

Minutes: Exempt Staff Council
Tuesday, January 26, 2016 – 2:30-4:00pm
Andy Holt Tower 8th Floor Conference Room

1. Business

- John Goddard welcomed to all ESC Attendees.

- Guest Speakers:

Chancellor Jimmy Cheek

Chancellor Cheek visited the ESC to give an update on the following topics:

- Diversity discussion with the legislature
 - Discussion with the legislature occurred concerning the website post and newspaper article.
 - To answer the broader question of “Why is diversity important to UT Knoxville” Chancellor Cheek shared that the desire is to have a university that represents all people in the State of Tennessee and the nation. UT Knoxville is very committed to becoming a more diverse organization. Looking over last 10 years, we have become more diverse in our faculty, staff, and student body. Currently 87% of students are Tennesseans; our goal is to get more national students and students from other states. 30% of undergraduate students receive Pell Grants, which is considered Income diversity.
 - In the coming weeks and months there will be more discussion on diversity and its importance.
- Outsourcing
 - UT submitted additional information to the state about UT Knoxville and what it costs per square foot (\$3.30) to maintain our facilities. The proposed outsource price is around \$7.70 per square foot.
 - UT Martin has been working very closely with legislature and encourages UT Knoxville to do so as well to let them know why we need to keep this in house and not outsourced.
 - In the past UT has outsourced janitorial and landscaping maintenance, both were brought back in-house due to savings of resources and higher quality of service.

Dr. Wm Herbert Byrd III, Vice President, Institute for Public Service (IPS)

1610 University Avenue, Knoxville, TN 37921 865-974-8278 www.ips.tennessee.edu

Please see the attachment to view Dr. Byrd’s complete presentation.

- IPS Mission is connecting people and solutions to improve the efficiency and performance of government and business and increase the prosperity and competitiveness of Tennessee
- The University of Tennessee is a very unique place compared to higher education institutions in our state and in the country. All universities teach, although not all universities do research. What makes UT unique is we have “Outreach”. We use our research base and educational background to go out into the community to serve people and use those solutions to solve everyday problems. UT is funded directly to do “Outreach.”
- IPS has requests from and serves every county in the state. There are 4 different agencies and 1 additional program in IPS:
 - A. Municipal Technical Assistance Service (MTAS)
 - B. Center For Industrial Services (CIS)
 - C. County Technical Assistance Service (CTAS)
 - D. Law Enforcement Innovation Center (LEIC)
 - E. Naifeh Center for Effective Leadership

Q: Is there a diversity program?

A: Dr. Byrd responded: Each program has its own diversity within its own group. IPS formed a Diversity team 6 months ago, and does a lot of internships programs. We want to identify “underrepresented groups” and IPS is looking to hire more diverse candidates.

Q: Eric Carr, Research representative asked: In regards to the 3 legged stool (Research, Teaching, Outreach) do you know the overlap of the topics you deal with in regards to the research at University of Tennessee Knoxville and what proportions you are overlapping with the research going on here?

A: Dr. Byrd: I can confirm we overlap daily across the state.

Q: Mr. Carr: Besides the extension side, how have you reached into other areas of research areas whether it be geography or even chemistry going on in the University?

A: Dr. Byrd: LEIC is a great example, they work closely with Anthropology which has formed a relationship with Dr. Bass and the research base he helped to form. The Health Science Center also has a lot of connections with business and industry needs.

Sandy Jansen, Executive Director, Office of Audit & Compliance

Bill Moles, Director of Compliance, Office of Audit & Compliance

Please see the attachment to view Sandy Jansen & Bill Moles handout

Sandy Jansen, Executive Director of the Office of Audit & Compliance, thanked everyone for the opportunity to share information about the new UT Compliance Hotline being rolled out by the UT System. Before discussing the new hotline, the group was informed that this new hotline does not replace other hotlines or helplines currently available to seek assistance or report issues. The UT Compliance Hotline can be used to report issues related to fraud, waste, abuse or compliance. Violations of federal, state or local regulations would fall under this hotline for example. The process is anonymous and is managed by a third-party vendor. The hotline is available through an online portal in addition to the call center. Issues are then referred to the appropriate individual for review and response on the

campus involved. UT encourages employees to continue to use existing resources when applicable. The new hotline is to provide an additional, anonymous resource.

Other avenues available for the reporting of issues included in the Code of Conduct are communicating with your supervisor or department head, contacting a campus or institute official, or contacting the Office of Audit and Compliance directly. The state comptroller's hotline is still available as an anonymous reporting measure regarding fraud, waste, or abuse. This hotline is not appropriate for compliance issues.

While the process is anonymous, there may be instances in which the nature of the information provided may identify the employee involved. However, UT policy prohibits discrimination or retaliation in these situations. Employees are protected in this way by UT policy.

Additional information regarding this new resource is available at <http://audit.tennessee.edu/hotline.html>. Contact information is provided on this site for different campuses and institutes.

Q: Are you Internal Audit?

A: Sandy Jansen serves on the Audit side and Bill Moles serves on the Compliance side

- External Commission Reports
 - Campus Planning- LaShel Brown
 - Commission for Blacks- Judy King
The commission is making plans to continue the discussions from the diversity topic
 - Commission for Women- Teresa Fisher
Special meeting will be held January 29th, 2016
 - LGBT Commission- Eric Carr
This committee has been very active. They will be delivering a petition and requesting a meeting with Chancellor Cheek.
 - Faculty Senate- Tiffany Harmon
 - Work Culture Improvement- Brian Browning
Dr. Mary Lucal and Mr. Brian Neilson (College of Business) met with Chancellor Cheek to deliver their findings and recommendations. Chancellor Cheek requested for them to look back at a couple of things. Dr. Lucal and Mr. Neilson are waiting to go before the cabinet with their findings and suggestions.

- Announcements:
Dr. Lucal shared Human Resources will be moving February 8-12 to 105 Student Services Bldg. (old IPS Offices). We will have an Open House in the spring to welcome everyone to our new offices.

- Issues/ Questions

Q: John Goddard: "Is this the place to bring up salary compressions and new agent start up monies? If it is, then please do so. It was a joke a few years ago that one should quit and come back as a new hire to get a raise. It not so much a joke anymore. One percent, three percent or even five percent on state money portions (48% in my case) barely covers insurance increases."*

A: Dr. Mike Herbstritt: The University has a salary range when a person is hired. The Knoxville area in the last couple of years has had a pool of money that they could give merit raises based on the employee's performance reviews and market value raises based on the compensations studies. When someone is hired the hiring official has to offer what the department can afford- what will it take to get this person.

Dr. Lucal shared that each campus and institute has had compression issues over the last several years and that Human Resources is here to help hiring supervisors make those difficult decisions.

Q: John Goddard: If this employee feels like they are being discriminated against in their performance evaluations what are the steps they need to take?

A: Dr. Lucal: They need to follow these steps: Supervisor, Supervisor's supervisor, call the Compensation or Employee Relations office.

Dr. Herbstritt: If they are a protected member of class they could go to the Office of Equity and Diversity (OED) and file complaint of discrimination and OED will investigate the complaint.

Dr. Byrd: Fairly recently, a comprehensive salary regression analysis was conducted for all units of UTIA. Any salary inequities that were identified were addressed through merit and equity increases. There is concrete data to make sure salaries were evaluated correctly. Izetta Slade or Deb Welch from UTIA may be contacted with further questions at 974- 7303.

Q: John Goddard: "What can an employee do when they are having trouble with another employee creating a hostile work environment and making it hard for other employees to effectively do their job? The department head and the dean were both notified and this person has only gotten worse. What can the employees do to better deal with this person and their attitude so they can continue to do their job effectively?"

A: Dr. Lucal: Schedule a meeting with Ag Campus Human Resources (Izetta Slade) first and you are always welcome to call Dr. Mike Herbstritt in Employee Relations

Q: P.J. Snodgrass: I have had a request to reevaluate the sick leave policy as it does not allow staff to donate time to someone who is not in the sick leave bank. Could it be changed so we could donate to anyone who needs it?

A: Dr. Herbstritt: Sick leave policy is based on State statute and the state has passed legislation that has permitted state employers to set up a Sick Leave Bank and to do that there are certain criteria that the University must meet. There is also a Sick Leave Transfer program, the statute also has criteria that must be met.

- A. An employee must be a member of the sick leave bank
- B. An employee must apply to the sick leave bank and be awarded time from the sick leave bank
- C. The time you receive from the donation can only be used by the employee

To change this you would have to talk with state legislature.

Dr. Lucal shared you might approach ERAB again to see what they can do.

2. Future Business

Beth Phillips will be retiring, Deanna Flinchum was on the committee who helped with the election process and would have a record of a list of the candidates and who might be the runner up. Deanna will be contacted to see if this information is available to have a replacement for Beth when she retires.

3. ESC Committee Meetings

- Nominating/ Orientation
- Communications/ Website
- Advocacy/Education

Meeting adjourned, next scheduled Exempt Staff Council meeting is February 23, 2016 in the Andy Holt Tower 8th Floor Conference room from 2:30-4:00pm