
PRESENT

Jason Baggett, Mike Brady, Brian Browning, Shannon Bruce, Amy Bruner, Chelsey Bryd (Guest Speaker), Darrell Easley, Chris Gilbert, Alexanderia Gonzalez, Kasey Kahm, Debbie Lane, Mary Lucal, Richard Shackelford, Jeni Sharp, Shane Sloan, Sam Smith, and Natalie Summers

ABSENT

Stevin Amonett, Cory Beets, David Bryant, Paul Finley, Douglas Grant, Holly Harmon, Judy Jones, Riley Kneale, Jimmy Large, James McCarter, Regina Olum, Chip Penoyer, John Platt, Rhett Priode, Patrick Richter, Cody Smith, Justin Stafford, Randall Thornhill, Jake Turner, Neal Vercler, William Wainwright, Hannah Wallace, and Michelle Wilson

1. WELCOME

Darrell Easley, Director of Employee Relations & Learning and Organizational Development, welcomed everyone to the April meeting.

2. UPDATES

- a. Finance and Administration Update – Brian Browning, Associate Vice Chancellor for Finance and Administration

A joint resolution is making its way through the State Legislature that would provide more flexibility for the campus, specifically when it comes to auxiliary related and self-funded projects. It has a lot of support currently, and it is looking likely to be passed.

The 10-year Master Plan has been approved by the Board of Trustees. Enrollment projections are being looked at for the upcoming Fall 2023 semester. There will be a target of about 200 fewer admitted freshmen to coincide with the continued effort to ramp up infrastructure and various support services on campus.

- b. Facilities Services Update – Mike Brady, Associate Vice Chancellor for Facilities Services

The master plan is proceeding as scheduled. Mr. Brady spoke about the goal for each year and what has been budgeted so far. The new Nursing building is still in the design phase and construction will hopefully begin soon. Ongoing projects continue around Neyland Stadium.

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

2022 Annual Performance Reviews were due at the end of March. Reports will be going out to the Vice Chancellors soon of staff members that still need their reviews to be completed.

The ERP (Enterprise Resource Planning) project is continuing to have prototype workshops to understand where the Oracle System can be customized.

The Staff Career Fair that was held at the UT Creamery at the end of March by the Recruitment team went well.

3. GUEST SPEAKER – Chelsey Bryd, Manager of Recruitment: Hiring Practices at UT, Knoxville

The same process is used with both the exempt and non-exempt positions, except the exempt positions partner more with the Office of Equity and Diversity on the process. The Recruitment team has created a visual workflow of the non-exempt hiring process, available [here](#). You can also find out more information by visiting: [Staff – Regular Non-exempt Positions | Human Resources \(utk.edu\)](#).

The first steps to the non-exempt search process are to review the position description and create a job announcement. A search committee is formed, and a development/review screening matrix is created. The position will be posted for a minimum of 7 calendar days, after which the search committee can look and see if they find the pool of candidates to be satisfactory. If the pool is satisfactory, the Recruiting Business Partner (RBP) will remove the posting and the search committee members will evaluate the candidates to identify minimally qualified candidates.

The minimally qualified candidates will be emailed to assess interest in the position, share the salary, and request the availability of the candidates. On-campus interviews will be conducted with the search committee and/or the hiring manager. The hiring manager will determine the finalist and conduct reference checks. This includes the initiation of a background check from the RBP and a verbal offer is made to the finalist. Once the candidate accepts the verbal offer, the offer will be entered into Taleo.

A lot of questions about why applications may not be getting through to the next process come in from both internal and external candidates. Most of the time, the

issue is with the application. The resume is not read during the initial screening, and the application is the only way to see if the candidate meets the minimum qualifications of the job. If you are an internal candidate with 20 years of experience and only put your current job, then the recruiter may not be able to deduce that you have the experience that you have. Recruiters must review applications as the official documentation to determine if the candidate has the required experience and qualifications using the most literal interpretation of the requirements listed on the job posting. It is highly encouraged to both internal and external candidates to be sure and read the requirements of every job they apply to as literal in writing as possible.

For additional resources, visit the webpage on [How to Conduct a Search](#), email HR@utk.edu, or call 865-974-6642. All members of the Recruitment team are available for one-on-one consultation on anything relating to the hiring process.

4. CONSTITUENT QUESTIONS

- a. No questions were submitted prior to the meeting.

5. OTHER BUSINESS/ANNOUNCEMENTS

- a. Sick Leave Bank Enrollment has begun
Beginning April 1, 2023, and continuing through June 30, 2023, we will be accepting applications for new enrollees in the Knoxville-Area (including the Institute for Public Service, System Administration, UT Foundation and UT Space Institute), and Institute of Agriculture sick leave banks.

For more information regarding the sick leave bank visit: [Sick Leave Bank | Human Resources \(utk.edu\)](#). An informational on-demand session is available at: [SLB Information Session on Demand - YouTube](#).

For questions, or to submit your application, email sickleavebank@utk.edu.

- b. Staff Appreciation Week is April 24-28, 2023
More information on the week's events will be coming soon. Be on the lookout! Awesome events and prizes have been planned to celebrate staff! Information will be updated on the [Staff Appreciation Week webpage](#) as well.
- c. ServeUTK Report
There have been 161 unique faculty/staff volunteers, 339 total impacts, for a total of 1793.5 hours. 45 Different locations have been served through ServeUTK. Every Staff Members' 8 Volunteer Leave hours reset on January 1, so don't forget to use them by the end of the calendar year.
- d. UConneT Applications are now live

UConnecT is an inclusive, yearlong immersive leadership and professional development program. The goal of UConnecT is to promote growth and development for our highly motivated non-exempt staff who have a minimum of two years of continuous service. Selected through an application process, the resulting cohort will embark in a carefully constructed learning experience that includes extended session work. The program utilizes a yearlong (August to May) schedule requiring serious commitment from the cohort members.

To apply, visit: [UConnecT | Human Resources \(utk.edu\)](#)

6. REMINDERS:

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