

KNOXVILLE OPERATIONS ERC

ANNOTATED Meeting AGENDA

TUESDAY, OCTOBER 5, 2021 | 1:30 – 3:00 P.M.

ZOOM:

<https://tennessee.zoom.us/j/98806134615?pwd=akR1aE1YUk1MbDd5ekNKdXNUaVhlZz09>

ERC Password: 468059

PRESENT

Tom Anderson, Harold Bivens, Brian Browning, Shannon Bruce, Jon Chandler, Jeremiah Cook, Ted Coward, Crissy Douglas, Darrell Easley, Steven Henry, Sarah Hoel, Debbie Lane, Terry Ledford, Gavin Ramsey, Ed Roach, Deborah Robinson, Julie Roe, Ruby Strange, Jake Turner, Lisa Turner, Dave Webb, Jessica Woofter

ABSENT

Jason Baggett, Erin Blake, David Blaylock, Charles Burton, Paul Finley, Chris Iler, Judy Jones, Jimmy Large, Ethan Long, Mary Lucal, Chip Pennoyer, Raheem Obaid, Regina Olum, Thomas Spoon,

1. WELCOME

Julie Roe, Employee Relations Manager, welcomed everyone to the October meeting.

1. UPDATES
   1. Finance and Administration Update – Brian Browning, Acting Associate Vice Chancellor for Finance and Administration

Brian Browning greeted the group and began his update by noting that work on the Zeanah Engineering building continues to progress. He said the project should be wrapped up by the end of the semester with respect to offices and the POD Market. He said the Pedestrian Mall extension project is on schedule as well and continues to make progress.

Mr. Browning closed his update by discussing the Budget Allocation Model (BAM) and noted we will continue to hear more going forward now that training sessions have been scheduled for fiscal officers, budget directors, and business managers.

* 1. Human Resources Update – Darrell Easley, Director of Employee Relations & Learning & Organizational Development

Dr. Darrell Easley greeted the group and began his update by discussing several surveys that have either already come out or will be coming soon. He shared that the Division of Diversity & Engagement will be sending out a climate survey later this month. He encouraged the group to participate and to share their honest feedback in responding to the survey.

Dr. Easley closed the update by noting that an email announcement about [annual compliance training](https://hr.utk.edu/annual-compliance-training/) will be sent tomorrow. He reminded the group that the annual training can be taken all at once or in smaller sections but should be completed by December.

Tom Anderson asked if the recent McLean survey for faculty and staff was sent to everyone in the System. Dr. Easley encouraged constituents who did not receive the survey to contact System HR at [systemhr@tennessee.edu](mailto:systemhr@tennessee.edu).

Gavin Ramsey asked about the timeline for filling three open electrician positions and if funding would be reallocated if the positions were not filled. Terry Ledford confirmed that, as of today, funding would not be reallocated elsewhere. Mr. Ledford said there was nothing on the horizon for changing funding for those positions.

Ed Roach asked Mr. Browning about roof leaks in the Zeanah Engineering building. Mr. Ledford responded the roof was not yet completed when that information surfaced. He said the building and roof are still under construction and only a few classrooms have been opened.

Mr. Ramsey asked about the status of the exhaust for the hamburger grill in the Rocky Top Dining Hall. Mr. Browning said the issue with the exhaust is actively being worked on with improvements being made but the engineering firms have not yet signed off on it.

Mr. Ramsey asked if there have been any talks or progress towards allocation of funds to deal with compression issues related to compensation. Mr. Ledford confirmed that there is a desire to take care of compression at the upper administration level but no concrete plans that he is aware of. Mr. Ramsey asked if compression was a Facilities Services issue or campus wide. Mr. Anderson responded that it was System-wide and has not heard any updates from the System level via the Employee Relations Advisory Board (ERAB) but would ask for an update.

1. NEW BUSINESS
   1. Staff Diversity Fellow and Staff Performance Daily: DEI Workshop

Ms. Roe announced that José Lee-Perez, Assistant Director in First Year Studies, was selected as the first Staff Diversity Fellow. He will partner with HR and the Office of Equity and Diversity to work on a diversity, equity, and inclusion workshop with a staff performance review focus.

Ms. Roe shared that HR and campus partners are working on a Staff Performance Review Series with the purpose of providing knowledge, resources, and support for the staff performance review experience. The series will cover both technical and practical guidance. Once fully rolled out the series can be taken in its’ entirety or individually to prepare for the staff performance review process. The series will launch in December with the first session geared towards the employee perspective of the process and getting ready for your own performance review.

The session, entitled “Take Charge of Your Performance” will include self-reflection tools, topics on emotional intelligence, collaborative goal setting and how to prepare for the performance conversation. She noted that there will be a separate session for leadership around thinking about performance reviews, how to empower staff, how to motivate and set collaborative goals. The sessions will be initially be offered virtually with the hope for an in-person component to be introduced later. Ms. Roe said Mr. Lee-Perez is working on the third session on the new inclusion, diversity & engagement (IDE) category, which will allow everyone in the performance review process to consider IDE in our everyday work, goal setting, and how to make the most impact in the performance review process. Future session topics include mid-year reviews and probationary periods.

Ms. Roe noted that new tutorials for the Online Performance Review (OPR) platform will also launch in January 2022.

1. CONSTITUENT QUESTIONS
   1. None
2. OTHER BUSINESS/ANNOUNCEMENTS
   1. Remote Work & General Discussion

Ed Roach asked about having to work around teleworking employees’ schedules. Ms. Roe noted that hybrid work means the work location has changed but not necessarily the work. She encouraged employees to contact Employee Relations if they run into issues with communication and/or responsiveness. Dr. Easley agreed, and reiterated messaging from last month that if someone has difficulty reaching out to someone within HR to please let Dr. Mary Lucal know. A discussion about difficulties in communicating with some offices and limited contact options for some employees took place. Dr. Easley responded that many departments have shifted to [Ring Central](https://oit.utk.edu/telephone/ringcentral/), a cloud-based phone system, where employees can receive calls to their campus phone numbers where ever they are working.

Mr. Ramsey noted that he has had issues in needing to access specific rooms with door placards where employees are working remotely and he is unable to reach them using emergency contact information on the placards. Jessica Woofter responded that if someone is having an issue accessing rooms with [lab door placards](https://ehs.utk.edu/index.php/laboratory-safety/lab-safety-administration/lab-door-placards/) to contact Environmental Health & Safety (EHS) at 974-5084 or contact [Lab Safety Services](mailto:ehs_labsafety@utk.edu).

After the meeting James Cantu, Training, Development & Communications Manager for EHS, shared more information:

“Door placards are posted to serve the needs of emergency responders. Although emergency contacts for individual labs with after-hours numbers are provided, there is no formal requirement that these individuals remain on-call and be able to instantly answer. A contact hierarchy is generally provided (Lab principal investigator, secondary contact, and then two department contacts including the department head).

If an emergency occurs in a laboratory, EHS One-Call is usually activated via UTPD. EHS can then assist in providing information regarding the space and assist in assessing the safety of the space to protect workers acting in an emergency.

If the situation is not an emergency, Facilities Services should work through standard department administrative contacts and process during normal business hours when arranging access.

If the situation is a lab emergency or urgent need and a lab contact is unreachable, contact UTPD at 974-3111 or EHS Main office 974-5084, or EHS One-Call at 865-974-9586.”

Jeremiah Cook asked Mr. Ledford about the status of Landscape Academy. Mr. Ledford said he had not heard anything.

* 1. Annual Enrollment

Annual enrollment is underway and runs through next Friday, October 15. As a reminder: if you want to keep your current coverage options for 2022 you do not need to do anything**.** If you want to add, remove, or make changes to your coverage you can access Edison Employee Self Service via the link in the menu bar of IRIS Web.

Employees can also use ALEX, a new tool to help employees consider benefit options. Jon Chandler shared positive feedback about using ALEX.

Signup information for flexible benefits and long-term disability insurance will be sent directly to eligible employees. LTD enrollment from Lincoln Financial group will be from October 1-15 and flexible benefits enrollment through Optum Bank runs the entire month of November.

More information including upcoming benefit & carrier webinars can be found on Partners for Health’s annual enrollment website: <https://www.tn.gov/partnersforhealth/ae/about-enrollment.html>.

If you have questions visit Partners for Health (<https://www.tn.gov/partnersforhealth/>), or contact Payroll/Insurance at 974-5251 or [UTinsurance@tennessee.edu](mailto:UTinsurance@tennessee.edu).

Mr. Ramsey and Mr. Anderson shared an [easy reference guide](https://hr.utk.edu/wp-content/uploads/sites/56/2021/10/2022-Health-Increase.pdf) created to show premium changes on one page.

* 1. Campus Flu Clinics

Flu shots are now available for students, faculty, and staff at the Student Health Center pharmacy with no appointment is needed. Walk-ins are welcome Monday – Friday from 9 a.m. to 4 p.m. Visit <https://studenthealth.utk.edu/influenza-vaccine/> for more information.

Flu shots will also be available at several locations across campus. Visit <https://calendar.utk.edu/search/events?search=fluvaccine> to view locations and dates and to register for an event near you.

* 1. Campus Chest

Sarah Hoel announced that Campus Chest, the annual employee pledge program, has kicked off. Employees can select different external nonprofit agencies to contribute to. She shared that they have so far raised about $160,000 and the pledge period runs through November 5, 2021.

Employees can participate by visiting <https://campuschest.utk.edu/>. Donations can be made via cash, check, payroll deductions, and credit card. For questions or assistance call 974-3061 or email [campuschest@utk.edu](mailto:campuschest@utk.edu).

* 1. Endeavor Summit

The Knoxville Chamber of Commerce will host the Endeavor Summit on Thursday, October 21. The summit is a virtual event for young professionals interested in engaging our community and taking ownership of their personal growth. Sessions include diversity, equity, and inclusion, workplace mental health, and working and living in Knoxville. Tyvi Small, Vice Chancellor for Diversity & Engagement, will make opening remarks.

For more information and tickets visit: <https://www.endeavorsummit.com/>

1. REMINDERS:
   1. Please email Jessica Cantu ([jlcantu@utk.edu](mailto:jlcantu@utk.edu)) with constituent questions.