

KNOXVILLE ADMINISTRATION ERC

MEETING MINUTES

THURSDAY, SEPTEMBER 8, 2022 | 1:30 – 3:00 P.M.

VIA ZOOM

PRESENT

Alexis Azevedo, Annette Beets, Matthew Blondell, Jon Chandler, Natalie Crippen, Laura Crowe, Darrell Easley, Raven Edwards, Amy Gregory, Jim Murphy, Diane Kelly, Mary Lucal, Ami McCarter, Sarah McFalls, Alexander Merkle, Kristy Pearson, Christopher Pierce, Lee Ann Ratledge, Jen Scagnelli, Denise Sears, Sharon Sexton, Kathryn Shepas, Melinda Simmons, Samantha Smith, Sidney Snoddy, Laura Solomon (guest speaker), Patrick Sullivan, Elizabeth Tampas, Sandy Thomas, Jennifer Western, Lindsi Whitaker, Chrissy Wills-Maples, Angela Woofter, Jill Zambito, Lauren Ziegler

ABSENT

Elizabeth Coleman, Greyson Dickey, Elizabeth Dixon, David Hodges, Gennie Hope-Davian, Jennifer Horner, Connie Inman, Renee Johnson, Jim Murphy, Stephanie Phillips, Melinda Simmons, Suzanne Smalley, Liza Vandergriff, Carrie Zitzman

1. WELCOME

Jon Chandler, Senior Employee Relations Consultant, welcomed everyone to the meeting. September marks the first official meeting of the new Knoxville Administration ERC.

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

Dr. Diane Kelly greeted the group and reflected on the ERC Orientation that was held the previous week. She alluded to the updates she gave at the orientation, which were that her office is trying to improve the faculty processes and transactions that happen. This includes faculty appointments, faculty promotion, tenure, and review. They are trying to simplify the process so that the right paperwork is being submitted the first time and that the process goes faster.

Dr. Kelly then reflected on the increase in student admissions, having the largest undergraduate and graduate cohorts starting this fall. This has caused some space issues, but they are working hard to sort these issues out. There are movements and new buildings that are affecting many employees as well that they are addressing.

Dr. Kelly talked about the addition of new programs that are coming out of Student Success. These programs are designed to support different segments of our student population, such as Veterans, people of color, etc.

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

Dr. Jill Zambito greeted the group and began her update mentioning the Be Well employee wellness program. There is a healthy cooking class scheduled for September 29 from 6-8:30 pm and registration opens next week. She mentioned that if you have an interest in the cooking classes, you should act fast as they tend to fill up quickly. Dr. Zambito then informed that requests to do any presentations or workshops for the Be Well Program are open on the Be Well website. You can request a presentation or workshop for your team or department at any time.

Dr. Zambito then announced that the [Be Well program is now partnering with Wellness and Rec Sports on a move challenge](https://connect.recsports.utk.edu/Program/GetProducts?classification=00000000-0000-0000-0000-000000026002). It runs from September 12 through October 21, 2022. It is open to faculty and staff.

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

Dr. Mary Lucal began her update by having a moment of silence to honor the passing of Queen Elizabeth and her life and commitment to public service. She then announced that the McLean Survey will be coming out in the next couple of weeks and is similar to the survey that was sent out last fall. She stressed the importance of taking this survey because it provides valuable information to the Campus Administration. There were two big takeaways from last year’s surveys: 1.) the need for senior administrators to have more visibility and 2.) the desire for both professional and career development.

Dr. Lucal then updated the group on the increase in hiring. There are many new employees and new talent on all over campus. Human Resources and departments devoted energy across the campus recruiting and hiring people, with the hard part now being retention. She mentioned that it is no longer realistic to expect to retain people for 50 years. However, we want to keep employees engaged and invested in the University. We want them to feel like they are on a trajectory and journey that gets them connected. We are focused on making sure new hires have a good onboarding experience and feel supported, despite nationwide turnover trends.

Dr. Lucal also spoke about changes with Open Enrollment, which runs from October 1-14, 2022. She mentioned that everyone should log into Edison and look through their options and selections. Insurance information will not be mailed out this year and everything is now online. Life Insurance and Accidental Death and Dismemberment coverages will have a significant change. She recommends that you go into your account early during the open enrollment window to check your selections and make any changes so that you can work through any technological issues or questions that may arise. Dr. Lucal stressed that constituents should be made aware of the changes and that they will not be receiving any information through the mail this year.

Dr. Lucal then finished her update by reflecting on the New Staff Welcome Reception that was held the previous night, which welcomed new staff who had been hired since January. It was held on the terrace at the football stadium and was a lot of fun. So much energy on campus!

Lastly, Mr. Chandler introduced Sam Smith, who is the new Employee Relations Specialist. Ms. Smith will be shadowing the ERC meetings for the next couple of meetings and then will begin to take over sending out the ERC agenda, minutes, and any support for the group.

1. GUEST SPEAKERS
   1. ServeUTK – Laura Solomon, Assistant Director, Jones Center for Leadership and Service

Laura Solomon greeted the group and began with an overview of what her office does. The Jones Center for Leadership and Service is tailored to the students, but they have specific service-related programs. Their mission is to educate and engage all students to lead and serve the global cause.

Ms. Solomon then began a demo of the new ServeUTK platform, which has combined and replaced two former systems, Track Your Hours and Sign Up to Serve Calendar. The website to login is [https://leadserve.utk.edu/serveutk/](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleadserve.utk.edu%2Fserveutk%2F&data=05%7C01%7CSamSmith5%40utk.edu%7C4225c66703134b5d99b008da902bc689%7C515813d9717d45dd9eca9aa19c09d6f9%7C0%7C0%7C637980814935417397%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OrEEuDDkKeOKp7PsxrL0BmP1rEmKUddowiz013ejeMo%3D&reserved=0) and you use the SSO option with your netid and password. Once you login, you will see a calendar of events that nonprofits have posted saying that they need volunteers for this day and time. If you click on an event, you will be directed to a page that will allow you to learn more about the event and sign up to volunteer. The page will also have contact information for the nonprofit. The other way you can find volunteer opportunities is to look at the “Open Opportunities” section. These are volunteer opportunities that nonprofits have said they need volunteers for but do not have a specific event or time they needed. This is a great option for reoccurring volunteer service with a certain nonprofit. You can also search for specific organizations through the community partners tab. This system can be used to search for volunteer opportunities in other cities if they also use this system.

Matthew Blondell asked the question of why did he have less volunteer opportunities shown on his calendar than Ms. Solomon had on hers. Ms. Solomon answered that it could be because the nonprofits have chosen the demographics and groups that they are trying to market to, which did not include his account.

Ms. Solomon also mentioned that you can track your impacts through this system as well. If you click on your profile, there will be a button that will let you add your own impact. You would then search for the specific organization you contributed to and then specify what the impact was, such as a monetary donation, goods donation, or time. The Jones Center will verify these impacts and make sure that the nonprofit and event is legitimate if it is not already in the system (This is more of a concern with students). You can also print off a summary of all the impacts and volunteering you have completed.

Mr. Chandler explained the new volunteer leave policy. You get 8 hours to volunteer during your normally scheduled work hours. You would not be paid if you volunteered outside of your normal schedule. This is on a calendar basis and the hours do not roll over to the next calendar year. You track your hours through IRIS like you would for sick or annual leave. He also mentioned that ServeUTK is how the University plans to see how the volunteer policy is working and how employees are making an impact in the community.

Dr. Lucal reiterated how important it is to put your volunteer hours into both IRIS and the ServeUTK system. The Chancellor is interested in knowing how the volunteer leave is being used and the impact it is making in the community.

Ms. Solomon ended her demo by showing that you can apply filters to the volunteer opportunities to help you sort and find something based on your needs and are passionate about. She also mentioned that there is a subgroup feature that allows groups or departments to communicate around community engagement needs. This allows for the department to host events that are service related and keep the sign ups private to your department. Nonprofits have also posted service opportunities that need large groups of volunteers.

Ami McCarter asked if there was the ability to filter volunteer opportunities by faculty, staff, or student. Ms. Solomon responded that there is the ability to filter through age, but not by faculty, staff, or student. Most community partners do not have a preference and so that filter has not been built into the system. She suggested that if you are trying to do an employee only volunteer event that you try volunteering during times that students are traditionally not on campus, such as during summer or holiday breaks.

1. CONSTITUENT QUESTIONS
   1. There were no constituent questions submitted before the meeting.
   2. Has there been consideration to review the Vol Shop $500 minimum for the payroll deduction payment option?

Mr. Chandler responded that Vol Tech requires you to purchase an apple watch, a laptop, or a tablet, which exceeds that $500 threshold. It’s the only employee payroll deduction benefit, and it’s specific to the technology through the Vol Shop. Matthew Blondell requested more information about the policy since you couldn’t buy just an iPad since it was only $300, but it was only 1 of 3 things you could buy with the payroll deduction benefit. Mr. Chandler said that he would research and follow up on the question.

* 1. Are constituent lists up-to-date? What do representatives need to do if there is a question or discrepancy?

Mr. Chandler confirmed that constituent lists were correct as of today. For questions, reach out to Jon Chandler or Sam Smith. Lee Ann Ratledge asked if minutes were going to be sent out. Dr. Darrell Easley confirmed that the goal is to get minutes out within a week of the meeting.

1. OTHER BUSINESS/ANNOUNCEMENTS
   1. ERC Survey

Mr. Chandler shared there will be a survey sent out soon that will poll ERC members on meeting modality preferences, such as meeting in-person vs Zoom, and guest speakers. It will be quick and have about four or five questions. We are looking for any feedback that would help to improve these ERC meetings.

* 1. Volunteers For Other Committees

Mr. Chandler shared that several Committees need representatives from the ERC.

Two volunteers or nominations are needed to serve on the Employee Relations Advisory Board (ERAB), which is a System Council. This committee meets quarterly and needs one representative from the Knoxville Operations ERC and one representative from the Knoxville Administration ERC.

A volunteer is needed for the University Leadership Council (ULC), which is through the Chancellor’s office. They are looking for one representative out of the entire ERC and they meet throughout the academic year.

The Council for Diversity and Inclusion (CDI) is also looking for a representative from both the Operations ERC and the Administration ERC.

Dr. Lucal noted that these groups are great at showing how things work within the University. They are impactful and very important shared governance. It is also a great developmental experience.

* 1. Open Enrollment

Mr. Chandler reiterated that Open Enrollment is coming up and runs from October 1-14. You can view the information now on the Partners for Tennessee website. Enrollment materials will be online only.

It is a passive enrollment, but it is suggested that you go into the Edison system to check your selected [coverage and rates for 2023](https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/2023_annual_enrollment/2023_ST_HE%20Newsletter.pdf). You should also review the survivor benefit and beneficiary form. There will not be any information sent through the mail this year. For Enrollment materials, see <https://www.tn.gov/partnersforhealth/ae/materials.html>.

There are annual enrollment webinars being conducted to learn about the 2023 benefits options. An employee benefits webinar will be held on September 28, October 5, and October 13. For more information, see [Blue Minimalist Life Insurance Flyer (tn.gov)](https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/2023_annual_enrollment/2023_ae_employee_webinar_flyer_final.pdf). One session will be recorded and posted on the ParTNers for Health [YouTube page](https://www.youtube.com/user/partnersforhealthtn).

There are also Insurance Carrier webinars that will provide more details on specific insurance products including medical, dental, vision, disability and life insurance, and your health savings account/flexible savings account options. For more information about dates and which insurance products will be discussed, see [Modern Professional Business Flyer Template (tn.gov)](https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/2023_annual_enrollment/2023_ae_vendor_webinar_flyer_final.pdf). These sessions will be recorded and posted on the ParTNers for Health [YouTube page](https://www.youtube.com/user/partnersforhealthtn).

1. REMINDERS:
   1. Please email Jon Chandler (jchand41@utk.edu) or Sam Smith (SamSmith5@utk.edu) any constituent questions.