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PRESENT

Christopher Binkley, Mary Beth Burlison, Jon Chandler, Shane Colter, DeAnna Flinchum, John Goddard, Gina Hale, Marcus Hilliard, Rita Jackson, Melissa Jenkins, Johnny Jones, Beth Kurtz, Mary Lucal, Nathan McKinney, David Moore, Kim Raia, Sam Smith, Ken Wagner, Matt Ward, Tanya Washington, Leslie Wereszczak, Norma Wilcox, and Lisa Yamagata-Lynch

ABSENT

Emma Burgin, George Drinnon, James Hodge, Bonnie Johnson, Rachel McClelland, Blake Reagan, and Kevin Thompson

1. WELCOME

John Goddard, Chair, welcomed everyone to the meeting.

2. NEW BUSINESS

a. HR Update

Dr. Mary Lucal began an update on Human Resources by announcing that applications are now live for the University of Tennessee Inclusive Leadership Academy (UTILA). 45-90% of the people who complete this program have received promotions. More information is available on the [L&OD webpage](#).

A new UT Welcome event will be happening in April to bring together those who have been recently hired to check in with them and see how the first few months of employment have been going.

[Online Performance Reviews](#) are due at the end of the month on March 31, 2023. Dr. Lucal asked representatives to make sure and remind constituents, particularly those who have direct reports to get them in before March 31, 2023.

HR is holding its first annual Staff Career Fair on March 29, 2023 to help get the word out and fill vacant positions on campus.

b. Committee Updates

i. ERAB

There is no update from the Employee Relations Advisory Board (ERAB) for this meeting. The group has not met since November 2022.

ii. Faculty Senate

The Faculty Senate is currently working on the budget and doing a salary analysis update that will include the very latest information on salaries in the area. They are hoping that a living wage resolution will be presented. They are also trying to revise the response time from 14 days to 7 days for approving retention and tenure.

iii. Police Advisory Council: John Goddard

The Council addressed the concerns about the Fort Sanders area and which agency (UTPD or Knoxville Police) are supposed to respond to incidents in that area. The conclusion was that both respond depending on what the incident is.

The UT Police Department has undergone new trainings, including LGBT training and officer wellness training.

iv. ULC: Beth Kurtz

There is not an update from the University Leadership Council (ULC) for this meeting.

v. CDI: Beth Kurtz

The Commission for Blacks and the Commission Asian American and Pacific Islanders has both been holding luncheon-learn and workshops related to their missions.

The Commission for Disability is working with the emergency management team to gather information about their process. A survey has been sent out to the Knoxville Campus to get information on the functional needs of the population and barriers they may face.

The Commission for LGBT People have events coming up that will be announced in the Diversity Newsletter. They also received pronoun pins, which can be found in the Pride Center if you would like one. With the recent legislation around Drag Shows and the news coverage surrounding it, the representative from the Commission for LGBT People said that a good way to show support, is to show up and support with numbers. Leadership showing up at last year's Trans Day did not go unnoticed.

### 3. CONSTITUENT ISSUES

#### a. Exempt Staff Committee Search

The exempt staff committee search topic was tabled until next meeting, as guest Katrice Morgan from the Office of Equity and Diversity could not attend the meeting.

#### b. Recent Insurance Changes

**(Q):** A concern I have is regarding the change in the 2023 health insurance policy. I know the insurance decisions are set by the state, but I would like to voice my concern to this body as well. In 2023, the state health plans dropped the copay for an Emergency Room Visit to coinsurance after you meet your deductible. Previously, the copay ranged from \$150-\$200 depending on the plan. As you can imagine, I was shocked when I received an invoice from Children's Hospital for over \$750 for a midnight trip to the ER. Deciding to take a child or love on to the Emergency Room in the middle of the night is not an easy decision, and it should not be further complicated worrying about the large bill that will follow.

**(A):** HR reached out to Rob Chance, Executive Director of Payroll, and he responded: "In consultation with AON consulting, the State Office of Benefits Administration sets the co-insurance and copay amounts (after approval by the Insurance Committee) to provide the best coverage for employees while also protecting the self-insurance pool used to pay for employee health expenses. Emergency room visits are the second most expensive category of costs for expenses classified as Medical Procedures. To keep the self-insurance pool healthy so claims can be paid without significant premium increases, the co-insurance and copy amounts must reflect the expenses to the plan. I am sorry for this large expense to the employee and understand their concern and frustration, but the State is trying to be responsible in administering the plan by weighing the costs to individuals against the financial integrity of the plan."

### 4. OTHER BUSINESS

#### a. University of Tennessee Inclusive Leadership Academy (UTILA) Applications are now live

We are grateful for another year of the University of Tennessee Inclusive Leadership Academy (UTILA). As we prepare to wrap up this year's cohort in May, we are thankful for the sharing, listening, and learning that ALL of us have experienced with our guest speakers and our current cohort during this year. We are excited to announce that we are [now accepting applications](#) for our next cohort year (2023-24) which will begin work in September of 2023! If you are a University of Tennessee, Knoxville exempt staff or faculty member and would like to learn more about participation in the upcoming year, please use the link below to visit our [Learning and Organizational Development website](#), where you can apply or nominate a colleague to apply to be a member of the 2023-24 UTILA cohort.

- b. Sick Leave Bank Enrollment begins April 1, 2023  
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. An application form is attached for your convenience.

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](mailto: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!
- d. Travel Policy Changes - Blake Reagan  
The discussion on travel policy changes has been tabled for next month since representative Blake Reagan was unable to join this meeting.

#### 5. REMINDERS

- a. Next meeting: April 25, 2023, from 2:30 – 4:00 p.m. eastern via zoom.
- b. Please email constituent questions to Sam Smith ([samsmith5@utk.edu](mailto:samsmith5@utk.edu)) or John Goddard ([jgoddar1@utk.edu](mailto:jgoddar1@utk.edu)).