

PRESENT

Shelia Borders (proxy), Cherry Boyd (proxy), Caitlin Cai (proxy), Jon Chandler, Shane Colter, DeAnna Flinchum, Lauren Hatcher, Kayla Hitchcock (proxy), Bill Jackson, Melissa Jenkins, Whitney Jenkins, Tarah Keeler, Amanda Middleton, David Moore, Sam Smith, LaShel Stevens, Hillary Tune, Matt Ward, Samantha Ward, Tanya Washington, and Brooke Wichmann (Campus Partner)

ABSENT

Michelle Atkins, Christopher Binkley, Mary Beth Burlison, Jamie Cyphers, George Drinnon, John Goddard, Allyson Graves, Marcus Hilliard, Beth Kurtz, Kim Raia, Shay Riggs, Tonya Sartin, Leslie Wereszczak, and Lisa Yamagata-Lynch

1. WELCOME

Shane Colter, Exempt Staff Council (ESC) Chair, welcomed everyone to the October 2024 meeting. Mr. Colter announced that Tanya Washington will be leaving the University at the end of October and will no longer be part of the ESC. A discussion took place about if her area should be replaced or if her constituents could be placed with other IPS Representatives. No decision was made at this meeting.

2. NEW BUSINESS

- Human Resources Update - Tarah Keeler, Interim Associate Vice Chancellor for Human Resources

[Annual Compliance Training for 2024](#) is now available to complete in K@TE. This is due on December 31, 2024 and should only take a couple of hours to complete.

[University of Tennessee Policy GE0002, Conflicts of Interest and Commitment](#), requires all employees to file a disclosure of outside interests and activities each year. This disclosure process helps the university identify and manage conflicts between an employee's outside interests and their university responsibilities. Due to UT's transition to the DASH enterprise resource planning system in January 2025, all disclosure forms [must be submitted](#) and cleared through departmental workflow approval by October 31, 2024.

The UTK Human Resource Employee Relations Team is hosting a Retirement Series this Fall. You can register for the sessions in [K@TE](#) by searching "Retirement Series."

For more information about each session, visit [Financial Wellness Retirement Series \(sharepoint.com\)](https://sharepoint.com).

The UTK Human Resources Recruitment Team is hosting a [Career Fair on October 30th](#) from 11:00 a.m. to 1:00 p.m. at the UT Creamery. This event promises to be a one-stop destination for job seekers eager to explore a wide range of opportunities across the University of Tennessee, Knoxville. Whether you're a prospective hire new to the workforce, a current employee looking for a new challenge, or an experienced professional who wants to call UT your workplace, this event offers an excellent chance to connect with departments actively recruiting talent.

DASH is now completing End to End testing. Trainings for DASH should begin before the end of November, with January 6, 2024 still being the go live date. Annual Performance reviews for the 2024 year, will be completed in DASH instead of the Online Performance Review system.

- Committee Updates
 - Employee Relations Advisory Board (Shane Colter)
 - Faculty Senate (Jamie Cyphers)
 - Police Advisory Council (LaShel Brown)
 - University Leadership Council (Beth Kurtz)
 - Council for Diversity and Inclusion (Hillary Tune)
 - Shared Governance Committee - aka The UTK Collaborative Leadership Council (Shane Colter and Beth Kurtz)

There was no update provided for Faculty Senate for this meeting.

The Employee Relations Advisory Board met recently and discussed the different set ups of Sick Leave Banks at each campus.

The Police Advisory Council met and Police Chief Sean Patterson said that a better way to get answers to questions is to email him directly as there will not be monthly meetings. Property crimes and person against person altercations case numbers have stayed at the same numbers since last year. The department is working on getting funds for 17 more cameras that will be put in police cars; currently, 40 cars have cameras installed in them. The police cars also have advanced license plate readers in all of their cars.

The University Leadership Council met and asked representatives to answer what accomplishment towards greatness they were most proud of, what the next level looked like for the University, and what was one administrative barrier or process to improve that is currently obstructing your unit's progress. Once common issue was that hiring process for faculty was too slow.

The Council for Diversity and Inclusion is not currently meeting as they are restructuring their group to make it more effective.

The UTK Collaborative Leadership Council met for the second time and are trying to find what is unique about the group to be efficient and not just replicate other meetings. Childcare and parking fees were also discussed.

3. CONSTITUENT ISSUES

There were no constituent issues or questions submitted before the meeting.

Other Business:

a) Staff Senate Working Group

Jon Chandler announced that there will be a working group, working alongside both the Administration Employee Relations Committee and the Operations Employee Relations Committee, to create the Staff Senate draft bylaws to propose to the council/committees later this year. Mr. Chandler asked for volunteers from the Exempt Staff Council to join the working group.

b) Retirement Series – Sessions ongoing this Fall 2024, Search “Retirement Series” in K@TE to find sessions

- **Next meeting- November 26, 2024 at 2:30 pm EST.**
- **Please email Shane Colter (colters@utk.edu) or Sam (samsmith5@utk.edu) with constituent issue or questions the Friday (by noon) before the next meeting.**