

Combined Meeting ~ Employee Relations Advisory Committees (ERC/ESC)
Monday, January 12, 2015
1:30-3:00pm
SAC 305

Start Time: 1:30

Members Present: Lisa Aitken, Judy Brooks, Shelia Cooper, Jacquelyn Easley, Deonne Edwards, Kathy Gibbs, Ramona Jackson, Jackie McClarin, Kalon Owens-Jones, Tiffany Trice, Felicia Washington, Vanesa Baker, Connie Childs, Bryan Lemieux, Jamie Overton, Andria White, Brenda Clark, Marion Grinston, Jason Holloway, Chandra Johnson, April Jones, Jeddie Maxwell, Wanda Patrick, Jasmine Shorter, Stanley Tyler, Netia Watson, Valerie Wheeler, Beverly Avis, Toni Baker, David Eppes, Sheri Jackson, Harriet Lang, Mary Tunstall, Betty Turner.

Members Absent: Cindy Deaton, Bryon Porter, Jane Poulos, Ebony Smith, Jane McKinnie, Lara Nichols, Tara Bea, Lindsey Price

Welcome: **Chandra Alston, Associate Vice Chancellor of Human Resources:** Ms. Alston, welcomed the committee and the meeting proceeded according to the agenda.

Equity and Diversity Update

Dustin Fulton, Conduct & Compliance Officer: Members were provided with information regarding sexual misconduct/harassment, which is also available on the updated OED webpage (www.uthsc.edu/oed).

Maggie Joyce, Equity Assurance Specialist: Information was shared regarding upcoming training classes offered by OED: *Ouch! That Stereotype Hurts and Engaging in Accommodations at UTHSC*. You can sign up for these classes on the HR128 Training Portal.

Ashleigh Brock, Diversity Management Specialist: Notified members of upcoming events in OED (Black History Month), located on the OED webpage (www.uthsc.edu/oed).

ERC/ESC Process & Guidelines

Marian Harris, Employee Relations Counselor: Members were provided with HR Procedure 630: Employee Relations Advisory Organizations. Brief explanation of responsibilities were shared and reviewed as stated in the procedure. The committee were notified that their main means of communication will be via SharePoint and all members will soon be added to the ERC/ESC SharePoint Group. This will allow a collaborative means of communication between all members. Documents will be added periodically by HR and other pertinent documents can also be added by each committee member.

Chandra Alston, Associate Vice Chancellor of Human Resources: Members were shown the questions presented in the Workplace Dynamics Survey asked to help make recommendations for improvement in the following areas: Leadership, Engagement and Employee Concerns. A sign-up sheet was passed around for each perspective group, for all committee members. These work groups will meet once per quarter outside of the regularly scheduled committee meetings and possibly make a presentation of recommendations to the Chancellor and/or Vice Chancellor.

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Employee Relations Advisory Board (ERAB) Representative Elections

Committee members were given a brief description of the ERAB and asked to reelect someone to be a representative for the ERC and ESC. As a previous representative, Jacquelyne McClarin was able to provide a brief description of duties and/or responsibilities. Then the some committee members who showed interest in representing introduced themselves. Elections were done by writing down their votes and placing them in a basket to be tallied up by HR. The elected representatives of the ERAB are as follow:

ESC Alternates

1st Jacquelyn McClarin

2nd Ramona Jackson

ERC Alternates

1st Wanda Patrick

2nd Brenda Clark

More information will be provided to each new ERAB representative directly from the ERAB Council. The next meeting date is March 5, 2015, see the following link for more information (<http://humanresources.tennessee.edu/employeerelations/erab.html>).

Announcements

Brenda Clark, Library: The Library will reopen the week of January 19th.

Chandra Johnson, Health Professions: Chandra will be leaving the department and transitioning to the Forensic Center as an exempt level employee. Kalon will take on her role representing Health Professions in the committee meetings.

Jacquelyne McClarin, Finance and Operations: View Taleo for new positons that have opened up.

Lisa Aitken, ITS: All employees are required to complete ITS Security Training by Feb 15th. All orders for Apple products can now go directly through the VAL Shop.

Darnita Brassel, Training Administrator: Human Resources (HR) has created a training catalog for classes offered by HR and it is available upon request. The training classes can also be offered to specific departments, upon request. This year special focus has been put on managers/supervisor training.

Next Meeting Dates

ESC February 3, 2015 at 1:30-3:00pm in SAC 305

ERC March 3, 2015 at 1:30-3:00pm in SAC 305