

# Exempt Staff Council

Tuesday, August 28, 2018– 2:30 pm to 4:00 pm )

IPS, 1610 University Ave. – Room 118 )

## ***MEETING MINUTES***

### **1. Welcome )**

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

### **2. Guest Speaker – Brooke Swart, Executive Recruiter**

Brooke Swart began her role as executive recruiter for the Knoxville campus in early 2018. Prior to coming to UTK, she did executive recruiting for the UT System. She has been recruiting for over 20 years for Tennessee and other companies combined. Her role is to support search committees and search committee chairs by working the administrative side of the search. By making the search process straight forward for the committee members, the committee can select the best possible candidate for that position. Search firms generally cost about 30% of the first year's income with an additional 10-12% for administrative costs. Brooke can provide an internal perspective to candidates that external companies cannot offer and at a much lower rate of 15%; this also includes administrative fees. Services can be negotiable, for example in cases like an internal only search. This allows for fair and flexible services to departments.

Ms. Swart also responded to questions from the council members.

Question: Do you only provide service to the Knoxville campus? Is there a counterpart for the system?

Ms. Swart: Correct, I provide executive recruiting services to the Knoxville campus. Ashley Czyz is the executive recruiter for the system. She works with UTIA, UT Martin, and the Space Institute. She has been with the university for 15 years.

### **3. HR Update – Julie Roe**

Dorothy Dyer previously supported the ERC's and had the responsibility to prepare agendas, minutes, reservations, and more. On June 1 Dorothy was promoted to an HR Generalist position. She now serves Employee Relations (ER) at a 50% capacity as one of our ER counselors and 50% with our recruitment office. We want to welcome Chelsea Bligh. Chelsea Bligh began in July 2018 and filled Dorothy's previous role.

### **4. Chancellor Search Discussion – Eric Carr**

Mr. Carr said that during former Chancellor Dr. Davenport's search, there were three listening sessions held that the ESC had an opportunity to attend. He attended the sessions and noticed ESC participation was low. Further, questions for candidates were not prepared in advance from ESC.

With new searches approaching, now is the time to start thinking about; questions the council may want to present to candidates, who will represent the council, and determine which listening sessions to attend. Mr. Carr stated he wanted to raise this for discussion early so that the council could begin thinking of questions and the impact of the ESC.

Question: With the Faculty Senate, Exempt Staff Council, and Employee Relations Committees, what roles, if any, would the other two groups have in opportunities to ask questions.

Ms. Roe: Every search is a little bit different as far as session schedules. In my experience, I think the ESC, ERC, and Faculty Senate have had at least one opportunity to attend a session as well as open forums that are available to anyone on the campus community. What I am hearing is how do we want to frame our questions, what is our impact in those meetings. This is a great time to prepare. Once interview schedules are announced the ESC may plan accordingly.

Mr. Carr: Last year the ERC and ESC had a 30 minute block together. During this time the outsourcing issue was going on so that took a big portion of our time for discussion. Our representation during the meeting was minimal. There was not an organized question set we were asking between candidates. We were not reporting back to our constituents to see how they responded to those questions. If we feel like there are questions from the ESC side that we want to ask, now is the time to prepare. We may be able to provide written questions earlier in the process for the search committee to include for candidates in advance. It lets them know these questions are going to be asked of them when we see them in person.

Question: Can the ESC conduct a survey to collect questions? We could narrow them down to a set at a future meeting.

Ms. Roe: We could send out a survey. We could also collect survey questions in the same manner that we collect agenda items.

Mr. Barton: That's a good point. That's what I'll do with the next agenda. I'll ask representatives to report questions to me. As it gets closer to the time that the search opens, there may be additional questions or a hot topic. We can put together a list of questions and select members to go and represent the council.

Mr. Carr: We could setup a google doc to hold our questions. We can all comment on them at the same time. It's a collaborative document.

Question: I imagine the university would use a search firm. Is 30 minutes enough time to ask candidates questions?

Mr. Carr: I don't think we as an ESC can say if it was enough time because we didn't have questions prepared.

Question: Would we have an opportunity to offer feedback after asking each candidate the same set of questions?

Mr. Carr: If you remember there was a big controversy because there was multiple choice feedback and the faculty senate pushed back to create an open forum that was done ad hoc a day after the first person came. We were able to give open paragraph responses. However, we have no idea how they used our responses. If we come up with a set of questions, we can publish them on our ESC website. That makes a public statement from the ESC about what we would like to see from candidates.

Question: What portion of the ESC represents the university?

Ms. Roe: The ESC represents roughly 2,200 employees.

Ms. Swart: You may email me your thoughts on the next search. The level of involvement I will have is unknown at this moment, but I will do my best to get your voices heard. I do not expect the search to begin until after the 1<sup>st</sup> of the year.

Question: Will there be a similar process for a system president?

Ms. Swart: I don't have any information on that. Nothing has been determined yet.

## **5. External Commission Reports**

Faculty Senate, Commission for Women, and Commission for Blacks need ESC representatives. Mr. Barton is looking for volunteers for all three commissions, assuming Teresa Fischer no longer has an interest in continuing to represent the ESC on the Commission for Women.

Question: As a new member, what is the typical commitment to serve on commissions?

Mr. Carr: They are very informative meetings. Depending on the topics, there can be a fair amount of discussion. They run between one to two hours. They meet once a month. ESC reps attend the meetings and report any interesting information to the ESC.

Mr. Barton: This is about a 9 month commitment since the groups only meet during the academic year and not during the summer. Please let me know if you have any interest in any of the committees.

## **6. Commission Appointments**

Mr. Barton believes that our representative has a vote on each of the commissions including the faculty senate. So He doesn't think there's anything in the bylaws that would prevent members from representing the ESC. It just means there's just one less vote somewhere.

Mr. Carr: It matters with their performance when they try to pass something. It actually means you would have 2 votes, one as yourself and one for the ESC.

## **7. Election Update**

Question: Do we still have some ad hoc elections to be done? )

Ms. Dianna Flinchum: Ad hoc elections were completed yesterday around noon. Brian Browning will represent VC for Finance and Administration for a second term and Rosie Sasso will represent OIT.

Mr. Nicholas Simson: Do we still have the biographies for the candidates from the last election? )

Ms. Flinchum: The most recent ones are in the election system. If you need those, email me and I'll send them to you. )

## **8. Bylaws Update/ ESC Committees**

Mr. Barton: We need to revisit the committee bylaws. Members of the committee need to look at the bylaws and provide suggestions over the next few meetings.

Mr. Carr: We could set up a google doc and have everyone make their comments on the document collaboratively.

The council agreed to this recommendation.

## **9. Get to know each other**

Everyone introduced him/herself and the ESC had a good "get to know each other" discussion.

## **10. Issues/Questions from Constituents:**

Question from constituent: I had an employee that had a niece pass away- very sad and tragic. The UT funeral leave policy does not mention nieces or nephews and the employee is taking annual leave. Why are nieces and nephews not included?

Ms. Roe: This issue has been raised in the past and would mean a policy change needs to occur. This would be something to take to the Employee Relations Advisory Board for a statewide discussion.

Question from constituent: Will the University offer parking passes for nursing or expectant mothers. )

Mr. Brian Browning: We currently don't have a policy or program put into place. If this committee would like to formally request then I would be more than happy to talk to Mark Hair, Director of Parking & Transit Services. )

Mr. Barton: This is something to think about. We will bring this up at the next meeting to see if it is in this committee's interest to advocate for that type of change. )

Question: When are parking changes reviewed for next year? )

Mr. Browning: Not necessarily. It depends on the campuses needs. )

Statement from constituent: Problems with the new Davis Vision insurance not covering a lot. It covers very little.

Question from constituent: What is the status of the health insurance premiums lowering? )

Ms. Roe: I will gather more information and get back with you on that. Please send me the vision question and I will share it with our insurance office for a response.

#### **11. Other issues**

Question: Are changes to policies something this body can advocate for?

Ms. Roe: Policies are reviewed periodically. If the ESC wants to make recommendations for change I recommend Mr. Barton present the concern at an ERAB meeting for statewide discussion and review.

#### **12. Elect a vice-chair**

Those who are interested in the vice chair position for the ESC please email Mr. Barton. If there is more than one person interested we will have an informal election during a future meeting.

#### **13. Other Announcements**

Ms. Roe: HR has been working on a service awards bid and has finally come to a close. We will be continuing with OC Tanner and we will update a few things in the coming months. Orders for quarters three and four (July-Dec) were recently placed. Those whose anniversary falls within July-December should receive notification to select an award soon. The bid process delayed some orders. For questions, contact Human Resources at 865-974-6642, press five for Employee Relations.

Mr. Browning: I recommend Kylea Boutwell, Event Manager, to come speak to this group regarding Ad Astra, the new room reservation system to launch October 1.

#### **Next Meeting**

Tuesday, September 25, 2018 from 2:30pm to 4:00pm )

IPS, 1610 University Ave. Room 118 )

Submit agenda items to Rex Barton at [rex.barton@tennessee.edu](mailto:rex.barton@tennessee.edu) )