**Exempt Staff Council**

Tuesday, June 27, 2017– 2:30 pm to 4:00 pm

Visitor’s Center Ballrooms A&B

***MEETING MINUTES***

1. **Welcome**

P.J. Snodgrass welcomed everyone to the June meeting of the Exempt Staff Council.

1. **Business**
* **Guest Speaker – Richard Sexton, Pendergrass Library**

Mr. Sexton introduced two 3D printers that are used at the Pendergrass library and showed 3D products that were made with very durable materials. Mr. Sexton shared the Thingiverse website (<https://www.thingiverse.com/>) contains various 3D printing models and files for users to download. Users can also create their own models on this website. Tinkercad (<https://www.tinkercad.com/>) is another website for 3D printing models and is very user-friendly. Tinkercad software can also be downloaded on PCs and smartphones. UT students and employees can submit a request for 3D printing services at <https://www.lib.utk.edu/agvet/3d-print-request/>.

When asked why 3D printing services are offered in the library, Mr. Sexton stated to provide inexpensive 3D printing access for educational purposes, although 3D printing products won’t be transplanted in animals, they are good for educating veterinary school students. When asked about the average time for printing, Mr. Sexton said around 6-8 hours and also depends on the printing objects and sizes. For more information about the Pendergrass Library, visit at <https://www.lib.utk.edu/agvet/>.

* **Introduction of New ESC Representatives**

P.J. Snodgrass, ESC chair, welcomed the new ESC representatives: Leah Buffington (Engineering), Linda Daugherty (Social Work, SWORPS), Elizabeth Greene (Provost), Nick Simson (President and other VP’s), Rachel Rui (Arts/Sciences – Basic Sciences), and Tammy Renalds (College of Education, Health, and Human Sciences).

Ms. Snodgrass shared that being an ESC representative is a great way to learn the university as a whole. ESC invites guest speakers to monthly meetings. Through these guest speakers, we have learned more about UT that we might not have known before. ESC representatives also collect constituents’ questions and concerns and bring to the monthly meetings for discussion. For more information about ESC, please visit <http://esc.utk.edu/>. Ms. Snodgrass also encouraged ESC representatives to sign-up for other commissions and learn about what is going on in other areas of the university.

Dr. Lucal, Associate Vice Chancellor for Human Resources at UTK, shared that the employee engagement survey will not take place this fall. However, the student survey will still be sent out during the fall semester. Hopefully, the employee engagement survey will be conducted next year.

1. **External Commission Reports**
* **Campus Planning — LaShel Brown**

Lashel Brown is not in attendance. Brain Browning, Executive Director for Finance and Administration, gave some updates on campus construction. Lake Loudon Boulevard to Peyton Manning Pass will be done by the start of fall semester. Lake Loudoun Blvd will become more pedestrian friendly. The section of Phillip Fulmer Way to Middle Drive will be repaved before fall semester, 2017 starts and will be two-way. The Student Union should be completed in the fall of 2018. When Phase II is complete, the Student Union will have two more food concepts, Steak & Shake, and Rising Roll. Strong Hall is open. Humes Hall is complete. Thompson-Boling Arena will have a new food concept, Which Wich, starting in August, 2017. The Cumberland Avenue project should be completed in August, 2017.

* **Commission for Blacks — None**
* **Commission for Women — Teresa Fisher**

Not in attendance.

* **LGBT Commission — Eric Carr**

No Update.

* **Faculty Senate — None**
* **Work Culture Improvements — Brian Browning**

Dr. Lucal shared that this committee has finished its mission and will no longer be active.

1. **Issues/Questions from constituents**
* UT Institute of Agriculture (UTIA) Volunteer Background Checks – John Goddard

John Goddard: Are there any policies stating specific guidelines on how long it would take to remove or not consider a finding on background checks? Is there a specific misdemeanor or felony that will automatically remove a potential volunteer from consideration?

Alica Shamblin, Recruitment Manager: UTK completes the background check for UTIA. Whitney Fair, Interim HRO and Dr. Shirley Hastings, Interim Director of Extension Staff Evaluation and Development, will be making employment and volunteer opportunity decisions on background check results in which incidents are found. Each background check review is individualized. There is not a one rule when it comes to background checks. A variety of parameters are taken into consideration such as the job responsibility, their role on campus, etc. The UTK background check will be reviewed progressively by me, Dr. Mike Herbstritt, and Dr. Mary Lucal; General Council reviews the results when needed. Truescreen is the background check vendor. Candidates are informed of any adverse findings on the background check. The candidate will have 5 days from the day they receive the results to consult with the background check vendor to appeal the results.

When asked if UTK has changed the background check policy, Dr. Lucal stated that the policy has not changed but the interpretations of the policy has changed. Law has changed on how you can disqualify a person based on the background check. Parameters like job responsibilities and how the adverse findings relate to what the employee is going to do need to be taken into consideration.

* **Sick Leave Bank changes**

Q: Does the Tennessee Code Annotated (TCA) forbid donation to employees outside of the bank? If so, is it possible to reverse this policy?

Dr. Herbstritt: Tenn. Code Ann. 8-50-802, Title 8 Public Officers and Employees, Chapter 50, Miscellaneous Provisions, Part 8 Leave for State employees, 8-50-802, says:

 …commissioner of human resources shall develop policies and procedures which shall

 allow for the transfer of sick leave between employees who are covered by this part.

 (2) Employees shall be members of the sick leave bank established in part 9 of this

 chapter to be eligible for a transfer of sick leave from another employee…

It indicates the receiving employee must be a Sick Leave Bank member to receive sick leave donations from other employees. Legislative action is required to change the Tennessee Code.

Employees can join Sick Leave Bank during open enrollment time starting from April 1 through June 30 every year. The eligibility requirements are:

* Must be a regular UT employee, accruing sick leave, with a sick leave balance of at least 48 hours or 6 days (pro-rated for regular part-time employees), by June 30.
* Employees meeting these requirements, who wish to join the bank, must donate 24 hours of sick leave to the bank.

Employee may check their Sick Leave Bank member status using the IRIS employee Self-Service portal. The Sick Leave Bank information is located at Benefits and Payment > Personalized Benefits Statement > Page 2. Enrolled members will be listed as “participating”. If “participating” is not listed next to sick leave bank, the employee is not a member.

1. **Next Meeting**

July 25, 2017 @ 2:30pm at Visitor’s Center Ballrooms, A&B