifications each time they obtain a parking violation. If they receive enough tickets to warrant a boot, they receive an email and physical slip stating such. If students appear to not receive any notification, Parking Services will call them to check their status. If they do not hear back from students of concern, Parking Services will file a case of concern with the Office of Student Outreach and Support. The boot process was initiated due to students accumulating high amounts of tickets, rendering them unable to further their academic career. Towing is a last resort, as students, faculty, or staff could have highly important belongings in their vehicles such as medication. The instances of lot closures due to basketball games are constantly being monitored due to their unique nature – There were very minimal instances of towing during basketball games in the Spring 2022 semester. There are ongoing preliminary talks on whether it would be beneficial and possible to initiate a “Live Lot Tracker” or visual notification system which can show space availability in real time as students, faculty, and staff migrate to campus each day. All funds collected from parking enforcement go into maintaining and improving auxiliary services. There are no student scholarships for parking at this current time, but it is possible to explore financial aid options in the future. The charge in dollar amounts for a parking violation at UTC is higher than it is for the City of Chattanooga because lots and spaces at UTC are pre-paid for, and therefore claimed, by members of campus, whereas public parking spaces are open to the community at any given time unless already occupied.

You can find answers to frequently asked questions like this at <https://www.utc.edu/finance-and-administration/auxiliary-services/parking-services/parking-services-faq>.

Total Compensation Services (Tina Camba & Gohar Sheikh): UTC Total Compensation in Human Resources oversees and offers services to all UTC personnel such as payroll, benefits and retirement, position description and equity reviews, any and all types of leave, sick leave bank, etc. Gohar Sheikh joined UTC in April as the contact for position description requests and reviews, as well as workers' compensation and the sick leave bank. She is also equipped to handle any inquiries regarding benefits. Total Compensation will soon implement Dynamic Forms to process reclassification requests for positions in order to streamline compensation changes for employees.

More information on Total Compensation can be found at <https://www.utc.edu/finance-and-administration/human-resources/total-compensation>.

Staff Engagement Assessment Follow-Up (Laure Pou): Laure Pou shared the participant data from the staff engagement survey, analyzed by McLean and Company, that was sent in Fall 2021, which was subsequently shared with the Executive Leadership Team. The survey focuses on the ABCs of working at UTC: Attitudes, Behavior, and Cognition. Engagement outcomes include in-role and extra-role performance, satisfaction and commitment, worker accidents, theft, absenteeism, turnover, and creativity, among other factors. Laure presented the snapshot in time which shows strengths and areas of growth in terms of best employment practices as illustrated by the survey data. Strengths to be leveraged include Employee Empowerment, Departmental Relationships, Working Environment, Coworker Relationships, and Culture. These factors are the results of best practices present in departments and areas of campus. A call for feedback on best practices was issued by Laure Pou during the March meeting, and some members offered their findings to the council: Actions that assist in boosting employee satisfaction and engagement may include structured systems of acknowledgement, opportunities for growth, clear and meaningful communication, etc.

Other Items:

- **Elections:** Voting for the new Exempt Staff Council term has concluded, and the results are being tallied. Those potential officers will be contacted soon regarding their intent to serve on the committee.
- **ESC Retreat:** The ESC Retreat for 2022 will take place virtually on May 20th, 2022 from 11:00 am – 1:00 p.m. Newly elected representatives for the 2022-2024 term will be asked to join the retreat in order to vote for their officers. Invitations will also be sent to members of the Executive Leadership Team. Due to the retreat, there will not be a traditional ESC meeting in May 2022.
- **Budget Town Hall:** The Budget Town Hall for the FY2023 university budget will take place in person and virtually in the University Center Auditorium on Tuesday, April 26th from 2:00 – 3:00 p.m. hosted by Chancellor Steven Angle and Vice Chancellor Tyler Forrest. Any and all members of campus are welcome to attend.
- **Staff Appreciation Brunch:** The Staff Appreciation Brunch will take place on Friday, April 22nd from 9:00 – 11:00 a.m. on Chamberlain Field. Any and all staff members are welcome to attend.

Blue Ribbon Award:

- **December 2021:** Chris Beavers, Accounting Services
- **January 2022:** Jason Harville, Student Success Programs
- **February 2022:** John Johnson, Parking Services
- **March 2022:** Nora Ketron, UTC Library

Adjournment: The meeting was adjourned by Chris Sherbesman.

Respectfully submitted,
Logan Rader
Administrative Assistant of Human Resources