**Exempt Staff Council**

Tuesday, February 27, 2018– 2:30 pm to 4:00 pm

1610 University Ave. – Room 118

***MEETING MINUTES***

1. **Welcome**

Mr. Rex Barton, ESC Chair-Elect, welcomed everyone to the January meeting of the Exempt Staff Council.

1. **External Commission Reports**

* **Commission for Blacks — None**

Dr. Mary Lucal, Associate Chancellor for Human Resources, shared that Chancellor Davenport attended the most recent meeting.

* **Commission for Women — Teresa Fisher**

Please see the attached Commission for Women February meeting minutes from Teresa Fisher.

* **LGBT Commission — Eric Carr**

LGBT Commission created a new listserve called Friends of the Commission that is open to the public. The commission is developing a survey from the results of the staff and faculty open forums that were held last fall. The commission is also planning for advocacy training.

* **Faculty Senate — John Goddard**

Please see the attached Faculty Senate February meeting minutes from John Goddard.

1. **Welcome Mr. Johnny Jones, Manager of the Department of Chemistry Electronic Shop**

The ESC welcomed Johnny Jones to the group. He will be serving as proxy for Ms. Rachel Rui who has transferred to another department. He will represent Arts/Sciences – Basic Sciences subgroup on the ESC.

1. **Issues/Questions from Constituents:**

**Q:** Could an employee switch from UnitedHealth Care to medical insurance offered through UT and keep it after retirement?

\*Rob Chance, Director of Payroll, has been invited to the ESC March meeting. He will address the question at March meeting.

**Q:** Are we still required to complete the Well-Being Assessment (WBA) by March 15, 2018 if enrolled in the Premier PPO plan?

\*John Gushen, Director of Benefits & Retirement Services, provided the following information after the meeting: The Partnership PPO went away in 2017 and was replaced with the Premier PPO. There is no Partnership Promise in 2018. So there is no March 15 deadline for the WBA and no July 15 deadline for the biometric screening. Members who were enrolled in the Partnership PPO in 2017 and made no changes during annual enrollment were moved to the Premier PPO automatically.

**Q:** After the Traditionalist Worker Party (TWP) coming to campus, is there any plan to revise current campus security policies or policies governing the use of university facilities by external groups?

Mr. Brian Browning, Executive Director for Finance & Administration: The new Office of Campus Events is underway. That office will review these particular type of questions. We will meet with General Counsel regarding governing campus space for internal and external groups’ use. Under the current policy, external groups need to be sponsored by a University department or a Student Organization to use campus space. Due to the purpose of free of speech, we cannot tell groups showing up on campus to leave but we can move them somewhere else, sometimes with precaution, if they are going to disturb the purpose of campus and/or academic activities. The TWP is not sponsored by any University department or Student Organization.

Dr. Mary Lucal: I was very proud of our campus’s handling of to the TWP event. Alternative activities had been planned elsewhere on campus for students such as A Community Gathering at the Frieson Black Cultural Center, United at the Rock Against Racism, and Lecia Brooks’s presentation. Very good dialogue occurred.

Mr. Browning also shared some updates on the Student Union project: it will finish on November 23, 2018 and open in January, 2019.

**Q:** Davis Vision, the new Vision vendor, offers limited coverage for frames and lenses. Will other vision plan be offered in the future?

\*Rob Chance, Director of Payroll, has been invited to the ESC March meeting. He will address the question at March meeting.

**Q:** Does an employee have the opportunity to protest their Performance Review (PR) Score?

Dr. Mary Lucal: Ideally, the performance review is a two-way conversation. By providing self-evaluations, employees can show their perspectives of their performance. Supervisors can use the self-evaluation as a reference when reviewing employees’ performance. If an employee is not satisfied with the PR results, he/she can write a rebuttal and send it to both the supervisor and HR. Upon the receipt of the rebuttal, HR will attach it to the original performance review. Also, there is always the chain of command. An employee can go the next level supervisor to address their concerns.

**Q:** Is there a University-wide appeal process for Performance Review (PR) results?

Dr. Mary Lucal: There is not a formal way to appeal the performance review. However, different departments/institutes may have their own appeal processes. The campus HR department can help with coaching employees to discuss their PR concerns with their supervisors in an effective way. The ESC representatives can also function as a second set of ears at the performance review meetings to ensure the employee understands the issues being addressed.

**Q:** The Job Families project has requested new job descriptions, will that interact with the Performance Review (PR) process in the future?

Dr. Mary Lucal: The new job descriptions will help the Performance Review process. Performance Review starts with the job description. Job descriptions are a great tool to help supervisors understand whether employees perform their job responsibilities and meet the expectations.

Currently, the Job Families Group 2 is underway. We are expecting all three job family groups to finish by fall, 2018 and we will conduct a market study this fall as well. We will be using Sibson to gather market data for salary comparison.

1. **Next Meeting**

March 27, 2018 @ 2:30pm at UT Institute for Public Service – 1610 University Ave., Room 118