1980 - 1984 Open Forum Documents
Commission for Women

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THE COMMISSION FOR WOMEN
will hold an
OPEN FORUM FOR WOMEN

Wednesday, Nov. 19, 1980,
12:00 Noon
University Center, Rooms 221 - 222

ALL WOMEN FACULTY, STAFF, AND STUDENTS ARE INVITED TO ATTEND THE FORUM AND SHARE THEIR CONCERNS, NEEDS, OR INTERESTS WITH MEMBERS OF THE COMMISSION.
COMMISSION FOR WOMEN

OPEN MEETING

questions/answers

RECENT SALARY ADJUSTMENTS

Dr. Fisher, Vice Chancellor of Business and Finance, will be available to answer questions.

TUE. FEB. 17 12:00 - 1:00

University Center, Rooms 226-227
QUESTIONS

1) FINANCIALLY, HOW WAS IT POSSIBLE FOR UTK SECURITY OFFICERS TO RECEIVE A PAY INCREASE? SOURCE OF FUNDS?

2) IS IT POSSIBLE FOR ALL UNITS ON UTK CAMPUS TO "COLLAPSE" POSITIONS IN ORDER TO HAVE MONEY TO GIVE SALARY INCREASES TO EMPLOYEES?

3) WHO MAKES THE FINAL DECISION REGARDING SALARY ADJUSTMENTS DURING THE FISCAL YEAR?

4) WHY ARE SECURITY OFFICERS CONSIDERED, AS A GROUP, TO NEED MORE TRAINING THAN SECRETARIES?

5) ARE THERE ANY FACTS OR STUDIES TO INDICATE THE AMOUNT OF TRAINING THAT EMPLOYEES AT UTK IN THESE TWO POSITIONS (SECURITY OFFICERS/SECRETARIES) HAVE HAD?

6) WHY ARE SOME UNITS BEING "IMPOUNDED" AND OTHERS APPEARING TO HAVE MONEY FOR SALARY INCREASES?

7) DO SECRETARIES IN "COMPETING" AGENCIES MAKE MORE MONEY THAN COMPARABLE SECRETARIES AT UTK?

8) WHAT TRACK RECORD IS THERE REGARDING ATTRITION OF UTK SECRETARIES?

9) WHAT UNITS, OTHER THAN SECURITY, HAVE HAD RECENT SALARY ADJUSTMENTS? IF ANY, HOW MAY OTHER UNITS HAVE THE SAME OPPORTUNITY?
THE COMMISSION FOR WOMEN
will hold an
OPEN FORUM
Discussion: Concerns of Women Faculty
Thursday, May 21, 1981
12:00 Noon
University Center, Room 225

1. IMPORTANCE OF "SERVICE TO THE UNIVERSITY" WHEN BEING CONSIDERED FOR PROMOTION/TENURE
2. PART-TIME FACULTY STATUS
3. SEARCH PROCESS
4. AWARENESS OF UTK AFFIRMATIVE ACTION PLAN

*Bring Affirmative Action Plan to the Open Forum
Thursday, February 18

12:00 1:15  Room 221

COME FORTH AND SOUND OFF

All Faculty, Staff, And Students Are Welcome To Attend
COMMISSION FOR WOMEN WILL HOLD AN OPEN FORUM FOR WOMEN

FRIDAY, NOV. 16 - 12:00 P.M.
UNIVERSITY CENTER

All Women faculty, staff, and students are invited to come and offer feedback to the Chancellor's Commission for Women.
Wed., October 21

12:00-1:15

ROOM 221-2

STUDENTS - Rising Costs of College Education; Campus Lighting

STAFF - Opportunities for training programs for advancement of clerical staff

FACULTY - Forums or research colloquia held regularly

ALL FACULTY, STAFF, AND STUDENTS ARE WELCOME TO ATTEND

DO YOU HAVE AN ISSUE FOR DISCUSSION ? ?
COMMISSION FOR WOMEN

OPEN FORUM

Meet

Exec. Vice Chancellor Fisher
Assoc. Vice Chancellor Bennett

PERSONNEL RELATIONS

August 23, 1984

Noon U.C. 226-7
TO: Mr. Home Fisher, Executive Vice Chancellor Business and Finance
    Mr. Edward K. Bennett, Associate Executive Vice Chancellor and
    Director of Personnel
FROM: Gail Clay, CFW Chair
DATE: May 17, 1984
RE: Open Forum

Your presentation at the CFW Open Forum on May 10, 1983, was
excellent, and the Commission thanks you for taking the time to
participate in the forum. It was obvious from the dialogue that
several people had "saved" their frustrations for such an occasion.
You responded to the concerns of the employees with care and
understanding, and this, I am sure, is greatly appreciated.

I think a similar forum should be scheduled for early fall,
and I will suggest this to my successor. Possibly a longer session
can be planned to allow for the coverage of a broader range of topics.

Again, thank you for joining us for a very valuable and
informative session.

GC/brh

cc: Chancellor Jack Reese
    Vice Chancellor Luke Ebersole
    Associate Vice Chancellor Betsey Creekmore
    Ms. Nicole LePoutre
May 21, 1984

Miss Gail Clay, Chair
Commission for Women
329 University Center

Dear Gail,

The Commission for Women has consistently advocated changes which will improve not only the status of women at UTK but also avenues of communications and general management practices, and issues raised at the May 10 Open Forum again follow this very good pattern. Obviously, we cannot resolve every area of concern immediately, but we have begun to act upon several of the suggestions made, and I wanted to let you and members of the commission know of our progress.

With regard to the availability of job descriptions, the Personnel Office will, upon the request of a Department Head, furnish him or her with a copy of any university job description.

The expense of duplicating the large number of job descriptions and the limited need of units for most of the descriptions lead us to believe that this is the most effective way to address this issue. In making the descriptions more widely available, we recognize that some few persons will try to use them to influence audit results, but we believe that the benefits for the majority of offices far outweigh the few problems which will inevitably result.

Mr. Bennett and I are in complete accord that the auditing of jobs needs to be a regularized program. Mr. Bennett is preparing a proposal for presentation to the Chancellor's Staff which would provide the resources necessary to conduct audits of positions in every unit on a set schedule. As participants in the Forum indicated, "spot" audits are often unsatisfactory. We hope, by institution of an audit schedule to reduce to a minimum the need for audits of one or two positions within a unit. The new program would involve, for example, auditing all secretarial jobs within a college or group of units as one process, so that recommendations for reclassification or workload distribution will be more broadly-based.

The Personnel Office now recommends to administrators that results of audits be shared with the employees whose jobs have been reviewed. We believe the appropriate administrator should continue to hold responsibility for sharing the results of audits, and we will urge that this be done.
April 6, 1982

Homer Fisher
Vice Chancellor Business and Finance
405 E Andy Holt Tower
CAMPUS

Dear Mr. Fisher:

Your visit with the Commission for Women on April 1, 1982, is appreciated. You addressed the questions and concerns very candidly and positively, and I believe your answers and observations will be helpful to the Commission in its efforts to serve the University community.

Anyone associated with institutional financing these days is not to be envied. I attended an international conference last week in Dallas and found a very bleak financial picture at a number of colleges and universities. Our situation may not be the greatest, but it is not as devastating as in other states as Ohio, Michigan, Illinois, New York and New Jersey.

The Commission encourages the office of Personnel to continue its efforts to improve the salary levels and provide funds for merit raises.

Again, thanks for your and Mr. Bennett's attendance at our meeting.

Sincerely,

Gail Clay
Chair

GC/brh

cc: Dr. Luke Ebersole
    Ms. Betsey Creekmore
    Mr. Edward Bennett
1. Some type of program development is needed for Re-Entry women. The Law School has a large number of Re-Entry women.

2. An advisory person or committee is needed for staff and Re-Entry women. A suggestion was made to keep the Women's Center open until 7:00 or 7:30 p.m.

3. The suggestion was made that the Chancellor reinforce the policy that staff members can take classes at 12:00 (during lunch hour) by including a statement in the Chancellor's Newsletter.

4. The campus Lighting Committee met again recently and the decision was made to make it a permanent committee. The area around the Home Economics Building has been targeted as a particular concern, especially since the Expo site is so close.

5. The question was raised as to whether the student patrol will continue to be closed to women.

6. The improvement of the pay scale for clerical workers was discussed. Job re-evaluation is a possibility for some clerical workers.

7. The problem of increasing the pay for long-term employees of the university was discussed.

8. The question was raised about the possibility of collapsing positions. Whose decision is it?
MEMO

TO: Vice Chancellor Luke Ebersole, Planning and Administration
FROM: Gail Clay, Chair, Commission for Women
DATE: October 23, 1981
RE: Open Forum October 21, 1981

The Commission for Women's fall quarter Open Forum was held Wednesday, October 21, at noon in the University Center. Approximately 25 persons attended including 6 Commission members.

Areas of interest/concern voiced by those in attendance included:

1. Re-entry students
   The re-emphasis on re-entry women (students) is needed. The committee should be re-vitalized and programs developed to aid these students academically, socially, and culturally.

   The Women's Center should consider extended hours, possibly until 7:00 p.m., to better serve re-entry students in night school.

2. Fringe Benefits
   After an extended discussion it was suggested that the Chancellor's Newsletter should reinforce the policy related to staff members taking a class during the lunch hour. It appears that some deans, directors, department heads may be giving "lip service" only to the policy.

3. Campus Lighting Committee
   A report was made on the status of the activities of this committee. It was agreed that the escort service provided by the student police is a positive action, but attention to lighting is needed in particular areas of the campus. Facilities at the Home Economics Building are a good example of poor lighting and close proximity to the World's Fair site.

4. The question was raised as to whether the student patrol will continue to be closed to women.

5. The need for improving the pay scale for clerical workers was discussed.
6. The problem of increasing the pay for long term employees of the university without job reclassification was discussed.

7. The need for funding merit raises was strongly supported by all attending the forum.

8. The question was raised about the possibility of collapsing positions and increasing the pay scale in the positions absorbing the work load. Who makes the decision and who approves the decision?

The Commission will pursue answers to the questions and concerns expressed and communicate the actions to interested parties.

mal

cc: Betsey Creekmore
Jackie McInnis
Kathy Thelen