



Staff Senate Meeting

November 7th, 2024 – 2-3pm

Zoom

Moderator: Kimberlee Norwood

Representatives Present: Kimberlee Norwood, Terri Fought, Keshia Giboney, Shannon Brown, David Meyer, Keshia Giboney, Jessica Ross, Katora Jones, Patti Smith, Shenicia Richardson, Yin Su, Ramona Jackson, Cynthia Tooley, Kristi Forman, Peggy Reisser, Dewana Oliver, Charles Hicks, Sherry Henson, Brenda Coleman, Ashley Woods, Michelle Bollenbach, Nick Ayers, Kyle Smith

Representatives Absent (excused): Shanta Haynes, Elaine Robinson

Representatives Absent: Janette Smith, Peter Hunter, Mercedes Tolbert

Minutes Secretary: Debbie Long

Visitors: Peter Buckley

Meeting Agenda and Minutes

- 2:00 pm** **Welcome – Kimberlee Norwood**
- 2:10 pm** **Chancellor Buckley remarks and update**
- 2:30pm** **Updates to Staff Senate Bylaws presented by Terri Fought**
- 2:55pm** **Senate Committee updates, College/Department updates, Campus updates, and other business**

Kimberlee Norwood began the meeting. Roll call was conducted by Debbie Long by writing down participant list of the Zoom call.

Chancellor Peter Buckley remarks and updates:

Complimentary of the Employee Appreciation Day, great job Andrea Kolen and Shuntae Brown

Two executive leadership searches: Dean of College of Medicine and Vice Chancellor for Strategic Communications and Marketing

Dean search is underway with the assistance of a search firm. This past week resumes and letters were reviewed. In the next week “airport interviews” will take place to render the next round of search.

VC for Strategic Communications and Marketing search to begin in the next month (around first week of December). Trying to find someone familiar with higher ed and hospital atmosphere. Brigette Grant is co-chair of the committee with LeBonheur representative.

This past Monday Grant Heston from Virginia Commonwealth University came in to provide a consultation on recommendation for branding and communication of the job description.

Conversations are taking place about our image and brand to better our prominence in the community. We are shifting more emphasis to describing “UTHSC” as “UT Health Science Center”. This is to appeal to our vision of healthy Tennesseans, thriving communities.

More career and leadership development is a common request across the campus. The Faculty Senate survey asked specifically for more training for leadership on the basics of conflict management, hiring, etc. A message was sent out last week for a Health Sciences Leadership Academy. It is a series of Monday evening activities to develop out leadership and invite members of the community as well as a community outreach effort.

Updated Inclement Weather Policy update was released today.

On the website the minutes are available for all of the university councils. We want to be more communicable across the campus and colleges. A meeting is available tomorrow via live stream (the Advisory Board meeting) and the Staff Senate President is able to attend, even though s/he does not serve on the board.

The Townhall series is almost finished. The final townhall is Nov 20th in Chattanooga. We hope this has been helpful and welcome any feedback or criticisms on how the thoughts are about the townhall. Kimberlee Norwood endorsed and recommended attending the townhall.

The Chancellors Office Hours is up and running, signups are available on the website.

Updates to Staff Senate Bylaws presented by Terri Fought

Copy of proposed Bylaws sent out earlier today. Proposed changes: addition of employee engagement coordinator and employee relations advisory board officer positions. Voting and nonvoting members to include officers. President represents the Staff Senate on University committees. Parliamentarian fills in if Secretary is unavailable. Adding an Employee Engagement Coordinator as an officer role.

Terri Fought and Kimberlee Norwood lead discussion of the proposed changes to the bylaws.

Motion made by Patti Smith made the motion to change the bylaws. Ramona Jackson seconded. Motion passed by quorum vote at 100% by the senate.

Committee Updates:

Terri Fought – Membership and Assessment Committee:

Kyle Smith has been voted to take over as Secretary for the remainder of the year and through the end of 2025.

Nominations are open for the seats in Finance and Administration.

Officer nominations for 2025 to take place this month. Officers up for election are President-Elect, Parliamentarian, Membership Committee Coordinator, Marketing Coordinator, Engagement Committee Coordinator, and

Timeline for elections is as follows:

- Nominations open November 7 – 22.
- Nominees accept nominations through December 6.
- Online ballot available December 9 – 13.
- Runoff election (if needed) December 16 – 18.
- Election results announced at meeting on December 19.

Patti Smith – Ad Hoc Committee for Performance Reviews:

Found there are two policies, a system wide policy and a performance review process, which is specific to UT Health Science Center only. The system policy recommends but does not require the employee get the evaluation in advance. The UTHSC policy discuss this point.

Proposal of requests: employees receive written performance reviews at least 254 hours in advance of performance review meeting. Asking UTHSC to consider requiring brief annual training for supervisors via K@TE or other easily accessible platform. Policies HR0129 and

HR0129-H be reviewed for clarity and consistency and the Staff Senate have input in any revisions.

Floor opened to comment.

Kristi Foreman motioned for vote on proposal to be sent to HR. Shannon Brown seconded. Poll launched via Zoom polls. Motioned passed at 100%

Kristi Forman – Department Update and Planning and Budget Council meeting update:

Formula based proposal amount of 950,000 going up for budget approval and money proposed to update equipment around campus. Headed in the right direction to be better funded.

Call for College and Department Updates, none given.

Next meeting is an in-person meeting, pot-luck style meeting on December 19th at 12:00p.

Kimberlee Norwood adjourned the meeting at 3:00p.