



Staff Senate Meeting

June 27th, 2024 – 2-3pm

Zoom

Moderator: Kimberlee Norwood

Representatives Present: Kimberlee Norwood, Debbie Long, Terri Fought, Shannon Brown, David Meyer, Janna Hays, Elaine Robinson, Jessica Ross, Katora Jones, Kyle Smith, Patti Smith, Peter Hunter, Shenicia Richardson, Cynthia Tooley, Yin Su, Janette Smith, Sarah Cheon

Representatives Absent (excused): Ramona Jackson

Representatives Absent: Ann Fields, Flavenia Leaper, LaTisha Williams

Minutes Secretary: Sarah Cheon

Visitors: Stephen Hood, Damon Davis, Martha Bowman, LaSaundra Pirtle, Dewana Oliver, Cynthia Hightower, Vanessa Baker, Victor Carozza, Michelle Newman

Meeting Agenda and Minutes

- 2:00 pm** **Welcome – Kimberlee**
- 2:05pm** **Roll Call**
- 2:10 pm** **Employee Evaluation Policies—Damon Davis with discussion to follow**
- 2:30 pm** **Planning and Budget Council meeting updates—Kristi Forman**
- 2:40 pm** **Senate Committee Updates**
- 2:50 pm** **College/Department Updates**
- 2:55 pm** **Campus updates**
- 3:00 pm** **Other business**

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

Kimberlee Norwood then put a motion to approve the minutes and asked if there were any corrections.

Kimberlee Norwood then announced that Damon Davis would go over the UT Performance Review Process as a few of the Senate Staff had asked questions regarding employee evaluation policies.

Damon mentioned that his talk would be brief but that HR offers training every year to both staff and faculty during the months of December, January, and February. The Policy states that each employee should receive one annual evaluation each fiscal year.

The Performance Evaluations provide collaboration between supervisors and their staff and ensures clear and mutual communication to improve employee productivity and job satisfaction. It also provides constructive feedback to employees and provides a basis for promotions or transfers. It can help supervisors remove roadblocks to effective performance.

There are five steps in the Performance Evaluation Process:

1. Employee Self-Assessment
2. Meeting: Supervisor/Employee
3. Overall rating determined
4. Employee Comments
5. Signature

Step 1 occurs before the process. Employees are asked by their supervisor to do a self-assessment. It's important for the employee to conduct it so their voice can be heard. It increases involvement in the process of assessing strengths and areas in need of improvement, helps to clearly identify discrepancies of performance between the employee and supervisor, and helps to facilitate a more constructive evaluation meeting and conversation about your performance.

Step 2 involves the following meeting objectives: discuss position description and job expectations, review employee self-assessment, collaborate on goals, discuss developmental areas

Tips for Employee Evaluations

- Prepare an accurate self-assessment
- Try to understand your supervisor's perspective
- Don't become defensive
- Participate in the conversation
- Ask for clarification
- Take notes

Step 3 Performance rating:

- Consistently exceeds expectations (5) must be accompanied by supporting documentation
- Fully achieves and occasionally exceeds expectations (4)

- Fully achieves expectations (3)
- Sometimes achieves expectations (2)
- Unsatisfactory/rarely achieves expectations (1) must be accompanied by supporting documentation

Step 4 employee comments. The employee can also add comments/rebuttal to the form at this point.

Step 5 signatures. After both employee and supervisor signs the performance evaluation, the supervisor gives a copy to the employee. If you do not receive one, you can always go to HR and ask for it since they have it on file.

Damon then took questions on his presentation.

Kimberly Norwood: What is the policy for an employee seeing an evaluation before going into the meeting with their supervisor?

Damon Davis: There's not a policy around that. It depends on supervisor.

Kimberly: When your supervisor changes and your past evaluations were higher under previous supervisors, how is that weighted in HR?

Damon Davis: This is why we encourage employees to have a brag folder or concrete examples so if you think you deserve a higher score, you can bring examples of why

Kimberly Norwood: When do supervisors get evaluated by employees?

Damon Davis: HR does not ask for 360 evaluations. That would come from the vice chancellor of an area or the dean of an area

Peggy Reisser: Could there be a suggestion for a policy for supervisors to show their evaluation before they go in the meeting?

Damon Davis: Unfortunately, there's no perfect system. The employee does not have to sign it on the spot and the employee can respond and provide documentation.

Peggy Reisser: Could you encourage supervisors to show it to employees? I feel there are ways it could be more of a conversation then a surprise.

Damon Davis: We tell supervisors that now is not a time for surprises. At supervisors training plans, we can encourage people to share evaluations. But some supervisors see it as a collaborative process.

Kimberly Norwood: Is traing for managers or supervisors mandatory for the evaluation process? Employees should be receiving feedback throughout the year and should not be blindsided.

Damon Davis: This is why we encourage supervisors to do this in training but we cannot make it a policy.

Kristi Forman: Are the evaluations going to be in a workflow in DASH? In the new process is it going to circle back and allow the employee to see it?

Damon Davis: Everything is going to be automated.

Kristi Forman: In our area, we started doing quarterly reviews so people don't get blindsided. In some positions, employees can not have situations to go above and beyond.

Damon Davis: I would encourage everyone to come to the training classes. I am not going to leave my evaluation all the way up to my supervisor. Ask for the feedback throughout the year.

Patti Smith: If I'm hearing something, it would be easier for it to be constructive if I knew it in advance. The policy is the self evaluation from the employee is supposed to be turned in advance.

Damon Davis: The college and the vice chancellor do have their prerogative to set things up how they would like.

Patti Smith: If we wanted to recommend a change, who would we recommend a change to?

Damon Davis: This is a system policy. You can submit it to Kimberly Norwood and she would give it to Dr. Alston. Dr. Alston would then present it in her HR meeting.

Debbie Long: We could run it up that way or run it up through ERAB and they would discuss it. Then it would go through administration, administrative consideration, and potentially result in a policy change. Obviously, it's not guaranteed but that's how it would be brought to discussion.

Cynthia: Just wanted to piggyback on what some of you had said. A performance evaluation is not the time for it to be a surprise. As supervisors, we're supposed to help the employees improve performance so it should not be a blindside. A lot of managers don't get that concept.

Damon Davis: I agree with Cynthia 100%.

Damon Davis: Janna Hayes asked is it required to have a one-on-one to go over the evaluation with your manager? Is it acceptable to receive your evaluation emailed and return it signed? The actual evaluation should be conducted annually. Email can be an informal agreement that a supervisor and employee has.

Sarah Cheon: I just wanted to alert you to Janna Hayes chat but you already found her.

Damon Davis: I like those questions, Sarah. Peggy?

Peggy Reisser: Thank you Damon for being here. It would just be nice to see the evaluation beforehand so you can have your thoughts together and have a positive conversation. That's what I do with people who are my direct reports.

Damon Davis: I think that's something that you guys will discuss and a request/recommendation will have to go through a formal process. It is a system policy rather than a UTHSC policy.

Debbie Long: What I would recommend is work with Patti and maybe a couple of other Senate members and draft something for us to discuss as a full Senate. Then we can agree on it and forward it up the chain.

Damon Davis: Thank you for allowing me to be a part of your day and I will be looking for each and everyone of you in December, January, and February for those new to this training.

Kimberly: Thank you, Damon. Up next, we have Kristi to do a Planning and Budget Council meeting update.

Kristi Forman: I am the staff representative on the Planning and Budget Council and I was placed on there prior to us becoming a Staff Senate. The council was established by Raaj Kurapati in order to create some transparency around the UTHSC budget and some of the plans for the future of UTHSC.

This group was put together around six months ago. Mostly we've talked about two things: one of which is the new budget model. That is going to be a hybrid RCM model: RCM is responsibility centered management and it's a decentralized model that's common in higher education. The way the RCM model works is that units such as each of the colleges or the vice chancellor units will have responsibility and accountability for the revenue and expenses that they generate. For instance, tuition is considered revenue. So each college creates a different amount of revenue based on their tuition and enrollment and things like that.

Central cost, like administrative costs and services are supported through contributions that are proportionally allocated from those units that have responsibility for their own revenue and expenses. We at UTHSC do not have a formula component. A lot of UT schools have formula funding where they get a certain amount per student from the state. We get an allocated amount from the state not based on enrollment so ours is going to be the hybrid model of RCM.

It's going to be a bit simpler than ones you typically see because it does need to fit our unique dynamics and needs. I don't know if they've already picked software to manage that budget model. This fiscal year it's figuring out and then it'll be enacted next fiscal year.

Also, there's some work on an emergency warning notification plan and finalization of that plan going on. That's going to create consistency around how we are alerted about weather or crime or other emergencies that affect us as employees, students on campus.

The timing, as we went through snowstorms and other weather issues on campus, was slow getting messages out or not consistent. They are drafting a plan that creates consistency and creates message templates that it's easy to plug in so they can get them out quickly instead of having to rewrite something every time. That is in the finalization stage. Make sure you have your Rave Guardian app downloaded so that you can get that quick notification.

Any questions about the planning and budget council? We meet monthly. There's a representative from Staff Senate and Faculty Senate as well as the majority of the Deans.

Debbie Long: Are there term limits?

Kristi Forman: I would serve as long as I'm on Staff Senate. As for Faculty Senate, it's the Faculty Senate President so that will be an annual changeover because they change their president annually. I was appointed.

Kimberly Norwood: Any questions for Kristi? I need to back up and do something that I didn't take care of at the beginning. Does anyone have any corrections or changes to the minutes from the last meeting? If not, then I need a motion to approve those and a second to approve those.

Kristi Forman: Motion to approve

Elaine Robinson: Second

Kimberly: Thank you. Next up is senate committee update. Terri you've recently had some emails out about membership, so I'll let you go first.

Terri Fought: The ballots for the special election are currently open and they are set to close at 5pm central time on July 9th. If there's a need for a runoff, those ballots will go out shortly after that. Then we should have everybody in place for the July meeting.

Peggy Reisser: For communications, I hope it was helpful to publicize the notices of our meetings and elections too. I sent Debbie some copy for our website and I think it looks good. I think it's great that we have a place now and if you want to add something to it just holler.

Kimberly: Any other committee updates? College or department updates?

Patti Smith: We'll have a informal committee task force. If anybody is interested in performance evaluations in terms of a couple of informal zoom meetings and coming back to this group, I'm happy to do that. I don't know if we need to call it a task force.

Debbie Long: It would be an ad hoc committee

Patti Smith: Ok, Terry, Peggy, and Kim. If somebody decides later, email me and we'll talk about the next meeting.

Kimberly: Anything else?

Sarah Cheon: Yin Su has some. There is a vice chancellor for Research named in June, Jessica Snowden. Research has two new positions opened: BSA for Office of Sponsored Programs and IRB administrator for UTHSC IRB.

Kimberly: Anything else? If nothing else, that will conclude this meeting for today.