

PRESENT

Annette Beets, Chelsey Byrd (Guest Speaker), Jon Chandler, Darrell Easley, Raven Edwards, Connie Inman, Diane Kelly, Daryien Lee, Ami McCarter, Sarah McFalls, Kristi Pearson, Christopher Pierce, Jen Scagnelli, Denise Sears, Sharon Sexton, Melinda Simmons, Suzanne Smalley, Sam Smith, Patrick Sullivan, Elizabeth Tampas-Dixon, Duren Thompson, Lisa Vandergriff, Jennifer Western, and Angela Woofter

ABSENT

Matthew Blondell, Elizabeth Coleman, Natalie Crippen, Amy Lea Gregory, David Hodges, Gennie Hope-Davian, Jennifer Horner, Renee Johnson, Alexander Merkle, James Murphy, Kristi Pearson, Stephanie Phillips, Lee Ann Ratledge, Kathryn Ann Shepas, Sidney Snoddy, Sandy Thomas, Lindsy Whitaker, Chrissy Wills-Maples, Roy Wood, and Carrie Zitzman

1. WELCOME

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

2. UPDATES

- a. Office of the Provost Update – Diane Kelly, Vice Provost for Faculty Affairs
Enrollment has been growing over the past few years. There has been a 40% increase in the number of applicants to our University versus this same time last year. Some capacity management planning took place this year to try and help with capacity issues, as past models for enrollment prediction were wrong last year. New models have been created to hopefully create a more accurate representation of enrollment capacity on campus. It seems a large factor in why the previous models failed was because of higher retention rates.

The promotion and tenure process for faculty has been upgraded and integrated into Interfolio to help build their cases.

A partnership with Arizona State University has been established to help improve the online programs options. This helps to provide options for people who are not able to move to Tennessee to attend class on campus so they can still attend and study at the University of Tennessee.

- b. Division of Student Life Update – Daryien Lee, Health and Wellness Coordinator
Daryien Lee is the new Be Well Coordinator. He has an undergraduate degree in public health and a master’s degree in health and physical activity.

Be Well is partnering with RecSports to kick start an employee fitness program. More information will be coming soon. [Campus walking routes](#) are posted on the Be Well webpage and are great to utilize now that the weather is beginning to warm up. Yoga classes began on April 5, 2023 and run through the month of April on Wednesdays at 5:30pm. They are held at the Student Health Center room 206.

- c. Human Resources Update – Darrell Easley, Director of Employee Relations & Learning and Organizational Development
[Online Performance Reviews](#) were due on March 31, 2023. If you have not completed yours yet, speak with your supervisor and get it done as soon as possible. Employee Relations is reaching out to anyone who has not completed theirs yet to help anyone who needs it.

In March, HR held our first Career Development Fair that was intending to work with employees and be a resource and answer any career development questions. Attendance was not great, but there were many things that were found that we can build upon. HR also hosted a Staff Career Fair at the UT Creamery which was highly attended, and we had a lot of great feedback about.

Lots of DASH meetings are taking place to help produce a great new ERP (Enterprise Resource Planning) system.

- 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. **(Q):** What are the plans for Housing the incoming record number of students in the Fall? My concern is that incoming graduate students, whom we rely on to teach many lab courses, will not be able to find affordable housing and may decide to defer for a year in the hopes that Fall 2024 will see the housing market open up.

(A): HR reached out to Frank Cuevas and his response was:

“The university is doing a number of things to accommodate students on campus. Late Last year, [the Chancellor shared](#) that we would be admitting a smaller class size than previous years. University Housing is working to accommodate our students’ housing needs by offering space on campus as it becomes available, increasing the capacity of current residence halls on campus, and securing additional accommodations through off-campus master leases. We also continue to support students, including offering a housing fair and educational programming to aid students in their search for off-campus housing. While we do not have direct affiliation with most off-campus housing, the university has an [off-campus housing](#)

[website](#), which continues to have postings from off-campus properties. Students can utilize this website to search for off campus housing, compare rates, and connect with additional resources.”

- b. **(Q):** There is a spousal/partner hires program for faculty. Why do we not have something like this for the staff spousal/partner hires?
(A): HR does have a similar program for staff positions, called the [Dual Career Program](#). It is in the process of being updated. The program does not guarantee a job at the University and is more of a continuous consultative service that is free of charge.
- c. **(Q):** The Starship delivery does not come to Mossman, Jessie Harris, Law School and some other building across Cumberland, but is able to deliver to Strong Hall, & to Clement Hall 1, Clement Hall 2 & Clement Hall 3, and on the ag campus. I was told that the starship could not cross the crosswalk, but there are many crosswalks on campus. Is there any way to see about getting the starship delivery to all parts of campus?
(A): HR reached out to Brian Browning and his response was:
“The City of Knoxville has been reluctant to approve the robots using city sidewalks and crossing city streets. As an interim solution, we have the robots use the pedestrian bridges on either end of Cumberland, which can serve as pickup points for those on that side of campus. We are continuing to work with the City on easing this restriction. As a footnote, the sidewalks and streets throughout the campus are owned by the campus.”
- d. **(Q):** There is a rumor that there is a push for more of the kiosk ordering and not have anyone to ring people up on a register. There is also a rumor that there is a bigger push for more vegetarian options. What are the plans for more vegetarian options vs meat options for the future?
(A): HR reached out to Brian Browning and his response was:
“The campus has implemented Grubhub Ultimate, which transitions the ordering process to the customer at either onsite kiosks or via an app. This allows more Vol Dining employees to fulfill those orders and increases throughput during peak times. We are working to provide more vegetarian and fresh food options across campus. We have a Mediterranean concept that will replace Rising Roll in the Student Union over the summer, the new Nursing and EESRB buildings will have some vegetarian and fresh food options as well.”

5. OTHER BUSINESS/ANNOUNCEMENTS

- a. Updates to Retirees & Alums Email Benefits
Last all, the University announced the decision to discontinue email services for staff retirees and alums. Our goal has always been to improve information security and prevent fraud. As the University received feedback related to the announcement, we decided to pause and re-evaluate our options and reopen the discussion with several offices and the University administration.

We are happy to announce an alternative email option for staff retirees and alums that will include an affiliation-branded email address allowing for their continued affiliation with the University, the ability to receive program information, and providing the necessary security and fraud prevention. OIT will be communicating directly with retirees and alums who are using our email services regarding this new option and their next steps. To read more about this change or get help on this issue, visit: [Changes & Updates: Email Service for Staff Retirees and Alums | Office of Information Technology \(utk.edu\)](#)

- b. 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.

- c. 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.
- d. UConnecT 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:

- a. Please email Sam Smith (samsmith5@utk.edu) or Jon Chandler (jchand41@utk.edu) with any constituent questions.