



Staff Senate Meeting

September 26th, 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, Janette Smith, Ramona Jackson, Peter Hunter, Cynthia Tooley, Kristi Forman, Peggy Reisser, Dewana Oliver, Charles Hicks, Sherry Henson, Mercedes Tolbert, Brenda Coleman, Ashley Woods, Michelle Bollenbach, Nick Ayers, Elaine Robinson, Kyle Smith,

Representatives Absent (excused): Debbie Long, Jessica Ross, Janna Hays

Representatives Absent:

Minutes Secretary: Debbie Long

Visitors: Peter Buckley, Tim Barton, Chandra Alston, Brittney Murray

Meeting Agenda and Minutes

- 2:00 pm** **Welcome – Kimberlee**
- Roll Call**
- 2:10 pm** **Announcement and call for Staff Senate Secretary – Kimberlee**
- 2:20 pm** **Chancellor Buckley remarks and update**
- 2:40pm** **ERAB Meeting update of August 19, 2024 – Kimberlee Norwood and Keisha Giboney**
- 2:45pm** **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.

Caitlin Clark on Giving Day and the Family Campaign:

There's been some confusion in general about what the difference is between Giving Day and Family Campaign. Today I want to address and talk about what's ahead for this year's family campaign and talk about what happened with this last year's giving day.

Because the giving day will roll around again this year. So annual giving is gifts less than \$25,000. I'm managing our direct mail and our email pieces. Our phone banking, we're moving to UT Knoxville this year. We're going to have UT system students calling our alumni and friends for donations.

Two of the biggest are Giving Day in the spring and Family Campaign in the fall. Giving Day is targeted externally to our alumni, friends, community, etc. The Family Campaign is meant to be internal targeting staff, faculty, residents, and students. We appreciate people who support both and if you are giving via payroll deductions you are counted with both.

Family Campaign will run the full month of September, with a donor goal of 700. This is internal focused, and we will have a celebration buffet breakfast in the SAC on Tuesday, September 17th from 9:00a to 11:00am. First come, first serve – you don't have to make a gift to come, it is open to all faculty and staff.

This year there is a minimum of \$10 to receive the incentive gift. We are pushing a payroll deduction gift, when you do a payroll deduction you receive both gifts. We are also doing regional campus events during this time and will be tracking giving by department and college.

Some highlights from last year – for Giving Day 2024 we had 1,155 donors gifting \$664,850, which was 115.5% of our goal. 100% participation giving from the Advisory Board. Prior to Giving Day events were held with students (soon students will be more focused during the Family Campaign instead of Giving Day) and a Solar Eclipse glasses event.

As a thank you to express appreciation to all who participated a Day of Gratitude was launched May 1st. Photos and video were taken of faculty, staff, and students.

Chancellor Peter Buckley remarks and updates:

It's important to manage change through communication. In that spirit I will try to attend the senate meetings as often as possible, and we will be holding frequent town halls throughout the year for the campus. The first town hall will be September 27th from 9:00 – 10:30a.

Human Resources is running a workforce development series that has received a high number of participants. We're meeting shortly with Chandra to try to look at how can we coordinate that more broadly because we also have system wide leadership activities we can capitalize on.

We did check with the Advisory Board to see if a Staff Senate member could serve on the Advisory Board. Unfortunately, the answer is no, as this is a state selected board, we are unable to make any additions.

The final I wish to share is we will be closing early tomorrow afternoon for the Labor Day holiday weekend. Take an extra half day paid with administrative closing to relax and thank you for all your hard work.

Debbie Long remarks:

Reminder to all to encourage people to attend the DASH Town Halls. If anyone is asking or wants to share, there is a link in MS Teams that will take you directly to the page that you need to join that town hall. Otherwise, you just want to earmark them on your calendar to be aware of them and join them that way.

Kimberlee Norwood and Keisha Giboney, update from the August 19th ERAB meeting: Employer Relations Advisory Board, which is the system-wide version of what we are here, met August the 19th and unfortunately, I'm unable to divulge very much information from that meeting. Basically, what happened was we were given 3 initiatives that we are to put together working teams for to address. These initiatives are going to be beneficial to staff and employees. The reason we are limited in sharing more detailed now is we do not want to disappoint the staff if it doesn't come to fruition.

However, one item we can discuss now is recognition. We don't recognize people who've been at the University until they've been here 5 years. They're looking at a 1 and 3 year recognition effort and trying to determine what that might look like. Work groups are being formed to work on these three proposals. More updates will come as developments progress.

Committee Updates:

Terri Fought – Membership and Assessment Committee:

The committee is making recommendations to changes in the bylaws. We have a working document open to the committee right now to go in and make comments and recommendations for edits, so if y'all have anything, please send it to me or any of the members of our committee, and we can get those entered in. Our goal is to have the recommendations to the Executive Committee before our September meeting, so that at our September meeting we can present the recommendations to the Senate, and then at our October-November meeting have those voted on. If we do adopt these changes, they will impact the officer elections that we need to hold at our December meeting.

Patti Smith – Ad Hoc Committee for Performance Reviews:

I just have a quick update on the ad hoc committee on performance evaluations we discussed a couple of months ago. We've met once, reviewed some information and had a question for HR. Chandra got us some information through Damon very quickly, and we expect to come back with a committee report at the next meeting.

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

Enrollment management. We have a couple of open positions, there's an Admin coordinator, one that would report directly to Lindsey Pittman, and then a student services coordinator that would be in our registrar's office. If you know anybody, or if you are interested, apply for the open position.

I'm on the planning and Budget Council as the Staff Senate representative and we met earlier this week. There's a lot of building things going on right now. You will see a lot of cranes around campus. There's a lot of roofs being repaired. There's going to be some renovations for the Nash building to free up some space – people will be moved into this space, to free up space to make renovation in an effort to create more space around campus. They're also in the process of sort of finalizing the plans for demolishing the old Holiday Inn hotel that's at the corner of Madison and Pauline, which is supposed to start sometime around the 1st of the year.

Kimberlee Norwood adjourned the meeting at 3:00p.