

**Combined ERC/ESC Meeting
MINUTES**

Monday, September 30, 2019
HR Training Room
910 Madison Ave., Suite 753

Representatives in attendance: Chandra Alston, Debbie Jackson, Jeddie Maxwell, Shannon Guyot, Robyn Taylor, Anesha Jones, Mary Newell, Connie Childs, Terrie Fought, Shelia Cooper, Felecia Washington, Netia Watson, Sharon Wilbanks, Brandi Martin, Damon Davis, Michael Alston, Rosie Davis

➤ **Welcome ~ Chandra Alston, Associate Vice Chancellor of Human Resources**

Chandra Alston welcomed the ERC, ESC members and provided the following updates:

1. Our campus has completed the Energage Workplace Climate survey that we do annually as a part of the top workplaces contest. We had 34% participation and over 2600 comments from our employees. We will be sharing these results with the Deans and Vice Chancellors this week with meetings to follow-up and address the content.
2. There have been several changes in HR:
 - a. Terri Starling and Jenna Mednikow are no longer at UTHSC.
 - b. Kendy Kallaher retired earlier this year.
 - c. We've hired Tracy Horton, employee relations and Brandi Martin, FML/worker's compensation/SLB
 - d. Alisha Boone (Employment Recruitment) and Anesha Jones (Employment Compliance) will be moving into manager roles in Employment.
 - e. Melissa Rabalais has joined HR as the HR Assistant and you will see her at the front desk on the first floor.
 - f. Debbie Long will move into Employee Relations and coordinate training and the ERC/ESC groups.
 - g. Gabrielle Marshall will move into a recruiter role in Employment.
 - h. We are interviewing for an employee relations manager to head up the Employee Relations office.

➤ **SmartFHR~ UTHSC Wellness App**

1. UTHSC has launched a wellness app and we are asking the ERC/ESC members to try it out and let us know what you thought. See the attached handout labeled SmartFHR Quick Start Guide with instructions to download it and a list of features.

Updates:

2. Human Resources:
 - Benefits and Retirement Updates
 - Debbie Jackson, Team Leader

Debbie Jackson reported that open enrollment started September 30 – October 11, 2019. Please make your adjustments as quickly as you can. Edison tends to have technical difficulties when you wait until the last day to make changes. Flex booklets mailed out to each department. Flexible spending account enrollment is required each year as enrollment does not carry over from year to year.

There will be a general benefits overview session in the HR Training Room on October 2 from 1:00-2:00 and Monday, October 6 from 10:30-11:30.



The Life Planning Seminar is scheduled for October 21 and pre-registration is required. The system has sent everyone a link to register. You MUST use that link to register.

- Employment Updates & Employee Relations Updates
 - Chandra Alston, AVC, HR

We have new employees in employee relations and have one more position to fill that will manage the ER office. Brandi Martin announced that she will be offering FML/Worker’s Compensation/Sick Leave Bank and will be placing them on the training calendar for enrollment.

- Compensation Updates
 - Damon Davis, Team Leader

Demetriss Gilliam is no longer with the HR Compensation team and we have hired Tarlesha Gales who can be reached at 448-5632.

The Job Family Project will be finalized around spring 2020. In preparation for this, our campus will be instituting a compensation position evaluation freeze so that we can finalize the results. We will be meeting with department heads to share results. The job family project is a budget neutral project where HR will not make recommendations for salary adjustments.

The FLSA recommendation for exempt salaries is \$35,308.00. Our campus adopted \$47,476 that was recommended by the federal government two years ago.

The performance evaluation process will begin January 2020 through March 31, 2020. Performance evaluation training will begin in December 2019.

3. ERC/ESC Committee Members

Netia Watson	Family Medicine	As of March 30, the Jackson Family Practice employees have moved to the UT Hospital. Only four employees and a few faculty members remain on UTHSC’s payroll to manage the residency program. The Tipton Family Practice along with St. Francis have also been moved to UCH with two UTHSC employees remaining at St. Francis and only UTHSC physicians remain at Tipton.
Rosie Davis	Facilities	Facilities distributes a monthly newsletter on the digest to keep the campus informed of the happenings in Facilities. An award was given to two Facilities employees who saved a woman from a burning vehicle. Archibus just completed a Lean Six Sigma review where there were many changes reviewed and updates coming soon. A few of the supervisors in the facilities department are enrolled in management training to update their skills. Current projects: Crowe/Mooney/Nash; elevator; tunnel; Madison Daycare; Mind Body Wellness Center

Mary Newell	AFSA	<p>AFSA just completed a reorganization.</p> <p>The Office of Student Affairs and Enrollment Services will become the Office of Enrollment Management and will include the offices of Admissions, Financial Aid and Registrar. Dr. Darryl Todd will continue to serve as the Associate Vice Chancellor for this office.</p> <p>The new Office of Student Affairs and Community Engagement which will include the offices of Student Life, Health Career Programs, Student Conduct and Community Standards, and Health Disparities Education and Community Engagement. The Office of Student Affairs and Community Engagement will be led by Dr. Charles Snyder, who will serve as the Chief Student Affairs Officer (CSAO) for UTHSC.</p>
Terrie Fought and Shannon Guyot	COHP	<p>Dr. Jeffrey Taylor is the new chair of Physical Therapy and there are several new employees in the College. A new department, Diagnostic and Health Sciences has been formed by merging Health Informatics and Information Management and Clinical Laboratory Sciences</p>
Terrie Fought ERAB Update	Employee Relations Advisory Board	<p>IRIS and Taleo are going away and a new system will be implemented by 2025. The system strategic plan has been updated. The facilities group in Knoxville are requesting that annual time be counted as “time worked” in the calculation of overtime hours. Suicide prevention plan for all campuses has been mandated. All forms of leave will be discussed at the next meeting.</p>
Vikki Massey	ITS	<p>Duo Two factor authentication project is wrapping up phase one. THE next phase will roll out to other systems. The campus is rescinding email for retirees effective later this calendar year. We have a new CIO, Dan Harder, who is conducting a listening tour and meeting with as many people as possible. We are currently searching for a Chief Information Security Officer</p>
Sharon Wilbanks	CDD	<p>CDD will be demolished soon; current non-UTHSC tenants have all been cleared from the building; some space has been found for certain programs and others are still in process.</p>
Dr. Michael Alston	OED	<p>National Disability Awareness Month- There will be an activity in CHIPS where you can win a very nice door prize!</p> <p>National Hispanic Awareness Month; National Domestic Violence Month – Photo in lobby at the bottom of the escalator at 9:00 am on 10/2. Wear your purple!</p>

➤ **2019 ERC/ESC Election Process:**

1. Chandra Alston, AVC, Human Resources

We will use the same election process used in 2016 with the online directory. ITS is helping us get that set up for use. Nominations will begin October 21 and the election will begin November 4; each will run for one week. More details will follow through email. Debbie Long in HR will manage this process.

➤ **Announcements**

No additional announcements

SmartFHR Quick Start Guide

The University of Tennessee Health Science Center (UTHSC) has partnered with Green Circle Life to offer you the SmartFHR App. SmartFHR is the most comprehensive HR, Health and Wellness platform on the market today. It is available in the Apple App Store and Google Play Store and can also be accessed using a web browser. Use SmartFHR to learn about your employee benefits as well as manage your health and wellness.

How to start with SmartFHR mobile app

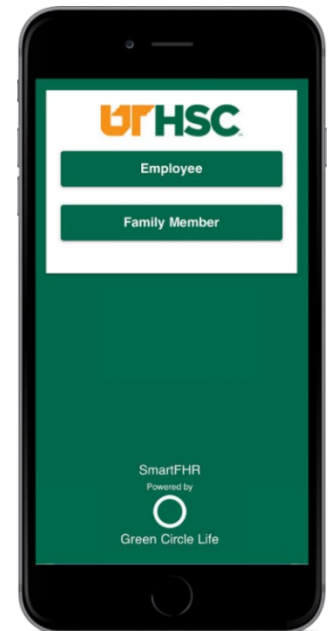
1. Download SmartFHR Mobile App from Apple App Store or Google Play Store.
2. Select the organization name and continue.
3. Enter NetID and Password and tap LOGIN.

How to Login to SmartFHR on web

1. Go to <https://www.smartfhr.com/app/uthsc>
2. Click on Employee and enter NetID and Password.
3. Click LOGIN.

SmartFHR Features

- Benefits Dashboard to access all your benefits in one place.
- Bulletin Board to share information with your colleagues.
- Wellness Assessment & Wellness Programs for holistic well-being.
- Care Programs to manage chronic conditions.
- Vitals to track and monitor health vitals and daily activities.
- Digital Coaching to learn about various aspects of health and wellness.
- Medications to track and get reminded to take daily medications.
- Immunizations to track immunization schedules.
- Documents to store all your documents securely in one place.
- Resource Library for UTHSC Resources and other information.



Refer to the Help section in Resource Library for FAQs and other help related to SmartFHR

Write to support@greencirclelife.com if you need help