

**University of Tennessee Health Science Center (UTHSC)
Exempt Staff Council (ESC) Meeting
Tuesday, April 7, 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, Andrea Kolen, Jackie McClarin, Kalon Owens-Jones, Felicia Washington, Vanesa Baker, Connie Childs, Andria White, Chandra Johnson, Bryan Lemieux, Randy Conway

Members Absent: Cindey Deaton, Tiffany Trice, Jamie Overton, Jane Poulos, Bryon Porter

Welcome: **Marian Harris, Employee Relations Counselor:** Committee was welcomed and meeting proceeded according to agenda.

Equity and Diversity Update

Chandra Alston, Associate Vice Chancellor (AVC) of Human Resources (HR): April is Sexual Assault Awareness month and OED will host a number of events for this month, which can be found on the OED webpage: <http://uthsc.edu/oed/events.php>

ESC Member Updates

Lisa Aitken ~ ITS: Renovations are complete in the Library and work will begin on other floors in the Lamar Alexander building which will eventually impact the relocation of certain departments in the this Lamar Alexander building.

Jackie McClarin ~ Finance and Operations: Michael Ebbs hired as the Associate Vice Chancellor of Finance and Operations replacing Pam Vaughn.

Randy and Vanesa ~ COM: Dr. Russell Chesney passes away on April 2nd he had a meet and greet April 6, 2015. Recently hired Dr. Jeffrey Towbin as Chief of Pediatric Cardiology.

Connie Childs ~ Student Affairs: Dr. Cheryl Scheid is retiring in June as Vice Chancellor of Academic, Faculty and Student Affairs. The department is still interviewing visiting candidates for her position.

ERAB Updates

Jackie McClarin ~ ERAB Representative: See attached

Human Resource Updates

Debbie Jackson, Benefits Team Leader: As of July 1st of this year all new hire employees will have to work a full calendar month before they will be covered by insurance. If the employee drops below 75% they are still covered by the University insurance, for at least 12 more months. Please be advised to update your beneficiary information, which can be done on the tcrs.gov website.

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

Donna Lenoir, Employment Team Leader: I9 forms are now paperless and will be available online soon. We will not host minors on campus this summer with Shelby County Schools this year. Please sign up for the different [HR128](#) Employment Training classes being offered this year, specifically for managers/supervisors.

Marian Harris, Employee Relations Counselor: The HR-Employee Relations Complaint form has been updated and can be found on the Employee Relations webpage. Also, a Drug and Alcohol free workplace session through EAP, is being offered as a HR 128 training class to the campus on Wednesday, April 15, 2015 from 10-11am in the HR Conference Room 910 Madison Suite 725.

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Damon Davis, Compensation Manager: Performance evaluations were due last week March 31st. If an employee received a rating score from 9-14, they should be placed on a Performance Improvement Plan (PIP). Employees can only receive a merit raise if their score is 15 or higher. New pay grades will be implemented July 1st of this year and may affect some employees' current rate of pay. Employees affected will be notified by HR via a letter, making them aware of the change.

Darnita Brassel, Training Administrator: Health awareness week is April 13th – 24th and the events for next week are attached. Administrative Professional Week is April 20th – 24th, so don't forget to appreciate your admins. The Administrative Professional lunch will be held on Wednesday April 22nd from 11am – 1:30 pm in the SAC dining hall. Online registration is scheduled for April 1st – 10th, so please make sure your admins sign up.

Please view the [HR-Training](#) page for upcoming classes.

AVC Updates

Town hall meeting April 8, 2015, to discuss the Modern Think and Workplace Dynamics survey results, in the Pharmacy Building auditorium from 2-3pm.

In the June/July ERC/ESC meeting we will invite the Chancellor and Vice Chancellor to discuss the committee member's feedback and suggestions for improvement based on the Workplace Dynamics survey results. In doing this the committee will also review what has already changed within the past few months and how can we make more effective changes in the future. To do this the committee will meet with their assigned workgroups before the next June/July meeting with.

Retirement incentives are being offered on different campuses but UTHSC will not offer incentives. Although, if you are retirement eligible, upon request, your department head may or may not be willing to negotiate an early retirement plan with you.

No minors allowed in the lab, zero tolerance and minors are also discouraged from being on campus during breaks, holidays or any other time.

ID badges must be worn at all times on campus. This will be enforced by Campus Police and employees without badges on campus will be escorted off campus or to the Campus Police Department.

Next Meeting Date

June 2, 2015

Employee Relations Advisory Board (ERAB) Meeting Minutes*

Videoconference

March 4, 2015

Dr. DiPietro stated that the current budget structure proposed for UT by the governor is about as strong as he has seen. If it holds, it will be a real win for us. It was recommended that there is an increased appropriation for performing well. State employees are proposed to get a 3% salary increase. UT is funded for a 1.5% increase and will try to fund up to a 3% increase with 1.5% for COLA and the remainder as market/merit raises. Capital outlay money is strong this year. Last piece is that capital maintenance money of \$25 million is available. The Governor's budget is very supportive of higher education this year. If state finances stay strong, we are hopeful that funding will be fulfilled as proposed. The trend has always been that 95% of the state budget proposed is funded. By the end of April/middle of May, budget amendments should be announced. We are in a good budget year this year but, in the past 10 years, we have had a steady decline. Tennessee has a bigger problem with our structural budget than other states. We are a well-managed state but other states have better revenue models that grow with their economy.

At last week's Board of Trustees Meeting, President DiPietro outlined how the current business model for UT is unsustainable in that it utilizes tuition increases to fund the university. Our current funding model taking into account less than 3% change in operating costs and anticipating no increases in state appropriations, our university will result in a \$155 million funding gap in 10 years. All of our campuses have a lot of deferred maintenance that the state has not been able to fund. This adds another \$25 million per year to deferred capital maintenance. The University is also working on closing salary gaps identified in the first year. The President would like to see enrollment grow, outcomes to remain at current levels, tuition to stay at its current level and for the university to use a number of tools to assess how to have a successful business model with no slip in the rankings. Each campus is tasked with presenting ideas to decrease the future funding gap. Chancellors are asked to start addressing and incrementally closing the gap beginning in July for next fiscal year. Reductions will be looked at over the next two budget cycles (fiscal years). *It was requested by an ERAB member that staff and faculty be included in discussions that will affect their campus and positions.* Under consideration at each campus are:

- Program realignment/consolidation and reallocation plans which equal to a 3% budget reduction.
- Voluntary retirements and work force reductions
- Non-formula units (like UTHSC) are asked to look if we are capturing costs while providing service.
- Large unfunded mandate that state adds to for tuition waivers (beyond benefits offered to employees). Each year the system is asked to provide tuition waivers to various groups but it is not funded by the state. System will study discounts and how to deal with them.
- Tuition structure reviews: expansion of differential tuition; regional tuition models; and a review of out of state students with an upper limit of maximum. The University will continue to try and educate as many Tennesseans as possible.
- Review of tenure/post-tenure review process.

The University's Strategic Plan is shifting. This is not a static document - changes are based on the situation UT finds itself in. The Board has partially endorsed the plan.

The Governor's proposal for changes to longevity does not affect UT employees. Per President DiPietro, the university has been told repeatedly that we will not be affected.

Agenda items discussed are listed below:

1. Inventory Tags

It was requested that inventory tag numbers be printed larger to make them easier to see. The suggestion was forwarded to the Controller's Office and they are checking with the vendor to see if it is possible.

2. Health Coaching

A request was made to provide the purpose/goal of having a third party vendor for health coaching and to identify any cost savings/benefits for the continuation of this practice. It was confirmed that there have been issues with coaching. The first vendor was fired and there was a data breach of the second vendor. There have been complaints filed

regarding the coaches and the information they request and advice they provide. The state is working with the vendor to better train its employees. The purpose of the health coaching is to drive down costs of health care for those individuals who do not consistently go to the doctor. Health coaching is identified by certain specifics (diabetes, high blood pressure). Cost savings can be documented in that it leads to fewer health claims. There was not a cost increase in insurance premiums this year. There are currently 144,000 members in the state insurance plan and health coaching has been determined best practice for any plans over 50,000 members. Last year the percentage of employees being coached was 50%. If there are any concerns with health coaching, the employee is asked to document specific issues (including date and time of call) and notify Rob Chance. Health Benefit Administration will follow up. Additional end user feedback could be linked with employee survey. It appears that UT is the group that is most dissatisfied with health coaching. System is checking to see if certain people can possibly opt out of health coaching. Employees were reminded to fill out their Well Being Assessment online by March 15 and have completed their health screening by June 15.

3. Full-Time Hours

The suggestion was made to change the full-time hours worked per week from 40 hours to 37.5 hours to match the full-time work currently in place at all TBR institutions as well as the State of Tennessee. This suggestion was made to decrease the work week slightly in an effort to compensate for no or small raises. Some of the responses to the suggestion was that the change in work week would result in:

- Need for additional employees which would be an increase in cost
- Would create problem with 24/7 work hours; would have to have overlapping shifts to cover
- Would reduce the average employee's salary by \$1700 a year (with adjusting current salaries to 37.5 instead keeping same salary level and reduce number of hours).

Suggestion was considered by the university in the past but was not implemented.

4. Proposed Changes to State Employee Insurance

- a. Employee will cover the cost of basic group insurance plans and will pay the entire cost of voluntary plans – current policy.
- b. Reduction of state's contribution to dependent coverage. This is a proposed change and would reduce dependent coverage from 70% to 80% over the next two years.
- c. Continue eligibility for insurance for enrolled employees during temporary periods of disability caused by work injury – current policy.
- d. Continue insurance eligibility under certain circumstances for dependents of employees killed in performance of duty – current policy.
- e. Deny coverage to spouses of state employees who are eligible for group health insurance from their own employer – proposed change. Spouse would have to get insurance through their job. This change is possibly just for health insurance; system will check to see if it includes all insurance.
- f. Maintain a graduated system of shared costs for retirees eligible for Medicare supplemental insurance – will be given a payment to go buy your own insurance coverage. Monies given would be used to offset cost.
- g. Not offer retiree coverage to employees hired after June 30, 2015 – this is a proposed change. Employee would not be eligible for retiree coverage or \$100 Medicare supplemental insurance.

These are proposed changes and the university is not sure if they will pass. Information needs to be shared with employees.

- Next enrollment period will offer a health savings plan with a higher deductible (\$1000 instead of \$450). State would contribute into health savings account for you. The monies never expire and can only be used to pay health care expenses. You put in \$1000 as a pretax contribution and state will add up to \$1000 (these funds can accumulate). Funds can be used instead of flex benefits plan – cannot do both plans.
- There is a possibility for a Cadillac tax in 2018 which is a penalty for insurance provided to employees over \$10,000 per employee.
- Beginning June 30, it is proposed that insurance for new employees will start on the 1st of the month after the employee has worked a full month.

5. Benevolent Fund Update

A request was made at the last ERAB meeting to identify concerns HROs had regarding establishing a campus benevolent fund. Concerns were numerous; a select few of them include:

- how would committee review requests;
- minimum donation amount;
- how will it be funded;
- how do you solicit additional funds;
- how will funds be collected;
- what types of situations would qualify;
- would requesting employee's financial information have an impact;
- limits on number of requests, dollars received, type of situation;
- taxable income;
- where will funds be maintained;
- audit of funds;
- what happens when someone is turned down and complains when someone else got a donation for the same item.

It was recommended that EAP handle any urgent need requests. Concerns regarding the handling of cash money requires that a lot of checks and balances are dealt with. It was suggested that any future discussion of this matter would have to be addressed in a full proposal.

***The next ERAB meeting will be a videoconference to be held on June 19, 2015.
Please forward any questions your group may have to your ERAB representatives.***

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**Please note this is an unofficial set of the meeting minutes. An official set of minutes should be available for the next scheduled ESC and ERC meetings.*

2015 Administrative Professionals' Luncheon

Celebrating the Generational Melting Pot



Guest Speaker

Dr. Tonjanita Johnson

*Vice President for Communications and Marketing
University of Tennessee (System)*



Wednesday, April 22, 2015

11 a.m.—1:30 p.m.

The role of administrative professionals has progressed over the decades. The Health Science Center is fortunate to have administrative professionals in multiple generations who continue to make valuable contributions to the success of our institution.

This year's celebration will focus on the progression of the administrative support profession. It will also encourage us to acknowledge the value of employees in each generation who have chosen a career as an administrative professional.

In addition to changes in how these professionals function day-to-day, the "tools of the trade" have changed as well. As shown in this year's graphic from the article *Generational Melting Pot* (July 2014) in the IAAP monthly publication, OfficePro, administrative professionals have gone from using manual typewriters to hand-held mobile devices to accomplish their tasks. Those professionals who have worked with all these tools may appreciate some of the progress while longing for some things from the past. Administrative professionals in recent generations may find it difficult to imagine being productive using manual typewriters or other tools from the past. However, the common denominator is that each generation effectively uses the tools available to them to accomplish their jobs with excellence! This year's theme, "Celebrating the Generational Melting Pot" was chosen to highlight the value each generation brings.