

Staff Advisory Committee
PCR/Virtual Meeting
May 05, 2022

Members Present: Margo Dirkson, Shana Eads, James Goad, Carrie Harris, Susan Henry, Michelle Holm, Corinne Johnson, Bethany Jones, Andrea Kruszka, Charlene McClain, Autumn McDaniel, Kim Meredith, Waldhys Rodoli, Sarah Starkey, Angie Wells

Members Absent: Kathy Faulkner, Amy Foster, Joni Gilmore

Others Present: President Oldham, Lee Wray, Kevin Vedder, Donna Schrock

Summary:

Approved Agenda

Approved March 24, 2022 minutes

Discussed Summer Work Hours

Nominations for Administrative Council

Discussed Clerical & Staff Day

Discussed Board of Trustees Breakfast

Comments by the President

Proceedings:

Chair Andrea Kruszka called the meeting to order at 1:34 p.m. Bethany Jones motioned to approve the agenda for May 5, 2022. Angie Wells seconded. Motion APPROVED.

Wells motioned to approve the March 24, 2022 minutes. Jones seconded. Motion APPROVED.

Wells presented a request to have summer hours during the months of June and July. Wells passed around handouts documenting area universities that currently do summer hours. Wells stated that Tennessee Bureau of Regents stands behind summer hours with four possible work schedule options. President Oldham stated that he would be supportive at looking into what it would look like for Tennessee Tech. Wells added one thing that could interfere would be SOAR and suggested that Tennessee Tech could pilot it this year.

President Oldham replied that Tennessee Tech would need to maintain functionality and would prefer something that was standardized, fair and equitable across the institution. Oldham added that he would like to hear from the committee what they would like to see as the outcome or preferred model. Oldham asked Kevin Vedder to look into some kind of flexible swing schedule that is standardized so everyone can enjoy it. James Goad added that Tennessee Tech's housing

maintenance were asking for as many hours as employees could give and it would be rough on them. It was noted that the summer hours would be the same number of hours just how it was organized. Oldham acknowledged that there may be a slightly different approach with facilities

Kevin Vedder asked if we wanted continuity of operations Monday through Friday? He added that someone could work Monday through Thursday and have Friday off while others may work Tuesday through Friday and have Monday off. The office would always be open. Employees would work longer days to get the one day off. Goad added that facilities may get more work done in a longer day because you are not packing up and leaving. Oldham noted that some departments may not be able to have Friday's off. Charlene McClain added that the Library had more visitors in the summer than during the semester.

President Oldham suggested that Vedder come up with two or three possible models. Vedder agreed that with some overall objectives and initial preferences we can come up with the most standardized model to start with. Wells added if schedules were staggered then employees could back each other up. Vedder agreed it is manageable we just need to figure what would be the best thing to do for the workforce. Discussion continued regarding longer hours, breaks, productivity and what other Locally Governed Institutions (LGI) were doing. Goad did not think his Department, Res Life, would be able to adjust their hours. Vedder added if not all departments were able to adjust hours was there something else that can be done to address them?

Wells will reach out to other area universities to see what their details are for their summer hours. Vedder requested to send him more information on what other LGI's are doing and what schedule models the committee preferred. It could include up to 800 staff. A pilot program may be beneficial.

Kruszka asked members to write down a nominee for a clerical/staff representative to be on Administrative Council. Donna Schrock collected ballots and read off the top two highest nominees; Bethany Jones and Amy Foster. Bethany Jones was elected as the support staff member to the Administrative Council for the 2022-23 academic year.

Kruszka updated the Clerical and Staff Day to the committee. Each member was emailed the planning committee's notes. Kruszka read the schedule for the day and asked for any members that would like to help to come to the next planning meeting on May 17th at 9:00 a.m. in the President's Conference Room. Kruszka also asked if your department had extra items that could be put in the gift bags to please bring them to Sarah Starkey.

Schrock let the committee know that the Board of Trustees were going to send out invitations to all of the committee members to attend the next Board of Trustees Breakfast that will be the morning of Thursday, June 23rd at 7:00 a.m. Please put it on your calendar and plan to attend. Oldham added it was an opportunity for the Board of Trustees to get to know you and for you to get to know them.

President Oldham commented on what a successful year TN Tech has had in academics, athletics, facilities and capital projects. There would be over 1,500 students who graduated this term. Oldham said to take a moment to reflect on everything you have done to help make that happen and added you are changing lives and futures, you are appreciated.

Waldhys Rodoli thanked the President for the heartfelt email sent on Dr. Birdwell and Millard Oakley's passing. Oldham replied that it showed how one person can make a difference and it did not depend on where you were from or your circumstance.

Oldham commented on the current construction and maintenance projects stating the importance of taking care of and maintaining the physical appearance on campus. Oldham added that fortunately there was more capital money from the state and more private investment dollars yet inflation and supply chain problems continue to make it hard. During construction TN Tech tries to limit the inconvenience on campus to certain times of the year. Peachtree project will start this summer, demolition of Foster may be a year from now and will turn into green space for the near future.

Oldham also commented that TN Tech would need to come up with a plan to expand the University Center. Ultimately the Master Plan had Henderson Hall parking lot and the Pit parking lot designed to be green space. Oldham added there may be a new front on Johnson Hall facing the green space which would take another three to four years for total renovation. Angie Wells brought up Foster Hall being a possibility to use during Johnson Hall renovation. Oldham did not think that would be an option.

Sarah Starkey asked if there were plans to renovate Foundation Hall? Oldham replied that some of the spaces had been redone as people moved over there, no other recent plans are in place. TN Tech will assess each building along with outside consultants and Grade the building. It is then determined if it is cost effective to renovate or demolish and rebuild. Oldham said that in the near future Facilities will be relocated near Foundation Hall. TN Tech purchases surrounding land as it becomes available for future expansion.

Kruszka asked if a decision was made about monthly payments for parking passes? Lee Wray replied that they were waiting for an answer. Kruszka stated that temporary employees get to pay monthly and thought everyone should be able to. McClain asked if it was known how many retirees TN Tech had this year? Oldham replied that the attrition rate on campus was not very high, many employees stay a long time.

Other Such Matters: None.

Wells motioned to adjourn. Jones seconded. Adjourned at 2:44 p.m.

Documents on file:

Agenda May 5, 2022
Minutes, March 24, 2022
Summer Hours Documents
Staff Retreat Planning Notes, April 4, 2022

Donna Schrock, recorder