

## **EXEMPT STAFF COUNCIL MEETING**

The University of Tennessee at Chattanooga  
Wednesday, February 16, 2022, at 10:30 a.m.  
via Zoom

**Members attending:** Chris Sherbesman, Laura Perryman, Christine Estoye, Susan Lazenby, Terry Sanford, Rebecca Dragoo, Yasmine Key, Jessica Pierce, Robert Keatley, Donald Behneman, Angie Morelock

**Others in attendance:** Laure Pou, Assistant Vice Chancellor of Human Resources

**Call to order:** Chris Sherbesman called the meeting to order.

**Minutes:** The minutes for the January meeting were distributed and approved electronically.

**Guest Speaker:** Rosite Delgado, Director of Office of Equity & Inclusion; Anitra Barrett, Compliance Investigator & Equity Consultant, Office of Equity & Inclusion

Delgado serves as campus ADA Coordinator, and she partners with Barrett from an OEI perspective, as well as Tina Camba (Director of Total Compensation) or Julie Brown (Director of Employee Relations) as HR counterparts in the process.

Delgado explained that ADA is a civil rights law, and the accommodations process ensures that employees can perform the essential duties of their job. Delgado shared the Employee Disability Disclosure Form which is on the OEI website. The employee would complete the form to disclose the limitations of the disability and show how they align with the essential functions of the job. OEI assists employees with identifying possible accommodations. Delgado also shared an ADA Accommodation Process chart that provides an overview of the process. She walked through the nine steps that were outlined on the process document.

OEI handles employee accommodations, and Michelle Rigler in the Disability Resource Center (DRC) handles student accommodations. There is often collaboration between the two offices. Delgado will review the appropriate websites to ensure that the appropriate points of contact and links are provided.

### **Other Issues**

#### Safety and Security Committee Updates

Sherbesman stated the Police Department is going through their accreditation review process. The focus areas are mainly on staffing and required police training. The Safety and Risk Office recently hired a Safety Technician. Sherbesman also reported OSHA injuries with UTC having nine injuries to report, which is half of the national rate for the education industry. Emergency Management is pursuing a special accreditation for the

first time. The accreditation will consist of 66 standards of requirements. There are currently only 11 campuses across the nation that have this accreditation. In the fall they will conduct another campus hazard simulation and will use that information to improve their processes. Sherbesman informed the committee that N95s are still available can be obtained by contact Faith Garner by email.

### Campus Master Planning

Sherbesman stated this planning process has begun. The consultants, DLR, are organizing and compiling information. Staff and faculty groups across campus were invited to attend. It provided a good opportunity to discuss needs and challenges.

### New ERP System

Sherbesman discussed a new system that will be implemented across the campus over the next two years. IRIS will be replaced by DASH (Dynamic Administrative Systems for Higher Education). DASH will be provided by Oracle, which was the selected vendor. Finance, HR, and IT transition management teams are being created and in place by the end of July 2022. An estimated go live date is July 2024. Pou stated that she currently serves as the campus representative for selecting a vendor to assist in the implementation of DASH. The new system will replace Taleo (the online applicant tracking system) and K@TE (the learning management system). Three RFPs have been submitted for a vendor, and a vendor who has experience with higher education, complex university systems, and R1 institutions will be selected.

### ESC Elections

Sherbesman reminded everyone about the end of the two-year term and elections and shared the timeline. He recommended creating a small committee to review representative groups. Since a restructure was done two years ago, it might not be necessary for a massive change. Sherbesman and Perryman will serve on the committee, and Lazenby, Behneman, and Estoye volunteered to be on the committee as well. Sherbesman asked that comments and suggestions about the groupings be shared with them. A meeting invite will be sent near the beginning of next week. Any recommended changes will be shared with the committee in March. HR will email all exempt employees regarding the election process, and employees will have the opportunity to opt out of voting. Election will begin in March, and the election period will last for three weeks. ESC will have a retreat in May where the current and new members will be recognized, and a new Chair and Vice-Chair will be elected.

### Salary Pool

Sherbesman discussed the Governor's recommendation of a 4% salary pool for higher education. President Boyd sent a communication that provided information about the salary pool as well. Communications can sometimes be confusing with the misconception that all employees will receive a 4% salary increase, which is not the plan at this point. Chancellor Angle sent a communication that confirmed the 4% salary pool but stated that the plan regarding how to disburse that has not been determined. It may be helpful for ESC to share this information and clarify. Pou added that salary pools in

the past have been used for across the board increases in some situations. Typically, the salary pool is always accompanied by a strategic planning process to determine how to utilize those funds. Pou agreed that clarification regarding the salary pool would be helpful.

### **Blue Ribbon Award:**

Amber Dennison, Senior Counselor in the Counseling Center, was the recipient of the Chancellor's Blue-Ribbon Award for October 2021.

Hannah Turcotte, Coordinator for Student and Family Engagement, was the recipient of the Chancellor's Blue-Ribbon Award for November 2021.

### **Next Meeting**

The next meeting will be Wednesday, March 16, 2022, at 10:30 a.m.

### **Adjournment**

The meeting was adjourned

Respectfully submitted,

Julie Brown  
Director of Employee Relations