



**Exempt Staff Council (ESC) Meeting
December 1, 2015
1:30-3:00pm
O.D. LARRY DINING HALL**

Start Time: 1:05

Members Present: Judy Brooks, Ramona Jackson, Andrea Kolen, Vanesa Baker, Connie Childs, Lisa Aitken, Kathy Gibbs, Michael Alston, Jamie Overton, Brenda Clark, Jeddie Maxwell, Laura Nichols, Wanda Patrick, Stanley Tyler, Netia Watson, Valerie Wheeler, Beverly Avis, David Epps, Bryon Porter,

Members Absent: Marion Grinston, Jason Holloway, April Jones, Jasmine Shorter, Jayne McKinnie, Jane Poulos, Bryon Porter, Kalon Owens-Jones, Bryan Lemieux, Ebony Smith, Andria White, Randy Conway, Shelia Cooper, Jacquelyn Easley, Deonne Edwards, Jacquelyne McClarin, Felicia Washington, Tara Bea, Sherri Jackson, 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: UTHSC is dedicated to constructing and maintaining a healthy learning and productive work environment free from sexual Misconduct, relationship violence, stalking, and retaliation. The Sexual Misconduct Policy applies to all UTHSC employees and students. For more information and resources found within each campus, please refer to the OED webpage. UTHSC has 5 Title IX Coordinators on site that handle any complaints and/or inappropriate actions: Michael Alston (Assistant VC of Equity and Diversity), Dustin Fulton (Sr. Equity Assurance Admin), Ashleigh Brock (Equity Assurance Admin) Jenna Fieldlings (Associate Equity Assurance Specialist) and Marian Harris (Employee Relations Counselor). In their absence it is still the ethical duty and responsibility of each manager or supervisor to take in a complaint and report it to appropriate party.

Human Resource Updates

Debbie Jackson, Benefits Team Leader: Prudential, our long term disability company, will start open enrollment, January 15, 2016 to mid Feb of 2016. Also, the dental carriers will change to Cigna and Metlife in 2016. There are no changes to 401k/Retirement. In spite of rumors to the contrary, there have been no change to the Longevity Pay Policy.

Damon Davis, Compensation Manager: The exempt status and/or classification of some employees will change (223 possibly impacted) next year (2016) impacting all employees paid less than \$50,440. A committee has been formed with collaborative members from each campus to iron out the final details of this federal mandate.

Also, *2016 Performance Evaluation* training for managers and supervisors will begin December 9, 2015. **Newly hired manager and supervisors are strongly encouraged to attend.**



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Darnita Brassel, Training Administrator: The newly renovated HR training room will hopefully be up and running at the end of January. This new room will accommodate 36 people.

Mary Kallaher, Employee Relations Team Leader and Marian Harris, Employee Relations Counselor: The new team leader is responsible for all Employee Relation concerns, training and FML related matters. A new initiative called "Leadership Forum" was held on October 13, 2015. This was the first of many events that will be held on a quarterly bases with the leaders of the University and randomly selected employees. For more information please view the new *Leadership Forum* webpage.

We will also begin working on other initiatives suggested from the ERC/ESC workgroups to improve the culture of the University: OC Tanner (Social Recognition); anonymous outlet for complaints.

Also, if there is anyone on the ESC or ERC committee who is no longer able or willing to participate, please email Marian Harris at mharri26@uthsc.edu.

Announcements

Chandra Alston, Associate Vice Chancellor: The Workplace Dynamic Survey comments were briefly revealed. There will be a reception, Wednesday December 7th to reveal Top Workplace, after hours at the Hilton. There will be a Celebration December 8th where employees will get a chance to hear from the chancellor, vice chancellor and the deans.

Holiday Party scheduled for Friday, December 6, 2015

Next Meeting Date

Combined ERC/ESC meeting - January 12, 2016