

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga

Wednesday, June 17, 2020

via Zoom

Members attending: Alexa McClellan, Terry Sanford, Susan Lazenby, Kristin Nalley, Laura Perryman, Tracey Woodbury, Yasmine Key, Christine Estoye, Jessica Pierce, Chris Sherbesman, Rebecca Dragoo, Donald Behneman, Beth Luehrs, Brenda Johnston, Sara Jackson, Jamie Booth, Zach Ridder, Lance Keatley, Tonia Martin, Keith Bridges

Others in attendance: Laure Pou, Assistant Vice Chancellor of Human Resources, Human Resources; Julie Brown, Manager of Employer Relations, Human Resources; Janice Michaels, HR/OEI Assistant, Human Resources

Call to order: Mr. Sherbesman called the meeting to order.

Minutes: There were no meeting minutes for May 2020 ESC Retreat.

Blue Ribbon Award: Endia Butler, Financial Aid, was the recipient of the Chancellor's Blue Ribbon Award for April 2020.

Guest: Laure Pou, Assistant Vice Chancellor of Human Resources, Office of Human Resources

Ms. Pou discussed the UTC Reintegration plan. The dates of the phases for each division may look different depending on the needs of that division. Each unit head will work with administration to determine the dates of each phase for their division.

UTC is keeping up to date with the local school systems and their decisions on when/how they reopen the schools. UTC is currently working with employees who can't work due to having children without childcare because school systems and daycares are not open.

If a person is part of or cares for someone who is part of the at-risk population according to CDC guidelines, they can submit a request to be considered for remote work with the Human Resources office.

UTC is requiring the use of face masks for all members of the University community while on campus where social distancing is difficult to maintain. This means always wearing a mask when in a University facility and outside while walking to and from classes or meetings. Non-compliance with this requirement will be handled accordingly through the Office of Human Resources and/or the Office of Student Conduct.

"UTC Reintegration Safety Training" is a brief, online training module that all employees—both faculty and staff—are required to complete as they return to working on campus by the fall 2020 semester.

Employees returning to campus are required to complete the Daily Self-Check Health Survey each day before they come to campus via the electronic app or by paper, if no access to a computer is available.

When asked if employees will be required to be tested for COVID-19, Ms. Key responded that at this time, testing will not be required.

As a follow up to a question at the last meeting, Ms. Pou informed the group that annual leave cap would not be adjusted due to the pandemic.

Other Issues

Mr. Sherbesman welcomed all the new members to the ESC and encourage each of them to reach out to the constituents in their respective groups to introduce themselves. He also encouraged them to have regular contact with their groups to share what is going on in the ESC group.

Announcements

The next ESC meeting will be Wednesday, July 15, 2020 at 10:30 a.m.

Adjournment

The meeting was adjourned

Respectfully submitted,
Janice Michaels
HR/OEI Assistant