

PRESENT

Christopher Binkley, Mary Beth Burlison, Caitlin Cai (Guest), Alicia Calderon (Campus Partner), Jon Chandler, Shane Colter, Jamie Cyphers, Yolanda Dillard (Guest), Darrell Easley, DeAnna Flinchum, Jon Goddard, Allyson Graves, Lauren Hatcher, Marcus Hilliard, Bill Jackson, Melissa Jenkins, Bonnie Johnson, Beth Kurtz, Amanda Middleton, David Moore, Kim Raia, Sam Smith, Hillary Tune, Matt Ward, Tanya Washington, Leslie Wereszczak, Brooke Wichmann, and Lisa Yamagata-Lynch

ABSENT

Michele Atkins, George Drinnon, Nathan McKinney, Blake Reagan, Tonya Sartin, LaShel Stevens, and Norma Wilcox

1. WELCOME

Beth Kurtz, Exempt Staff Council (ESC) Chair, welcomed everyone to the January 2024 meeting.

2. NEW BUSINESS

- a. Human Resources Update – Darrell Easley, Director of Employee Relations & Learning and Organizational Development

Staff performance evaluation season is here. Annual Staff Performance Reviews for 2023 are due March 31, 2024. There are several workshop support sessions, hosted by Employee Relations, on different topics surrounding performance reviews, for both managers and employees. See other business section for the workshop dates. Sign up for sessions in [K@TE](#) by searching “Staff Performance Reviews.”

Our Knoxville Campus Human Resources department is involved in the implementation of [DASH](#) (Dynamic Administrative Systems for Higher Ed), the University’s new ERP (Enterprise Resource Planning) system and several of our teams have been in meetings for early testing of the system. The new system is scheduled to be implemented July 1, 2024. Training is slated to begin around April/May 2024.

The HR Career Development and Recruitment teams have a couple of upcoming events. In March, the HR Career Development team will host an event called “Connect the Dots,” which will be a professional development event for people to network informally. The HR Recruitment team will hold an internal job fair in April. More information to come on these events.

b. Committee Updates

- i. There were no updates for Faculty Senate, the Police Advisory Council, the University Leadership Council, the Council for Diversity and Inclusion, and the Shared Governance Committee.

- ii. [Employee Relations Advisory Board](#)

The Employee Relations Advisory Board (ERAB) met on December 20, 2023. The meeting opened with President Boyd giving remarks on a wide variety of topics. David Miller, Sr VP & Chief Financial Officer, presented on the [Employee Engagement Report](#) and gave a status report on DASH. Dr. Izetta Slade, Executive Director of HR/Employee & Organizational Development, presented on the annual performance review for staff and stated that process will roll out in DASH beginning in 2025. She also spoke about how scores are perceived and how the Be One Values will be incorporated into the staff review. Dr. Slade also shared the Diversity, Engagement, and Inclusion review category will be folded into the service and relationships category beginning in 2025. More information on training on the staff review process in DASH will be available in preparation for future review cycles. More information to come. The University of Tennessee Chattanooga asked questions about Insurance Open Enrollment packets being delivered late and concerns of turnover with non-exempt administrative staff. There was discussion around the topic.

3. CONSTITUENT ISSUES

- a. No issues were submitted before the meeting.

4. OTHER BUSINESS

- a. Online staff Performance Reviews for 2023 are now available for completion online. These are due on March 31, 2024 and can be accessed at <http://opr.utk.edu/>.
- b. Staff Performance Review Workshops – Register in [K@TE](#)
 - i. Categories and Ratings: February 24, 2024, 9:00 – 11:00 a.m.
 - ii. Empower Your Staff: Leadership & the Performance Review: February 22, 2024, 9:00 – 11:00 a.m.
- c. [Financial Wellness Series](#)– Register in [K@TE](#)
 - i. February 20, 2024: Understanding Your Credit Report and Score, 11:30 a.m. – 12:30 p.m.
 - ii. March 19, 2024: Homebuyer 101, 11:30 a.m. – 12:30 p.m.

5. REMINDERS

- a. Next meeting: February 27, 2024 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.