

KNOXVILLE ADMINISTRATION ERC

MEETING MINUTES

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

VIA ZOOM

PRESENT

Annette Beets, Alexis Bishop (Guest Speaker), Matthew Blondell, Nancy Burkett (Guest Speaker), Jon Chandler, Elizabeth Coleman, Natalie Crippen, Laura Crowe, Greyson Dickey, Darrell Easley, Raven Edwards, Connie Inman, Renee Johnson, Diane Kelly, Ami McCarter, Sarah McFalls, Kristi Pearson, Ryan Pierce, Lee Ann Ratledge, Jen Scagnelli, Kathryn Shepas, Melinda Simmons, Suzanne Smalley, Sam Smith, Sidney Snoddy, Patrick Sullivan, Sandy Thomas, Duren Thompson (Guest - Campus Partner), Lisa Vandergriff, Lindsi Whitaker, Chrissy Wills-Maples, Angela Woofter, and Jill Zambito

ABSENT

Alexis Azevedo, Katy Glaccum, Amy Lea Gregory, David Hodges, Gennie Hope-Davian, Jennifer Horner, Mary Lucal, Alexander Merkle, James Murphy, Stephanie Phillips, Denise Sears, Sharon Sexton, Elizabeth Tampas-Dixon, Roy Wood, Lauren Ziegler, and Carrie Zitzman

1. WELCOME

Jon Chandler, Senior Employee Relations Consultant, welcomed everyone to the meeting.

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

Robert Hinde has been appointed as the Interim Executive Dean for the College of Arts and Sciences. The College of Arts and Sciences will be restructured into three areas: (1) arts and humanities, (2) social sciences, and (3) natural sciences. Each area will have its own Dean, with an Executive Dean for all areas. They are beginning to set up the infrastructure, budget, and other background things for the restructuring of the College of Arts and Sciences. Ozlem Kilic has been named interim Vice Provost for Academic Affairs.

A committee has met to look at the Baker Center for Public Policy and create a structure to support the Institute of Civics. One of the recommendations from that committee was to create a School of Public Policy and Public Affairs that would contain the Institute of Civics within it.

As a result of beating the Alabama football team, UT has received a record number of applicants. We already had a record number of applicants for the undergraduate program, but we are up 30% from the number of last year’s applicants.

The University of Tennessee Oak Ridge Innovation Institute now has a website. You can learn more about their mission and what they are currently working on by visiting: <https://utorii.com>.

Faculty appreciation week has been scheduled for February 27 – March 3, 2023. It is encouraged that department heads and Deans try to plan something to show appreciation to the faculty during that week.

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

If you have an interest in volunteering, UT is hosting a program called [Pack to Give Back - Meals of Hope](https://utk.givepulse.com/event/330585-Pack-to-Give-Back-Meals-of-Hope-event) during Hunger and Homelessness Awareness week. During the event, volunteers will help package meals that will be donated to the Big Orange Pantry along with other select Knoxville community organizations. The goal is to pack 50,000 meals. The event will be on November 17th in the Student Union Ballroom A/B. You can register for the event by visiting this [link](https://utk.givepulse.com/event/330585-Pack-to-Give-Back-Meals-of-Hope-event).

Activities have begun to slow in the Division of Student Life as the semester comes to a close. A coordinator position is open and receiving applications, with a priority deadline of November 4, 2022. The office is also in talks with the Culinary Institute to talk about the Spring schedule of cooking classes. The Be Well initiative can support Wellness Champions with their office staff and resources to help bring creative initiatives to fruition. Examples from the past have included an event at a cycle bar in Bearden and monthly lunch & learn sessions about health and wellness management.

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

HR is largely focused on recruitment efforts and talent retention. Dr. Darrell Easley and Mr. Chandler recently attended HR’s professional Associations Conference (CUPA-HR Annual Conference and Expo) and learned that many other universities across the country are having issues with retention as well. There are still many job openings at UT that we are trying to fill. For internal opportunities, we are excited to have Nancy Burkett join the HR team as a Career Development Coach for staff. She has been here a month and has received great reviews from the staff who she has already begun to work with.

Annual compliance training is due December 31, 2022. Dr. Easley asked everyone to remind their constituents to complete the training as soon as possible. A list will be run of people who have not completed the training, which will be sent to the Vice Chancellors soon.

1. GUEST SPEAKERS
   1. Learning & Organizational Development – Alexis Bishop, Learning & Organizational Development Consultant

Learning and Organizational Development (LOD) offers many services to faculty and staff across campus. There are individual development opportunities through coaching and consultations. These sessions can help if you need guidance navigating challenging situations. LOD also offers team development opportunities, most often done through requests. These opportunities include sessions on different types of assessments, such as CliftonStrengths, MBTI, Intercultural Development Inventory (IDI), and DISC. There are also team effectiveness sessions, which have been popular this year. If your unit wants to have a retreat, LOD can come and speak at those. If you have a specific request, which can be submitted through a request form on their webpage, the department can work with you to design a session that meets your needs.

LOD also offers leadership development sessions at least once a month, with some topics including ethical leadership, courageous leadership, and delegation. You can find these sessions in the LOD Newsletter, the UT calendar, or through K@TE. LOD is currently building the framework for a new program called the New Leader Advantage. This will be a program designed to support new leaders at the university, such as people who have previous leadership experience but are new to UT or were recently promoted to a leadership or supervisory position. STRIDE for Staff is a recruitment training program that is done for members of search committees to make sure the pools of candidates are as inclusive and diverse as possible. STRIDE stands for Strategies and Tactics for Recruiting to Improve Diversity and Excellence. There are several sessions for STRIDE upcoming, as well as a permeant training session on K@TE that can be accessed anytime.

LOD also runs some signature programs, such as UTILA-University of Tennessee Inclusive Leadership Academy and UConnecT. The UTILA program is a yearlong 9-session program for exempt faculty and staff. Its goal is to learn inclusive practices and how to lead our diverse workforce. The UConnecT program is an inclusive, yearlong immersive leadership academy for non-exempt staff who have been at UT for at least three years. Its goal is to connect non-exempt staff across campus with leaders in an inclusive leadership development program to prepare them for future career opportunities.

LOD also provides podcasts on several different topics, like emotional intelligence. More topics are planned to be covered like CliftonStrengths. There are also learning opportunities through LinkedIn Learning courses. These can be found on LinkedIn or through K@TE.

You can learn more about LOD and their programs by visiting their [webpage](https://hr.utk.edu/lod/) and can email them at [lod@utk.edu](mailto:lod@utk.edu). They also have a newsletter called [The Connection](https://hr.utk.edu/the-connection-newsletter/), which is where you can keep up to date with what is happening in the Learning & Organizational Development team. You can also request training sessions for your department or team through a request form on their webpage.

* 1. Career Development – Nancy Burkett, Career Development Coach

Nancy Burkett is the new Career Development Coach within Human Resources and she began with a quick overview of her background and her role. She has 32 years of experience in Higher Education, with a primary focus on students and alumni. Her role as Career Development Coach doesn’t exist at most universities. She has only been able to find a few universities that have a role similar to hers at their school. She primarily does individual career coaching sessions with staff, which have topics that range from identifying your career goals to resume, cover letter, and interview preparation. She has been here a month and has met with several, primarily non-exempt staff, who are exploring roles at UT. To see more about what offerings Ms. Burkett has currently available, you can visit her [webpage](https://hr.utk.edu/career-development/). You can also fill out a survey for what services or resources you need or would like to see [here](https://utk.co1.qualtrics.com/jfe/form/SV_78oWRRzfjled5oW). You can also reach out to Ms. Burkett directly at [nburket2@utk.edu](mailto:nburket2@utk.edu).

Ms. Burkett asked for feedback on what the ERC representatives have heard their constituents’ needs are regarding career development and how she can help support those needs. Ms. Burkett began the discussion by sharing that she is currently exploring how to encourage managers to support the career development of their staff and their teams.

Suzanne Smalley commented people in her department have complained that those who have completed higher degrees have no place or position to move up in their department. There is no mechanism to give these people more responsibilities or more money for achieving those higher degrees; they have to leave UT to do that. Ms. Burkett responded she could encourage staff members who are pursuing higher degrees to have conversations with their managers as they proceed through the program and encourage the managers to be open with their staff members in terms of their career development. Dr. Easley mentioned there is a limitation to promoting people in such a small environment and it could be a good idea for her department to look at their position descriptions to make sure what they are currently doing in their job matches the position description. However, it is not a guarantee that rewriting the position description will produce a new title or raise.

Laura Crowe suggested developing a directory of certifications, seminars, and professional associations for people to refer to. There was then a discussion about the Certified Administrative Professionals (CAP) exam. The idea was then brought up for a library-type system to be built with study books for certification exams that people could use when preparing for exams.

Greyson Dickey commented some reasons he has seen difficulties with retention and staff development is because of the limitation of not knowing how the University itself is going to grow. Dr. Easley replied that it is hard to explain what the University’s future will be because most plans happen in real time.

Dr. Easley spoke about the effort that Human Resources has put into developing LOD and Career Development and asked that representatives talk with their constituents about what services LOD and Ms. Burkett provide.

1. CONSTITUENT QUESTIONS
   1. **(Q):** “I was wondering if the University could work with the City of Knoxville to put an arrow light at the intersection of Pat Head Summit and Volunteer Blvd. It is a very dangerous intersection and there should be some type of traffic control to help with this situation. There should also be one located on Lake Loudon at Thompson Boling Arena. I think it would be a lot safer to install arrow lights at these intersections.”

**(A):** HR reached out to Mark Hairr and Brian Browning before the meeting and his response was: “I’ll share this with our Traffic Safety Committee at our next meeting and provide a follow up afterward.”

1. OTHER BUSINESS/ANNOUNCEMENTS
   1. Volunteers for Safety Committee

Mr. Chandler asked for volunteers to serve on the UT Knoxville Campus Safety Committee. They meet quarterly, with the next meeting likely to be in January 2023. Topics range from risk management to evacuation planning. If you are interested in serving on the committee to represent ERC, please email Jon Chandler ([jchand41@utk.edu](mailto:jchand41@utk.edu)) or Sam Smith ([SamSmith5@utk.edu](mailto:SamSmith5@utk.edu)).

* 1. Compliance Training

Annual Compliance Training is due December 31, 2022. It is suggested to have it completed by winter break because there will be no technical support after December 23, 2022.

* 1. Museum Discount

The University of Tennessee has partnered with the National Museum of African American Music (NMAAM) in Nashville to offer a discount on admission for UT employees plus one guest. The rate will be discounted from $24.95 to $16.50 for adult admission. Employees must present their staff ID to apply the discount. For more information, visit the [website](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftennessee.us9.list-manage.com%2Ftrack%2Fclick%3Fu%3Dd896b38de9dd8fd3c043073b3%26id%3Dc722b03b9a%26e%3D723907992c&data=05%7C01%7CSamSmith5%40utk.edu%7Ce455b43cf32340aa688908daa89f83b2%7C515813d9717d45dd9eca9aa19c09d6f9%7C0%7C0%7C638007700307927655%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=kSryXVrQm3%2FYVe0X07DOnFbyxWPkWIJ5PfJ39atvN84%3D&reserved=0) or view the [flyer](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftennessee.us9.list-manage.com%2Ftrack%2Fclick%3Fu%3Dd896b38de9dd8fd3c043073b3%26id%3D2aced00338%26e%3D723907992c&data=05%7C01%7CSamSmith5%40utk.edu%7Ce455b43cf32340aa688908daa89f83b2%7C515813d9717d45dd9eca9aa19c09d6f9%7C0%7C0%7C638007700307927655%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2BpTBS0r%2B6wsd4dHJtQlWyUm%2BrB9ailDwYO6%2FKi6iMeA%3D&reserved=0).

* 1. Ready, Set, Connect!

Human Resources is planning our next onboarding event for new staff: Ready, Set, Connect! This will be a celebration and continuation of their new hire experience at UT! Participants will be staff in their first few months of employment at UT.

We would like to invite the ERC to participate in our campus partner fair as part of this event. The fair will provide recently hired staff an opportunity to learn and network with our campus partners. This a great opportunity to spread the word about the ERC, what it is and why it is important for our campus community.

Ready, Set, Connect! is scheduled for Tuesday, December 6th in the Student Union Room 262. The formal presentation will run from 1:30 – 3:30 p.m. eastern with the campus partner fair from 3:15 – 4:30. If participating, you will want to block off 3-4:30pm to fully participate.

If your area is interested in participating in this great networking event for new staff, please email Kerrie Johnson ([klynn6@utk.edu](mailto:klynn6@utk.edu)) on or before November 28th. You will receive a confirmation email with additional information. We need 1 - 3 volunteers.

1. REMINDERS:

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