

EXEMPT STAFF COUNCIL
January 18, 2023
Held via Zoom
Minutes

Members in Attendance: Susan Lazenby (Chair), Anitra Barrett (Vice Chair), Alexa McClellan, Mary Lee King, Sherry Marlow Ormsby, Michelle Rigler, Emma Fullington, Elizabeth Smith, Jordan Hicks, Kelly Griffin, Lance Keatley, Christine Estoye, Jason Harville, Elizabeth Johnson

Others in Attendance: Laure Pou, Assistant Vice Chancellor for Human Resources; Rosite Delgado, Director of Equity & Inclusion; Julie Brown, Director of Employee Relations; Logan Rader, HR Administrative Support Specialist

Call to Order: Susan Lazenby called the meeting to order at 10:02 a.m.

Response to ESC Survey Feedback (Human Resources/Equity & Inclusion): In response to the feedback received from the Exempt Staff Survey that was sent out in Fall 2022, Laure Pou of Human Resources and Rosite Delgado of Equity & Inclusion shared guidelines and updates regarding several topics brought forth by exempt staff on campus such as work-from-home agreements and search processes.

- **Telecommuting Guidelines (Laure Pou):** UTC's guidance for telecommuting and work-from-home arrangements was established and shared with the campus in Spring 2021 ahead of the impending return to campus the following Fall semester, and employees are encouraged to view them on the [Telecommuting Guidelines](#) page of the Human Resources website. Telecommuting arrangements are set at the discretion of each campus, and there is no consistent determination at the UT System level, though collaborative efforts across campus administrations inform these [guidelines](#), [the decision-making guide](#) for managers, employees, and divisional leaders, and [telecommuting agreements](#). Human Resources is able to provide guidance and resources to employees upon request, but the decision-making process occurs at the divisional level, as the needs and services provided across campus differ between areas. Employees are encouraged to work with their managers and administrators to determine the feasibility of telecommuting arrangements within their unit.
- **Search & Hiring Process (Laure Pou & Rosite Delgado):** UTC's search and hiring processes for faculty and staff have been under consistent review by Human Resources, Equity & Inclusion, and university administration since Fall

2021 to identify opportunities to enhance best practices. Feedback was initially gathered from hiring managers on campus via various focus groups regarding concerns and challenges such as a perceived slow pace, confusing processes, lack of responsiveness, etc. This, then, allows campus partners to strategically implement more streamlined and simplified practices to address these specific challenges in UTC's search and hiring processes. The perceived slow pace of the hiring process is a primary and overarching concern across campus, and clarity regarding the process is crucial in conducting successful and speedy searches. To mitigate this, step-by-step guides can be found at the [HR Procedures](#) page of the Human Resources website. Other enhancements of focus that are currently being pursued include:

- Establishing and reinforcing standard response times among Equity & Inclusion and Human Resources employment teams
- Allowing tentative job offers to be extended on the condition of a clear background check
- The addition of the "Search Assistant" role for searches who will maintain and coordinate logistical functions of the search committee (optional)
- OEI review to occur before the interview process rather than between first- and second-round interviews
- Establishing a OneDrive resource folder for search committees that includes timeline templates, sample rubrics, sample interview questions, reference check guidelines, etc.

Regarding the determination of designating a search as external or internal, UTC has the opportunity to post positions internally, which is posted across the entire UT System. If a position is posted internally, Human Resources will send an announcement to the entire campus. The guideline historically used by Human Resources when recommending a search to be internal is that the position for which the search is being held must be dependent upon existing knowledge of institutional elements such as university systems and UT policy.

Approval of Minutes: A motion to approve the November 2023 meeting minutes was made by Mary Lee King, seconded by Anitra Barrett, with no objections.

Adjournment: A motion to adjourn the January 2023 meeting was made by Anitra Barrett with no objections.

Next Meeting: Wednesday, February 15th, 2023

