

PRESENT

Christopher Binkley, Mary Beth Burlison, Alicia Calderon (Campus Partner), Jon Chandler, Shane Colter, Jamie Cyphers, DeAnna Flinchum, John Goddard, Allyson Graves, Lauren Hatcher, Bill Jackson, Melissa Jenkins, Whitney Jenkins, Beth Kurtz, Amanda Middleton, Shay Riggs, Chris Roe (Guest Speaker) Julie Roe, Tonya Sartin, Sam Smith, LaShel Stevens, Hillary Tune, Samantha Ward, and Leslie Wereszczak

ABSENT

Michele Atkins, George Drinnon, Marcus Hillard, David Moore, Kim Raia, Matt Ward, and Lisa Yamagata-Lynch

1. WELCOME

Beth Kurtz, Exempt Staff Council (ESC) Past Chair, welcomed everyone to the February 2025 meeting.

2. GUEST SPEAKER

- a. Emotional Wellbeing Solutions - Chris Roe, Optum

Chris Roe from Optum Health joined the meeting to discuss the Emotional Wellbeing Solutions program that is available to all benefits eligible staff members. To view a copy of the presentation shared, please [click here](#). You can also visit their website at www.here4tn.com or call 855-Here4TN (855-437-3486) 24 hours a day, 7 days a week to talk to a representative.

3. NEW BUSINESS

- a. Human Resources Update - Julie Roe, Manager of Employee Relations

Tarah Keeler has been announced as the new Associate Vice Chancellor for Human Resources, effective 2025. The Human Resources team is excited to have her lead the department.

[Into the Orange Episode 2](#) is now live! HR's Alexis Bishop, a Learning & Organizational Development Consultant, gets to know Katy Malone, the Manager of Education & Community Engagement at the McClung Museum of Natural History and Culture, University of Tennessee. Learn about the newest exhibit at the museum,

their educational programs, and a surprising answer to the final, fun question of Into the Orange!

The 2024 Performance Reviews will be completed in the DASH system. K@TE has online trainings for both the employee and manager to explain how to complete a review in DASH. You can search “Understanding and Navigating the Annual Performance Review Process in DASH” to find the training. The Employee Relations Team has designed two performance review training sessions to help employees and supervisors navigate the annual performance review dialogue and continue performance discussions throughout the year. “Empower Your Staff” is specifically created for those who supervise staff and the “Take Charge of Your Performance” session is open for all employees to learn about emotional intelligence, collaborative goal setting, and connecting through conversation. You can register in K@TE by searching for the session title.

b. Staff Senate Update

The Staff Senate Bylaws committee, in consultation with HR, has prepared a draft of the Staff Senate bylaws that is ready for the ESC’s review and feedback. Representatives were able to review the document and submit feedback during this meeting and online via a Qualtrics form. Once the feedback period has ended, the Staff Senate Bylaws committee will meet again to incorporate the feedback into the bylaws. There will be more communication to the campus community and information will be available on the Employee Hub once the bylaws have been finalized and voted upon.

c. Committee Updates

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

The Employee Relations Advisory Board met in January. The group discussed what the process for turnover in representation should be. Previously, it has been campus discretion on who to send to the meetings to represent the campus. There has not been a formal process to select representatives nor a set of bylaws for the group. System HR has begun to use the phrase “UT System” increasingly to represent all of the UT Statewide employees. Discussion also took place on the 40-hour work week vs a 37.5-hour workweek. While UT has a 40-hour workweek, compared to the Tennessee Board of Regents Schools’ 37.5 hours workweek, UT tends to have a more generous holiday schedule than the Board of Regents schools to make up the difference in hours.

Faculty Senate, The Police Advisory Council, The University Leadership Council, and The UTK Collaborative Leadership Council did not have an update for this meeting.

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

4. CONSTITUENT ISSUES

No constituent issues were submitted before the meeting.

Other Business:

- Employee Appreciation Day! – March 7th, 2025
- Next meeting is March 25, 2025 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.