

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga

Wednesday, September 15, 2021

via Zoom

Members attending: Chris Sherbesman, Susan Lazenby, Michal Wells, Kristen Nalley, Jessica Pierce, Brenda Johnston, Beth Luehrs, Laura Perryman, Donald Behneman, Terry Sanford, James McLean, Rebecca Dragoo, Yasmine Key, Tonia Martin

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

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

Minutes: The minutes for the July meeting were distributed and approved electronically. There was no meeting in August.

Guest Speakers: Will Walker & Alorah Colwell, Aramark

Will and Alorah gave updates on Aramark and spoke about some of the programs they offer to faculty and staff.

Key highlights were:

- Due to the product and labor shortages, Aramark is currently experiencing larger than normal items being out of stock in their POD markets and different than normal business hours.
- Aramark offers 4 different meal plans for faculty/staff to purchase. Meal plans can be purchased at mocsdining.campusdish.com.
- Locations and hours, events, promotions and other information can also be found on the MocsDining website.
- Questions can be directed to Alorah Colwell at colwell-alorah@aramark.com.

Guest Speakers: Jacobi Swafford, and Freddie Perutelli, UTC Office of Human Resources

Jacobi spoke about the new Paid Parental Leave Policy that went into effect on July 1, 2021 for births or adoptions that happened or after July 1, 2021.

- As of July 1, eligible UT faculty and staff are entitled to six weeks (30 days or 240 hours) of **paid** parental leave within the first twelve months following childbirth or adoption.
- This benefit is available to regular, active employees (including 9-month faculty) as defined in [HR0105](#), assigned to work at least 75 percent and on payroll for at least 12 consecutive months prior to the start of the requested leave.
- Employees must use their paid parental leave within 12 months after the birth or adoption of their child. However, adoptive parents may use their paid parental

leave before the placement if necessary, to fulfill the legal requirements of the adoption process. Employees may take paid parental leave in a block (or blocks) of time, or they may take their leave intermittently by one-day increments. Use of intermittent leave must be coordinated with the supervisor.

- Read the full paid parental leave policy, and learn more about the use period and eligibility: <https://universitytennessee.policytech.com/dotNet/documents/?docid=807&public=true>

Freddie spoke about the upcoming Annual Enrollment. A few key changes mentioned were:

- Health premiums for active employees in narrow networks will increase \$2 - \$16 per month
- Open enrollment dates are October 1st – October 15th
- BCBST will add a Network P – broad network
- No increases for Vision and CIGNA Dental premiums
- MetLife Dental will be replaced by Delta Dental
 - Monthly premiums will decrease depending on the chosen coverage
 - If you are currently enrolled in the MetLife DPPO dental plan and do not make a change during annual enrollment, you will automatically be enrolled in the Delta Dental DPPO on Jan. 1, 2022.
- Disability premiums will be lower
- Health insurance copays, coinsurance and deductibles are staying the same for all plans. The out-of-network, out-of-pocket maximum for all plan options will increase.
- Open enrollment for Flexible Spending Accounts is October 1st – October 31st

Guest Speaker: Susan Lazenby, Information Technology

In response to the One UT initiative, UTC IT will be migrating from our current Microsoft environment to a shared (statewide) Microsoft Office 365 environment. This will include Outlook (email), SharePoint, OneDrive, Teams and other Microsoft 365 applications.

The goals of this project include:

- A simplified collaboration in Outlook, Teams, and SharePoint across all UT campuses
- A step towards a seamless transition for faculty, staff, and students who move or transfer from one campus to another
- A step towards better security for email and sharing files

The migration window starts at 5pm on October 8th and services are expected to be restored by 7am on October 11th. The following Microsoft O365 services will be impacted: Word, Excel, PowerPoint, Outlook, OneNote, Access, Sharepoint, Teams, Planner, Bookings, Forms, Power BI, Project and Publisher.

During the migration window (October 8th through October 10th) your Microsoft O365 applications (Outlook (email), SharePoint, OneDrive, Teams and others) will be unavailable for use. We ask that you please do not try to access your applications during this time. **Note: Any emails you receive during this time will be available in your inbox on October 11th.**

Prior to October 8th, will need to [change your password at the UTK website for the UT system](#). This will also update your UTC password so that everything is in sync. You will also need to review and complete the [Employee Pre-Migration Checklist](#) items to ensure you are prepared for the migration.

After the migration starting the week of October 11th, access to your account by signing into <https://portal.office.com> with your new login (netid@utc.edu). The UT NetID format will normally be the same as your UTC ID. We will be sending you an email with your new login information by October 4th. **Note: You will keep your current UTC email address (firstname-lastname@utc.edu) and you will be prompted for your DUO two-factor authentication like IRIS.** You will also need to review and complete the [Employee Post-Migration Checklist](#).

All questions regarding the migrations should be directed to the IT Help desk at 423-425-4000.

Other Issues

Due to time constraints the Blue Ribbon Award, FY22 Salary Procedures and Timely Terminations discussions were moved to the October meeting.

Next Meeting

The next meeting will be Wednesday, October 20, 2021 at 10:30 a.m. with VC Stacy Lightfoot as our guest speaker.

Adjournment

The meeting was adjourned

Respectfully submitted,
Janice Michaels
HR/OEI Assistant