

KNOXVILLE ADMINISTRATION ERC

MEETING MINUTES

THURSDAY, december 2, 2021 | 1:30 – 3:00 P.M.

VIA ZOOM

PRESENT

Brenda Bartram, Annette Beets, Katie Bookout, Jessica Cantu, Jon Chandler, Darrell Easley, Amy Gregory, Gennie Hope-Davian, Jennifer Horner, Cathy Jenkins, Olivia Kelley, Diane Kelly, Mary Lucal, Ami McCarter, Shelly Payne, Pam Roach, Julie Roe, Cindy Satterfield, Jen Scagnelli, Melinda Simmons, Sarah Small, Renee Thomas, Leslie Valentine, Lisa Vandergriff, Jenn Western, Jill Zambito, Carrie Zitzman

ABSENT

Andrea Brayton, Melissa Cox, Boone Huffaker, Charlene Ingle, Ryan Kemnetz, Renee Johnson, Sonja Spell, Elizabeth Tampas Dixon, Teresa Volkodav-Crabtree, Chrissy Wills-Maples

1. WELCOME

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

1. UPDATES
	1. Office of the Provost Update – Diane Kelly, Vice Provost for Faculty Affairs

Dr. Diane Kelly greeted the group and began her update by reflecting on the end of the semester. She noted yesterday was the last day of classes and graduation ceremonies will take place in the next week. She discussed the new winter mini term, a new three-week term, and how it will impact the campus. The term will begin on January 3 and end on January 21. Spring semester will begin on January 24.

Dr. Kelly next discussed the student [Success Summit](https://studentsuccess.utk.edu/vol-success-summit/) that recently took place. Vice Provost Amber Williams hosted the event, and Dr. Kelly shared that she attended a session kicking off the Volunteer experience for students, which is part of the [Strategic Vision](https://www.utk.edu/vision) that the Chancellor recently released and was approved by the Board of Trustees. She said it was a great session orienting the campus to the meaning and principles of the Volunteer experience for students, and it was thoughtful about things we can all do to support students.

Dr. Kelly next focused on [Periodic Post-Tenure Performance Reviews (PPPR)](https://provost.utk.edu/pppr/). She explained PPPR is another type of review that faculty must undergo, taking place every six years after they have been tenured. The first reviews finished up in spring 2020 and she said current reviews are getting underway. Depending on representatives’ roles they may intersect with that process.

Dr. Kelly closed her update by discussing the plan to transition faculty searches to [Interfolio](https://provost.utk.edu/interfolio/), a faculty information system. Over the next few years the Provost’s Office will transition faculty performance, review, promotion, and tenure processes to Interfolio. She explained many transactions currently done on paper or via PDFs will be entered into the new system. The transition to Interfolio will hopefully save people time and effort and make practices run better. Faculty Affairs has begun a series of information sessions, with the first session taking place several weeks ago. They are planning a suite of training and education for employees who will use Interfolio.

* 1. Division of Student Life Update – Jill Zambito, Assistant Vice Chancellor for Student Life

Dr. Jill Zambito greeted the group and began her update by featuring the new [Be Well Breaks program](https://bewell.utk.edu/be-well-breaks/) which she and Dr. Mary Lucal developed. The new program is intended to encourage people on campus to take mindful breaks. Examples of Be Well Break ideas include having a healthy snack, walking on campus, checking in with a colleague, or doing breathing exercises. She asked those who supervise staff or students to be a role model in normalizing the idea of taking healthy breaks. Downloadable signage is available on the [Be Well website](https://bewell.utk.edu/be-well-breaks/). The signage helps to share information with other staff so they know you are taking a Be Well break. She enthused that there were hundreds of requests for signage or more information about Be Well Breaks and shared her gratitude for support for the new program.

Dr. Zambito closed by discussing [Wellness Wednesdays](https://studentlife.utk.edu/wellness-wednesdays/), a program geared towards students. She said that the intention is to normalize wellness and wellbeing. A yoga session, [Savasana on the Stage](https://calendar.utk.edu/event/savasana_on_the_stage?utm_campaign=widget&utm_medium=widget&utm_source=University+of+Tennessee%2C+Knoxville#.YdSQrWjMKUk), will be held on the Student Union auditorium stage on January 26. This free session is open to faculty, staff, and students.

* 1. Human Resources Update – Mary Lucal, Associate Vice Chancellor for Human Resources

Dr. Lucal greeted the group and began her update by acknowledging recent changes to [vaccine and masking mandate requirements](https://utk.edu/coronavirus/guides/federal-covid-19-vaccine-masking-mandates). HR has suspended review of vaccine documentation and exemption uploads until more is known. She did not have a timeline in which more would be known but, at the moment, HR is supporting the Chancellor as she leads us through this unprecedented time.

Dr. Lucal next discussed the search for the next Associate Vice Chancellor for Facilities Services. She shared that they have had the first candidate on campus and all three candidates will have a campus visit before the holiday break. Information about the candidates can be found on the [Facilities Services’ website](https://fs.utk.edu/avcsearch2021/).

Dr. Lucal then shared that Employee Relations has designed a [slate of workshops around staff performance evaluations](https://calendar.utk.edu/department/human_resources). Ms. Roe, Lorna Hollowell from Diversity and Engagement, and Jose Lee-Perez, HR Staff Diversity Fellow, have partnered to develop new workshops around the new Inclusion, Diversity, and Equity (IDE) category. She shared her excitement about the new series and encouraged the group to attend and share information about the sessions with constituents.

Dr. Lucal closed her update by sharing details about the compression adjustments related to the Board of Trustees and Chancellor’s announcement that UTK is going to a minimum hiring rate for staff employees of $15.00 per hour. She expressed her gratitude to Chancellor Plowman, who asked that a significant contribution be made to manage staff compression. She explained that Chancellor Plowman put $6 million dollars into the adjustment and reflected on how much money it takes to really do a significant compression adjustment.

Dr. Lucal announced that the change will go into effect as of January 3, 2022, and will apply to regular, full-time, and part-time staff employees at UTK, UTSI, and UTIA. She shared that salary increases related to compression will affect those closest to $15.00 per hour most strongly and will spread out to impact people who may not be at that level. Compression adjustments will also be prorated, meaning if an employee is 50% part time their adjustment amount would be 50% of the adjustment amount.

Employees currently earning between $27,040.00 and $31,100.99 annually will receive a minimum increase of $1,750.00. Employees earning between $31,200.00 and $39,999.99 annually will receive a $1,750.00 increase. Employees earning between $40,000.00 and $49,999.99 annually will receive a $1,500.00 increase. Employees earning between $50,000.00 and $59,999.99 annually will receive a $1,250.00 increase. Employees earning between $60,000.00 and $69,999.99 annually will receive a $1,000.00 increase.

Dr. Lucal said departments and fiscal officers will have specifics about the adjustment amounts and she will send a letter to anyone impacted at the first of the year stating their new salary rate. The changes will be centrally administered so they will not need to be entered at the departmental level. She reminded everyone that the merit and market cycle in July will also allow department heads to analyze compression in their areas (assuming we will have merit/market pools).

Carrie Zitzman asked to clarify if compression adjustments apply to student employees as well as staff employees. Dr. Lucal responded it only applies to regular staff employees and does not apply to students.

Cathy Jenkins asked if custom printed mask requirement signage can be left up if not enforced. Dr. Lucal responded her understanding is signage should be removed as we are currently operating under the state understanding that masks are not required. She redirected Ms. Jenkins to talk with Dean Steve Smith. Dr. Kelly responded that she has noticed signage has been removed, and Dr. Zambito suggested keeping the signage on hand in case it may be needed later.

Melinda Simmons asked to confirm if student workers can or should not work during the break. Dr. Lucal responded that there is no reason she was aware of that student employees could not work during winter break. Dr. Zambito responded that student building managers keep the Student Union and TRECS open during the break. Dr. Kelly responded that graduate students who are research assistance should not be asked to work over the break.

1. CONSTITUENT QUESTIONS
	1. Follow up: Traffic Concern for Skybox Restocks – Jen Scagnelli

**Q:** “Is a plan being established for those of us that have skyboxes and stock on Fridays? Since they remodeled Estabrook, the drive-in front of the new Estabrook building is now a student walkway, tables/umbrellas, and is blocked for driving. This makes it very difficult after stocking to turn around and get out from under the stadium. People are driving in as we are driving out and it is one-way. It is usually completely jammed, and people are backing up that hill to let folks out as they can’t get in and park until others are gone. Just not enough room.”

**A:** Before the meeting Jessica Cantu reached out to Mark Hairr, Director of Parking Services. Mr. Hairr deferred to Tennessee Athletic Hospitality as they handle skybox stocking and operations.

Candra Howell, Director of Tennessee Athletic Hospitality, responded that information for skybox stocking is included in communications for the East Tower noting that, “Estabrook Road (used to exit Gate 26) is now closed, and vehicles are unable to exit through the back of the stadium. If you drive down Tee Martin Dr. to the entrance of Gate 26, you must be able to turn around to exit. Please remain to the right and plan accordingly when coming to stock.”

Ms. Howell offered that if guests are uncomfortable with this process, they are welcome to park in Lot 5 under the Gate 10 ramp for stocking and cart their items to Gate 26.

1. OTHER BUSINESS/ANNOUNCEMENTS
	1. Campus Vaccine & Booster Opportunities

The Student Health Center Pharmacy continues to offer on campus vaccination opportunities.

Flu shots are available at the SHC Pharmacy with no appointment is needed. Walk-ins are welcome Monday – Friday from 9 a.m. to 4 p.m.

* More information: <https://studenthealth.utk.edu/influenza-vaccine/>

COVID vaccinations and booster doses are also available on campus. Vaccinations and boosters are by appointment at the Student Health Center and include the Moderna and Johnson & Johnson vaccines.

* More information: <https://studenthealth.utk.edu/covid-19-vaccine-clinics/>
* Appointment signups: <https://www.utk.edu/coronavirus/vaccine/>
	1. Staff Performance Review Series

Human Resources and the Office of Equity & Diversity are excited to share the Staff Performance Review series is underway! As a reminder, staff performance reviews are due annually on March 31 each year. Virtual sessions will be available in December, January and February and topics will focus on employees, leadership, and Diversity, Engagement, and Inclusion in our everyday work.

The first session, entitled “Take Charge of Your Performance: Employees and the Performance Review” kicks off next Monday, December 6 from 1:00 – 3:00 p.m. Please join us for more information about how to bring self-reflection, emotional intelligence, collaborative goal setting, and connecting through conversation into the performance review process.

Registration is now available in K@TE at <https://kate.tennessee.edu/>

Please help us spread the word about this learning opportunity!

Sharable flyer: <https://hr.utk.edu/wp-content/uploads/sites/56/2021/11/Staff-Performance-Review-Series_Dec-Feb-Session-Info.pdf>

* 1. Work-Life Sounding Board Podcast

Check out the Work-Life Sounding Board’s podcast series! Dr. Zambito recently joined Tom Cruise and Lori Smith to talk about how campus leaders can support and encourage work-life balance and why that matters.

Listen here: <https://soundcloud.com/user-120272423/a-work-life-balance-conversation-with-dr-jill-zambito-assistant-vice-chancellor-for-student-life/s-Cs4ywQfQrSk?si=15b665ac154742e286d6c0659f242bfa>

* More information about Sounding Boards including the Work-Life Sounding Board: <https://hr.utk.edu/sounding-boards/>
	1. Clarence Brown Theatre - “A Christmas Carol”

Shelly Payne shared with the group that “A Christmas Carol” officially opened last Friday and tickets have been sold out for quite a while. They are not seating at full capacity due to safety precautions but encouraged those interested to [check their website](https://clarencebrowntheatre.com/) for tickets that may become available.

CBT will feature several productions in the spring, including “The Curious Incident of the Dog in the Night Time,” “She Kills Monsters, “and Always, Patsy Cline.”

Dr. Lucal shared her congratulations for the Theatre’s reopening after nearly two full years.

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