



**Employee Relations Committee (ERC) Meeting
Tuesday, September 1, 2015
1:30-3:00pm
SAC 305**

Start Time: 1:30

Members Present: David Eppes, Jayne McKinnie, Lara Nichols, Valerie Wheeler

Members Absent: Brenda Clark, Marion Grinston, Chandra Johnson, April Jones, Jeddie Maxwell, Jasmine Shorter, Stanley Tyler, Netia Watson, Beverly Avis, Toni Baker, Tara Bea, Benita Williams, Harriet Lang, Lindsey Price, Mary Tunstall

Welcome: **Chandra Alston, Associate Vice Chancellor of Human Resources (HR):** Committee was welcomed and meeting proceeded according to agenda.

Equity and Diversity Update

Michael Alston, Assistant Vice Chancellor of Equity and Diversity & Student Rights: OED has sent out emails to UT representatives regarding mandatory training for individuals who are considered mandatory reporters for the University, as it relates to Title IX. Meaning, individuals that directly deal with students will be required to report matters of sexual harassment and/or sexual assault to the appropriate administration (this information cannot under any circumstances be kept confidential). This information is provided in the new UTHSC Sexual Misconduct and Relationship Violence Policy, which will be available on the website soon.

Lichterman nomination process will close on August 21, 2015. The CESA nomination process closes on October 1, 2015. For more information from OED view the webpage at: <http://uthsc.edu/oed/events.php>

Human Resource Updates

Debbie Jackson, Benefits Team Leader: Benefits has welcomed two new faces: *Cassandra Caldwell, Admin Assistant and Gina Curry, Insurance Coordinator*. Insurance open enrollment will be September 15-October 15 and the benefit fair will be held on October 1, 2015. Dental insurance will also be changed in the upcoming enrollment year and flyers were mailed out to employee's home address about upcoming health options. Cigna will also change networks to a local network, reducing the provider options. Cigna will be changed to Med Life for new dental coverage and most vendors will be available at benefits fair October 1.

Also, same sex legally married and common law couples are now covered under Family Medical Leave (FML).

Donna Lenoir, Employment Team Leader: Employment has officially relocate to the 1st floor of the Madison Plaza Building. When candidates are offered a position a separate offer letter should be prepared for all staff exempt and non-exempt employees by Human Resources only. Also, be sure to send HR a copy of all disclosure forms provided by new hires. Managers are also required to complete and submit the new hire check list to HR after employee are hired.



**Exempt Staff Council (ESC) Meeting
Tuesday, August 11, 2015
1:30-3:00pm
SAC 313**

Damon Davis, Compensation Manager: The next service award program will be for 25 plus years on October 20, 2015.

The next service award program is scheduled for August 20, 2015 at 1pm, honoring employees with 15 and 20 years of continuous service at UTHSC. Also, Compensation ~ Performance Evaluation training will begin in October.

Darnita Brassel, Training Administrator: HR training room is closed until the end of the year and classes will be moved to OED training room and Orientation will be moved to Hamilton Eye Institute. Administration professionals retreat has created a process for nomination to attend the conference.

Tennessee Board of Regions is offering CAP preparation classes online, which can be covered by the department (GL 449100 and do not use 446800). Please view the [HR-Training](#) page for upcoming classes.

Other Updates

Marian Harris, Employee Relations Counselor: Reviewed the Workplace Dynamics information presented in the combined meeting in July. □ Confirmed that we will move forward with the Chancellor's Chat beginning October 13th. Candidates will be chosen to participate by random selection with at least 50 participants per meeting.

- Anonymous complaints are also encouraged but to ensure follow through, it would be best to acknowledge your complaint.
- We are still working on the employee acknowledgement portion.

Next Meeting Date

November 3, 2015