



Combined Employee Relations Advisory Meeting
Tuesday January 12, 2016
1:30-3:00pm
SAC 305

Start Time: 1:32

Members Present: Judy Brooks, Ramona Jackson, Andrea Kolen, Vanesa Baker, Connie Childs, Lisa Aitken, Kathy Gibbs, Michael Alston, Brenda Clark, Laura Nichols, Wanda Patrick, Valerie Wheeler, Beverly Avis, David Epps, Bryon Porter, Tricia Satkowski, Jacquelyn Easley, Deonne Edwards, Jacquelyne McClarin, Kalon Owens-Jones, Randy Conway, Andria White, Nancy Wilson

Members Absent: Marion Grinston, Jason Holloway, April Jones, Jasmine Shorter, Jayne McKinnie, Jane Poulos, Bryon Porter, Bryan Lemiux, Ebony Smith, Randy Conway, Shelia Cooper, Felicia Washington, Tara Bea, Sherri Jackson, Harriet Lang, Lindsey Price, Mary Tunstall, Jamie Overton, Jeddie Maxwell, Stanley Tyler, Netia Watson, Benita Williams

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

Equity and Diversity Update

Michael Alston, Assistant Vice Chancellor of Equity and Diversity & Student Rights: The Office of Equity and Diversity is in the process of finalizing classes that will offer. Diversity and Inclusion Certificates. These classes will require that individuals are tested on their learned knowledge before they receive these certificates. There will be four core classes that will be given and they are: Accommodation ADA and Religion, Conducting a Successful EEO Affirmative Action Search, Diversity Inclusion Literacy, Developing Cultural Confidence, and Communicating Diverse Personalities. Before these classes are offered to the University as a whole, OED will do a pilot class, with two attendees from each Vice Chancellor's area. This Pilot group will let the Equity and Diversity team know if they are teaching what they said the objectives would be, from there if that's successful, the Equity and Diversity Office will launch the full certificate program. You will be able to finish the certificates in three themed quarters, one of the themes is: The Compliance Series, *The Workforce Series*, *The Inclusion Series*, and *The Workplace Series*. There will be eight other elective classes available, however it will be mandatory to take the core classes.

Human Resource Updates

Debbie Jackson, Benefits Team Leader: Please make sure that you are checking your emails for Partners for Health Plan information and deadlines there will be another wellness exam required as a part of your partnership promise, the deadline is in March. Prudential, our long term disability company, will launch open enrollment, January 15, 2016 through Feb 15, 2016. Your 401k, 403B enrollments will go through HR Benefits now. Also, the dental carriers have changed if you had Assurant it is now Cigna and if you Delta Dental it is now MetLife. You will be getting



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your cards in the mail. If you were a Cigna member last year, we are now Cigna plus Network. Before you go to see your PCP (Primary Care Provider), please check to make sure if they are in the network. You will be responsible for the cost if your PCP (Primary Care Provider), is not in network. Everything will be sent out in email and in the Benefits Facts.

Donna Lenoir, Employment Team Leader: There are two new changes in Employment implemented through HR Acuity: Exit Clearance Survey and Onboarding Survey. HR Acuity is a management operating system that allows us to manage employee relation concerns and workplace investigation solutions. This system will be managed by Kendy Kallaher, Employee Relations Team Leader. The HR Acuity system will manage the data from the Exit Clearance Survey and keep HR abreast during the Onboarding experience with recently hired staff. When a person leaves the University the Exit Clearance survey will be sent out to the person that is leaving, helping us understand to why they are leaving the University. With the Onboarding process, the HR will send out an email within the first 30 days of employment, making HR aware of that individual's onboarding experience.

Damon Davis, Compensation Manager: New initiatives in compensation are taking place, as HR meets with the Vice Chancellors and the Deans, such as the Salary Schedules (moving from 10.00 to 10.50 by the spring). The goal is that people with 5 years' experience will be at 85% of the 50th percentile of their particular job, based on the relevant job market.

The University is still researching the Department of Labor mandate that will impact employees with an exempt status and/or classification, making less than \$50,440. On the 28th & 29th Kendy Kallaher, Employee Relations Team Leader and Damon Davis, Compensation Manager, will be traveling to Franklin TN to meet and discuss more information about the New Department of Labor exempt salary guidelines with other UT campuses.

The *2016 Performance Evaluation* training for managers and supervisors has started. Newly hired manager and supervisors are strongly encouraged to attend.

Darnita Brassel, Training Administrator: The, HR training room has been newly renovated and now sits 36 people (class room style). HR's first quarter training schedule is on the training HR training calendar. Handouts were given to business managers and supervisors.

HR will be hosting the Administrative Professional Luncheon on Wednesday April 27, 2016, Administrative Professional's Day. Dr. Lori Gonzalez, Vice Chancellor of Academic Affairs will be the speaker.

Marian Harris, Employee Relations Counselor: There will be a 1-800 number that will allow employees to report issues anonymously. The second Leadership Forum will be on January 13, 2015 with Chancellor Dr. Schwab and Vice Chancellor Dr. Brown, invitation only. At least 50 employees were invited and 22 confirmed their attendance. The concerns addressed in the forum, will be put on the Employee Relations webpage.



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ERC/ESC Member Update:

Laura Nichols, Administrative Secretary: The current Business Manager, Joan Porter for the Jackson Clinic has put in her notice to retire in June.

Kathy Gibbs, Director of Student Academic Support Services: There will be consultants coming next week to look at student focus and make suggestions and recommendations. They will be going to each department on campus.

Randy Conway, Assistant Director of Pediatrics: The New Director of Pediatrics, Granger Butler started Monday January 4, 2016.

Brenda Clark, Administrative Aide Library Services: The library is still working on the 5th floor, and hopefully the renovations will be complete by the spring. Rick Fought is currently the interim Director.

Valerie Wheeler, Sr. Accounting Clerk: Please encourage your employees to notify IT (telecom) when an employee leaves or changes offices/departments on campus. Please check your monthly phone bills to make sure that the employees that are on there are correct.

Kalon Owens- Jones, Coordinator: Last year an Occupational Therapy student committed suicide and in her honor, the college of Health Professions will be opening the Rachel Kay Stevens Therapy Center, in her honor. The college of Health Professions will be offering awareness courses, teaching parents how to help their children adjust to different disabilities whether mental or physical. The Rachel Kay Stevens Therapy Center will open next month (February of 2016) in the Boling Center on the 4th floor.

Judy Brooks, Supervisor: The Boling Center front door on Jefferson Ave has been locked down, therefore you will have to swipe your card or push the call button to gain access. The director over the Boling center Dr. Frederick Palmer has announced that he will be retiring this year.

Jacquelyn Easley, Coordinator II: The newly named Grants and Research Agreement Department are in the process of implementing their new Grants Writing Service Division. There are classes currently going on to the new processes that go along with the new division.

Lisa Aitken, Director of Customer Technology Support: The IT department will start migrating everyone from the old email system to a new one, *Office 365*. The old system holds only 1GB of storage and the new Office 365 holds 50GB of storage. The IT department will meet with one department at a time to make this transition as smooth as possible.



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Announcements:

Chandra Alston, Associate Vice Chancellor: Thanked everyone for all the hard work that they have done in 2015 all the successful transitioning that has happened and more transitioning is to come in terms of a concern that succession planning is going to be very important especially when people decide to move on whether its retirement or moving on to another department, it is important that everyone makes sure that we have someone in place that is ready to take up the responsibilities (create a succession plan). The workplace survey results were shared.

Kendy Kallaher, Employee Relations Team Leader: The ERC/ESC will be divided into three workgroup, same as last year: Leadership, Employee Concerns, and Employee Engagement. These workgroups are based on the information shared in the Workplace Dynamic Survey. The purpose of the workgroups, will be to develop applicable strategies to help improve the University community. Signup sheets were sent around but if you did not sign up your name will still be applied to the list.

Next Meeting Date

ERC Meeting: Tuesday February 2, 2016 1:30PM-3:00PM in the *new* HR Training Room (910 Madison Ave., Suite 725, Memphis TN 38163)

ESC Meeting: Tuesday, March 2, 2016 1:30PM-3:00PM in the *new* HR Training Room (910 Madison Ave., Suite 725, Memphis TN 38163)