

MINUTES  
Exempt Staff Council Meeting  
<http://esc.tennessee.edu>  
March 27, 2012

**Time:** 1:30 p.m. – 3:00 p.m.  
**Location:** Andy Holt Tower conference room, 8<sup>th</sup> floor  
**Present:** Ellie Amador, Melissa Ashburn, Erik Bledsoe, Lisa Byrd, Tom Cervone, Shane Colter, DeAnna Flinchum, Betsy Gullet, Sandra Harbison, Mike Herbstritt, Sharon Marshall, Julie Monday, Jenny Moshak, Jane Pope, Marva Rudolph, Janet Smith, Bobbie Suttles, Suzan Thompson, Ron Tredway, and Margy Wirtz-Henry, & Richard Powell

**Guest Speakers:** Ashley Blamey, Safety, Environment, and Education Center (SEE): Task Force in Support of Student Veterans

**Next Meeting**  
April 24, 2012  
1:30 – 3:00  
8<sup>th</sup> Floor Andy Holt Tower Conference Room

1. Welcome and Introductions – Shane Colter
  - Connie Heiskell (Ag Extension-East) & Lindsay Melton (Provost) – Shane Colter shared that the ESC has two new members who will be in attendance at the April meeting.
  - Ellie Amador gave an update on the Employee Engagement Survey. ModernThink will be coming to the Knoxville campus soon to share the survey results at an open forum. The University-Wide forum is in the process of being rescheduled from 3/27. E-mail invitations and other notifications will be sent to employees once these events are scheduled. Statewide dates are posted online as they are scheduled.
  - Shane Colter introduced Ashley Blamey from the SEE Center.
2. Speaker – Ashley Blamey, SEE Center: Task Force in Support of Student Veterans

Ms. Blamey shared that the SEE (Safety, Environment & Education Center) Center is in the early stages of the new SEE Center development. Ms. Blamey's role includes dealing with distressed students through mediums such as the 974-HELP line for students and working on prevention areas related to student wellbeing. SEE Center is now housed in the new Student Health BUILDING. Ms. Blamey also shared that the SEE Center leads the Task Force in Support of Student Veterans and they are addressing areas such as access to resources, adjusting to campus life and supporting events that honor veterans, etc. Ms. Blamey shared a PowerPoint presentation and distributed handouts to the group. Case management is a priority for the SEE Center. The case management allows the SEE Center to focus on a student's needs and address the office, individuals, or student groups that have a role in the case and/or are affected by it. Ms. Blamey walked us through the distressed student protocol which can also be found in the PowerPoint presentation. Tom Cervone shared that the idea of addressing Veteran's Day and the University closing has been denied in the past. Is there anything that could be shared about this? Ms. Blamey stated that the taskforce will take ideas like that and put them in front of the right groups for consideration. However, she could not address why Veteran's Day has yet to be recognized as a holiday at UT. They are also in the process of determining what has historically been done in honor of veteran's. Mike Herbstritt added that ERC groups in the past have raised the issue of Veteran's Day off. Administration, at the time, was willing to have that day off but in exchange for another day that is currently recognized as a holiday or administrative closing. Dr Herbstritt stated that UT has a set number of days that it can take off. Ron Tredway said efforts are being made not only for a day off, but also general recognition efforts for veterans across campus. Margy Wirtz-Henry asked what was involved in the survey of student veterans. Ms. Blamey

shared that it addressed needs of student veterans. There were yes/no and open-ended questions. Mainly students seemed to have questions about transitional issues. Jenny Moshak added that in the fall UT is focused on homecoming. Initiatives on the Friday before Veteran's Day could be modeled after the homecoming week. She also added that Veterans are a part of a bigger diversity initiative. Betsy Gullet asked if there has been some talk surrounding students who have relatives in active duty. Ms. Blamey there aren't specific plans for this group at this time however, that population could be addressed in a standard case management setup. Dr. Herbstritt shared that the 946-CARE line for faculty and staff was modeled after the 974-HELP line for students. Ms. Blamey played a larger role in the setup of the 946-CARE line.

### 3. New (Deferred) Business

- ESC disciplinary action documentation/policy (630 & 525)—Mike Herbstritt
  - training for ESC reps, including HR doc: ESC Reps' Role in Disciplinary Actions
  - Shane Colter shared that Debbie Brown stated that HR's overview of disciplinary actions for supervisors is a 2-3 hour training class. The ESC is looking for a time in August for this training.

### 4. Old Business

- Funeral/Bereavement Leave recommendation update re: 2/27 CAB discussion—Tom Cervone stated that at the 3/21 ERAB meeting Priscilla Bright addressed that this issue did slip through but will be kept on the docket. At the current time the bereavement policy will not be changed. Shane Colter added that he does have the membership for the BAG members. He will forward that information to the ESC.
- Exempt comp time—Tom Cervone shared that this will not be changed at this time but may be kept as an active issue.
- ESC-relevant event updates
  - 3/21 ERAB mtg— Tom Cervone shared that the topic of early payment in December will not be changing. Also, the idea of exit interviews being held regularly was discussed with President DiPietro supporting the practice. Mr. Cervone will have minutes to share soon. Dr. Herbstritt shared that currently exit interviews are optional to employees.
  - Council for Diversity & Interculturalism—Tom/Marva
  - Any other?

### 5. ESC Business

- ESC elections: representative positions up for election + chair – Four nominations have been received to date for various areas. If you are a current ESC member and would like to be considered for reelection please forward your name to the nominating/orientation committee. We will also need to discuss electing a Chair for the ESC at a future meeting.
- Brown Bag with Chancellor Cheek, April 17, 12-1pm, UC Shiloh Room – This event needs to be communicated to employees. Sandra Harbison asked if there will be a web cast or if employees should submit questions in advance. Shane Colter said there will not be a web cast nor a method for submitting advance questions. Flyers will be sent to constituents and ERC's as well. Ellie Amador led a quick brainstorming session regarding hot topics on campus that would be good to include during the brown bag event – Top 25 Initiative, parking, UC construction, Employee Engagement Survey, performance evaluations, pay increases, etc.

### 6. ESC Committees' Reports

- Advocacy/Education: Co-Chairs Tom Cervone/Karla Edwards
  - *Possible speakers: BAG rep, Maxine Davis, Bias Incident Rptg (Dec '10); re: UC/Student Union construction plan ([Cone Zone](#) website re: UC garage closure on 3/17). Interest was expressed in having UT Staff Ombudsperson Elaine Wynn as a future speaker.*
- Bylaws: Co-Chairs Jane Pope/Melissa Ashburn
  - *Discussing revisions, including VP for Admin & Finance position [election impact?]*
- Communication/Website: Co-Chairs Sandra Harbison/Ellie Amador
  - *adding UTK links & recommendations to ESC website, circulating new position listings*
- Nominating/Orientation: Co-Chairs John Erdmann/Debbie Brown
  - *Ag Extension-East vacancy, disciplinary action training info, elections (April/May!)*

7. General event updates or relevant news
  - UWA Employee Engagement Survey results, (to be rescheduled)
  - Performance Reviews, due to HR by 3/31
  - CVM Open House, 4/14
  - Sick Leave Bank Open Enrollment April 1, 2012 – June 30, 2012.
  
8. Future Business
  - FSA debit cards update – Mike Herbstritt, per Rob Chance or Mark Paganelli?
  - Performance Management team update (re: Peer/Supervisory Eval) – Ron Tredway
  
9. Committee Meetings
  
10. Next Meeting – Apr 24, 1:30pm, 8<sup>th</sup> floor Andy Holt Conf. Room