

PRESENT

Michele Atkins, Christopher Binkley, Lamar Bryant (Guest Speaker), Mary Beth Burlison, Alicia Calderon (Campus Partner), Jon Chandler, Janelle Coleman (Guest Speaker), Shane Colter, Jamie Cyphers, Heather Duncan (Guest), DeAnna Flinchum, John Goddard, Allyson Graves, Lauren Hatcher, Melissa Jenkins, Bonnie Johnson, Tarah Keeler, Beth Kurtz, Amanda Middleton, David Moore, Kim Raia, Blake Reagan, Sam Smith, LaShel Stevens, Hillary Tune, Matt Ward, Tanya Washington, Leslie Wereszczak, Brooke Wichmann (Campus Partner), Norma Wilcox, and Lisa Yamagata-Lynch

ABSENT

George Drinnon, Marcus Hilliard, Bill Jackson, Nathan McKinney, and Tonya Sartin

1. WELCOME

Beth Kurtz, ESC Chair, welcomed everyone to the November 2023 meeting.

2. NEW BUSINESS

- a. Climate Assessment – Lamar Bryant, Associate Vice Chancellor for Diversity and Engagement and Janelle Coleman, Executive Director for Diversity and Engagement
Dr. Lamar Bryant and Dr. Janelle Coleman presented the findings and insights of a climate assessment project that was completed earlier in 2023. Dr. Bryant and Dr. Coleman discussed the methodology of the assessment, the key themes and findings, recommendations to try and repair any negative findings, and what their approach will be towards the data found in the assessment. If you would like to discuss this project or hear about its findings, you can contact Dr. Bryant and Dr. Coleman at LamarB@utk.edu and jcolema1@utk.edu respectively.
- b. Human Resources Update – Tarah Keeler, Interim Associate Vice Chancellor of Human Resources & CHRO
Staff performance evaluation season is coming up. Workshop support sessions will begin in late November and run through February 2024 for the 2023 Annual Performance Review cycle, which will open in January 2024. There are several sessions on different topics surrounding performance reviews, for both managers and employees. See below for the workshops that are available through the end of the year. Sign up for sessions in [K@TE](#) by searching “Staff Performance Reviews.”

The Employee Assistance Program (EAP) is a great resource for employees. With the Holidays coming up, it can be a difficult time for some people. The EAP provides free, confidential assistance to help employees and their families resolve problems that influence their personal lives or job performance. Visit <https://hr.utk.edu/employee-assistance-program/> for more information on the EAP and their services and how to contact them. There is also the 946-CARE line for distressed faculty and staff. The 946-CARE (865-946-2273) program is available twenty-four hours a day, seven days a week, to help faculty and staff maintain a secure and healthy working environment. For more information on 946-CARE, visit: <https://hr.utk.edu/care/>.

c. Committee Updates

i. There were no updates for the Police Advisory Council and the University Leadership Council.

ii. [Employee Relations Advisory Board](#)

The Employee Relations Advisory Board is planning to meet on December 20, 2023. The ESC has submitted the topic of tuition benefits vs rising fees for discussion.

iii. [Faculty Senate](#)

The Faculty Senate discussed the rebranding of the Diversity and Inclusion Office. The new approach to online learning was also discussed.

iv. [Council for Diversity and Inclusion](#)

The Council completed Green Zone Training at the November CDI meeting. To learn more about Green Zone Training and other supports for our Veteran community on campus, contact the Veterans Success Center at <https://studentsuccess.utk.edu/veterans/>

v. [Shared Governance Committee](#)

The group is looking to see if there are other committees that the Shared Governance Committee should be a part of.

d. 2023 Service Anniversaries

The Exempt Staff Council celebrated the service anniversaries of:

- i. Hillary Tune – 5 Years (8/13/2018)
- ii. Blake Reagan – 15 Years (7/7/2008)

3. CONSTITUENT ISSUES

a. No issues were submitted before the meeting.

4. OTHER BUSINESS

a. Staff Performance Review Workshops (all via Zoom) – Sign up in K@TE

- i. Categories & Ratings: January 30, 2024, 1:00 p.m. – 3:00 p.m. and February 29, 2024, 9:00 a.m. – 11:00 a.m.
 - ii. Empower Your Staff - Leadership & the Performance Review: January 17, 2024, 9:00 a.m. – 11:00 a.m. and February 22, 2024, 9:00 a.m. – 11:00 a.m.
 - iii. Take Change of Your Performance - Employees & the Performance Review: January 11, 2024, 9:00 a.m. – 11:00 a.m. and February 15, 2024, 1:00 p.m. – 3:00 p.m.
- b. Reminder: NO December meeting.

5. REMINDERS

- a. Next meeting: January 23, 2023 at 2:30 pm EST via Zoom.
- b. Please email Beth Kurtz (ekurtz2@utk.edu) or Sam (samsmith5@utk.edu) with constituent issue(s) or questions by noon the Friday before the next meeting.