

PRESENT

Matthew Blondell, Jon Chandler, Laura Crowe, Darrell Easley, Raven Edwards, Connie Inman, Diane Kelly, Ami McCarter, Sarah McFalls, Christopher Pierce, Lee Ann Ratledge, Jen Scagnelli, Sharon Sexton, Suzanne Smalley, Sam Smith, Sidney Snood, Patrick Sullivan, Elizabeth Tampas-Dixon, Lisa Vandergriff, Jennifer Western, Lindsay Whitaker, Chrissy Wills-Maples, Angela Woofter, and Jill Zambito

ABSENT

Annette Beets, Elizabeth Coleman, Natalie Crippen, Amy Lea Gregory, David Hodges, Gennie Hope-Davian, Jennifer Horner, Renee Johnson, Mary Lucal, Alexander Merkle, James Murphy, Kristi Pearson, Stephanie Phillips, Denise Sears, Katheryn Ann Shepas, Melinda Simmons, Sandy Thomas, Roy Wood, and Carrie Zitzman

1. WELCOME

Jon Chandler, Senior Employee Relations Consultant, welcomed everyone to the meeting and reflected on the new year.

2. UPDATES

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

Progress on the Baker Center for Public Policy and the new College, which will include interdisciplinary studies and incubating new programs, is moving along quickly.

Student retention is continuing to climb, with record numbers of applications and admissions. There will be a cap on the number of new students being admitted next year due to the limitations of space available on our campus and the increase in retention numbers. It will be a slightly bigger class of incoming students than last year's admissions numbers. Dr. Kelly continues to see a lot of people anxious about space and moving locations. With construction for new buildings and renovations, there is uncertainty for some people related to office spaces, which will be a big

theme in the Spring semester. Dr. Kelly will communicate any questions or ideas back to the Provost's office.

- b. Division of Student Life Update – Jill Zambito, Assistant Vice Chancellor for Student Life

[Several buildings were damaged](#) from burst pipes during the artic blast over the 2022 December administrative closing. Dr. Zambito would like to thank those in Facilities Services who worked during the break to help manage and deal with the flooding. As of 1/4/2023, there are 42 building which have damage. A fraternity, sorority house, and Vol Hall were damaged and will not be habitable in the Spring semester. UT Administration is currently looking into seeing how they can support the affected students.

The search for a Be Well program coordinator is still underway. The employee who supervises the Be Well area is currently on paternity leave. While searching for the new coordinator, some programs will still be ongoing, but some will need to be put on pause. A list of programs and events can be found [here](#).

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

The new year brings in the beginning of annual performance review season. There will be workshops in January and February for both staff and leaders on various topics around the annual performance review process and the online performance review (OPR) process. Dr. Easley encouraged supervisors to start performance review conversations with their employees and to include asking staff members for their input around their goals. These will be due March 31, 2023 and more information on the workshops will be given later on in this meeting.

One of the focus areas of HR is career and professional development. A career development fair is in the planning stages and is tentatively planned for mid-February. It is envisioned to be an interactive fair so employees can visit with people in HR and participate in breakout sessions. An announcement for this event will be coming soon. In mid-March, HR is planning to have a UT job fair that will be open to the public, along with internal employees. An announcement for the job fair will also be coming shortly once details are confirmed. Career Development Coach, Nancy Burkett, is also available for [appointments](#) and can help with a variety of career development topics. She began at UT a few months ago and already has some success stories for people who have met with her, such as people who felt stuck before and received a job offer in another department at UT or received promotions. Dr. Easley asked everyone to continue to spread the word on her services.

3. CONSTITUENT QUESTIONS

- a. There were no questions submitted for this meeting.

4. OTHER BUSINESS/ANNOUNCEMENTS

- a. Online Performance Reviews (OPR)

Staff performance review season is upon us! **Staff performance reviews are due March 31, 2023.** Staff reviews are submitted via the online performance review system, opr.utk.edu, which can be accessed any time, from anywhere! There are several different workshops happening in January and February. One is dedicated specifically for staff and how to take charge of your own performance, which gets into the specifics around goal setting and self-reflection on your own performance. There is a workshop for leaders to empower their staff to own their performance and address obstacles that may prevent them from being successful. A session has also been added specifically for rating and categories. There is also a diversity, engagement, and inclusion category workshop.

Workshops & Virtual Sessions:

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

- **January 2023** – Staff Performance Daily Series
 - 1/10 – [Take Charge of Your Performance: Employees and the Performance Review](#)
 - 1/12 – [Empower Your Staff: Leadership and the Performance Review](#)
 - 1/19 – [Diversity, Engagement, and Inclusion](#)
 - 1/24 – [Categories and Rating](#)
- **February 2023** – Staff Performance Daily Series
 - 2/8 – [Take Charge of Your Performance: Employees and the Performance Review](#)
 - 2/14 – [Empower Your Staff: Leadership and the Performance Review](#)
 - 2/16 – [Diversity, Engagement, and Inclusion](#)
 - 2/21 – [Categories and Rating](#)

Additional resources for staff available 24/7:

HR [Staff Performance Review](#) Webpage

[FAQs](#)

[OPR Video Tutorials](#)

- b. Worker's Compensation

Risk Management has implemented new workers' compensation forms and adjusted the deadline for the form completion. Risk Management has replaced the WC Injury Report with 2 separate forms, *the Workers' Compensation Injured Worker Statement* form **AND** the *Workers' Compensation Supervisor Statement* form. The *Workers' Compensation Procedures Report* will need to be completed as always.

These forms will look different, are PDF fillable, available on the [risk management website](#), and answer more questions at the beginning of the claim. Hopefully, this will alleviate any claim delays with CorVel since more information will be provided upfront. **The deadline for form completion had been changed from 3 days (72 hours) to 2 days (48 hours).**

Location Cards (created by the State) should be used when calling into CorVel to report a claim. They can be accessed on the [risk management website](#). Please ensure your constituents/departments are aware of the Location Cards and know how to access them in case they need to utilize them in the future.

5. REMINDERS:

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