



**Employee Relations Organizations Meeting  
September 24, 2021 – 10:00am to 12:00p  
HR Training Room & Zoom**

**Moderator:** Debbie Long

**Representatives Present:**

**ERC:** Jackie Cotton, Robyn Taylor, Linda Johnson, Jean Perdicaris, Jackie Fox, Janette Smith, Victoria Christian, Lyncie Crawford, Nathan Tipton, April Thompson, Nury Magana, Amber Carter, Katora Jones

**ESC:** Venus Claxton, Yin Su, Stephanie Breuer, Rosalie Nelson, Kimberlee Norwood, Kaining Zhi, Bran Upchurch, Lisa Hall, Blake Dingman,

**Representatives Absent:** Andrea Briggs, Kimberlee Norwood, Selena Strong, Dorothea Owens,

**Minutes Secretary:** Debbie Long

**Meeting Agenda and Minutes**

- 10:00am Welcome and Attendance – Debbie Long
- 10:05am Representative Share – Janette Smith
- See PowerPoint slides below
- 10:20am Representative Share – Rosalie Nelson
- See PowerPoint slides below
- 10:35am Representative Share – Yin Su
- See PowerPoint slides below
- 10:50am Representative Share – Amber Carter
- Been with UT for 11 years, began as a temp in HR before taking a full-time position in Communications and Marketing as a coordinator. In this position Amber did a lot of writing and communication to the campus.
  - Now obtained a new position in Ophthalmology within the Hamilton Eye Institute (HEI) located in the 930 Madison Plaza Building on the 3<sup>rd</sup>, 4<sup>th</sup>, and 7<sup>th</sup> floor. Soon the administration area of the HEI will move to Suite 100.
  - Amber’s new position is an administrative role.
  - The HEI has four main parts: education (i.e. ophthalmology student instruction), clinical care (for pediatrics and adults), research laboratory, and ophthalmology residents.

- In her new position she will increase awareness and knowledge of the HEI both externally and internally. Any requests for grand rounds or similarly related requests go through Amber.
- Within this position her focus is between media, administrative tasks, and promotion & tenure processes for faculty.
- She was introduced to this position through her work with the department's Cataract-a-thon annual initiative.
- Also talked about the Lion's Club which
  - Gives people in low-income brackets access to free to low-cost eye care.
  - Has provided free eye surgery to more than 200 people.

11:05am      Round Table Announcements

#### Communications:

- Communications recently hired a Digital Content Specialist who is working on webmaster duties and taking headshot. If a headshot is needed please request through the Marketing and Communications webpage: <https://uthsc.edu/communications/digital-content.php>
- Strategic Communications position is currently open.

#### Nursing:

- New staff member on board – Project Coordinator focusing on the HRSA grant.

#### ITS

- Position is open for a Service Desk Technician

#### AFSA and ERAB

- Last week the Strategic Planning Committee Membership for UTHSC met. This is a committee that focuses on the strategic planning for UTHSC.
- The old CDD building, Hyde Building, Campus Police building, and Phi Chi house are being torn down in preparation for the construction of the apartment complex and commercial parking and shopping center in development.

#### Campus Police

- There has been an increase in violent crime in the Mud Island area (not far from campus where a lot of students, staff, and faculty reside). We encourage all to be diligent in your safety.

A decorative circular frame composed of multiple concentric, light-colored lines surrounds the central text.

**FACILITIES**  
**DEPARTMENT**

# DIRECTOR OF OPERATIONS

**Edwin Jeffres, Facilities Director of Operations**

- 25 years of experience
- His determination and innovative thinking have allowed him to easily transition into his new leadership role.
- As the director of operations, he successfully exhibits the ability to strategically plan and influence the facilities administration workforce in the right direction.
- Oversees the day-to-day planning, organizing, and direction of various crafts areas within the facilities administration office.



# FACILITIES CRAFTS

HVAC

Custodial

Logistical

Building  
Maint.

Stockroom

Plumbing

Boilers

Electricians

Bio Med

## Rosie Davis, Administrative Specialist III

She currently works for the Director of Operations, Edwin Jeffres.

- In her support role for his office she works diligently to ensure the facilities department is seen in a positive light.
- Her role encompasses many things within facilities and she is dedicated to ensuring the success of the department.
- Most importantly she produced the Facilities Newsletter for over 5 years, managed all updates for the facilities website, and has facilitated other programs and departmental events to promote positivity within the organization.





**Tracy Horton – Employee Relations  
Counselor**



**Kameron Lurry – Human Resource  
Coordinator**

- Responsible for all Facilities HR needs.

# Administrator Director for the Facilities Business Office

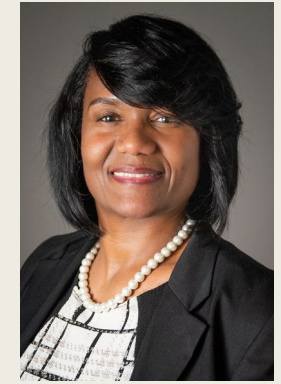
- In her role, she is responsible for managing and coordinating the business operations of Facilities Administration.
- Includes budget preparation and control, accounts payable and receivable, contracts and grants, business resources, physical plant operations, auxiliary enterprises.





# Facilities Business Office

- Facilities Business Operations is responsible for the administrative functions for the Facilities Department including fiscal management, personnel changes, time entry and approval, records retention, motor pool operations, and centralized stockroom operations.
- Management of Facilities budget, contracts and purchase orders, financial reporting, internal and external billing, receivables, and payables, payroll, motor pool operations, billing, and vehicle procurement



## Administrative Staff



**Krystalyn Bell**  
Sr. Accounting Clerk  
901.448.3075



**Lakelia Carter**  
Work Order Coordinator  
901.448.5661



**Katie Mason**  
Work Order Coordinator  
901.448.4001



**Ann Nettles**  
Sr. Budget Assistant  
901.448.5665



**Rosemary O'Kelley**  
Financial & Budget Analyst  
901.448.5857



**Lacy Scott**  
IT Administrator  
901.448.2223



**Janette Smith**  
Accounting Specialist II  
901.448.5661



**A'ishah Williams**  
Procurement Coordinator  
901.448.3076



**Sheretha Peart**  
Accounting Specialist I  
901.448.2438



**Quinarius White**  
Sr. IT Technician/Archibus  
901.448.5007



THE UNIVERSITY OF  
TENNESSEE  
HEALTH SCIENCE CENTER.

# UTHSC Facilities Office of Architecture & Planning

Rosalie Nelson

# Where Are We Located?



Facilities Building  
Office of Architecture & Planning  
201 East Street, Suite 104  
Memphis, TN 38163

(Behind McDonalds on Union)

# Architecture & Planning Staff



"We're all fabulous and rays of sunshine."

Laura Mooney



Bill Crewe - Project Manager, PMP



Laura Mooney - Project Manager



Ken Nazor - Project Manager, PMP

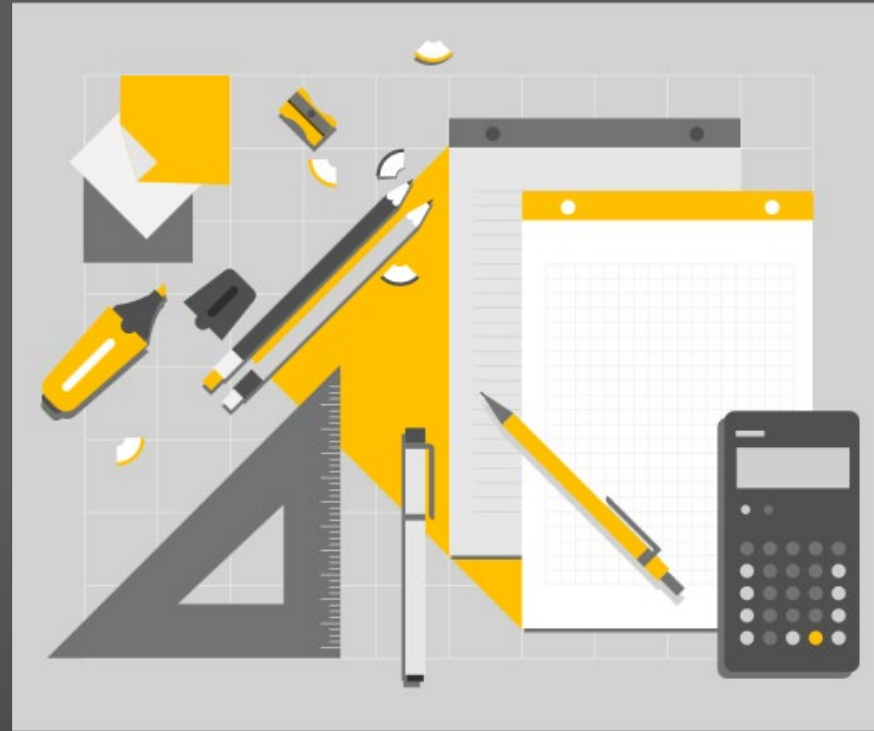


Ray West - Project Manager



Rosalie Nelson - Assistant Project Manager, CAPM

# What We Do in Architecture & Planning



- We provide design and review services for the UTHSC campus.
- Clients request that our staff assist in the programming and design of their renovation projects.
- During programming, we lead the client through each step and answer any questions the client may have along the way.
- The cost of our services for all phases of a project must be reimbursed by the client department.

# Internal and External Consultants





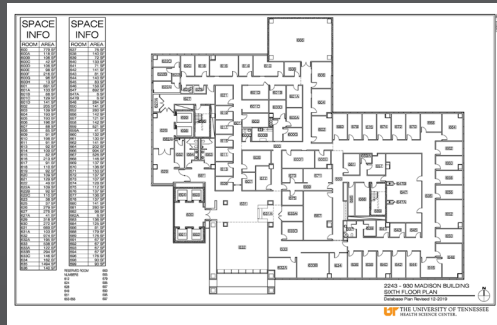
- In Facilities, we have skilled crafts in electrical, plumbing, HVAC, and construction. Our project managers will consult with the superintendents and supervisors for their expertise during our planning and design phases of our projects. This is very helpful when estimating our projects.
- Architecture & Planning may also contract with external private consulting engineering firms to provide design services for electrical, HVAC, plumbing, structural, and civil engineering.

# Available Architectural Services



- Conceptual design and planning consultation.
- Estimating services for maintenance projects, renovations, and major work.
- Bidding construction projects.
- Construction administration.
- Preparation of construction documents, drawings, and specifications for projects.
- Coordination of external engineering consultants.

# Other Things We Do



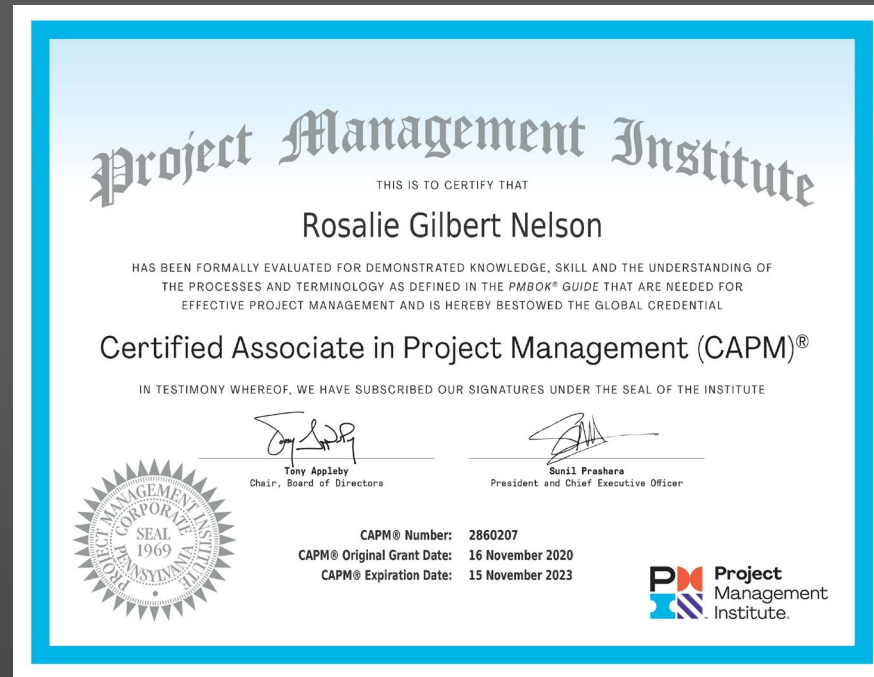
ID	Task Name	Duration	Start	Finish	Estimated Cost	Cost	Resource Names
1	Van Meet Restrooms	16.25 days	Thu 7/15/21	Fri 8/6/21	\$10,041.66	\$6,339.53	
2	Pre-Construction Meeting	1 day	Thu 7/15/21	Thu 7/15/21	\$400.00	\$400.00	All Crafts Involved, Neash
3	Project Setup in Archibus	7 days	Thu 7/15/21	Fri 7/16/21	\$0.00	\$0.00	Russell Nelson
4	Design Meet of Project	1 day	Thu 7/15/21	Fri 7/16/21	\$0.00	\$0.00	Russell Nelson
5	Design Review	1 day	Fri 7/16/21	Fri 7/16/21	\$0.00	\$0.00	All Crafts Involved
6	Project Estimating Phase	8 days	Thu 7/15/21	Tue 7/20/21	\$0.00	\$0.00	PM & IIT Superintendent
7	Electrical Cost	8 days	Fri 7/16/21	Fri 7/16/21	\$100.00	\$100.00	Electrical Department
8	HVAC Cost	8 days	Fri 7/16/21	Fri 7/16/21	\$188.46	\$188.46	HVAC Department
9	Construction Cost	8 days	Fri 7/16/21	Fri 7/16/21	\$1,100.00	\$1,100.00	Carpenter Department
10	Fire Safety	8.25 days	Thu 7/22/21	Thu 7/22/21	\$14.00	\$8.40	Fire Safety Department
11	Plumbing Work	8.25 days	Thu 7/22/21	Thu 7/22/21	\$50.00	\$50.00	Plumbing Department
12	Electrical Demolition	1 day	Thu 7/22/21	Thu 7/22/21	\$488.00	\$488.00	Electrical Department
13	Construction Demolition	1 day	Thu 7/22/21	Fri 7/23/21	\$612.00	\$612.00	Carpenter Department
14	HVAC Demolition	1 day	Fri 7/23/21	Fri 7/23/21	\$488.00	\$488.00	HVAC Department
15	Uplift Work	2 days	Tue 7/27/21	Wed 7/28/21	\$4,264.00	\$2,132.00	Uplift Services
16	Construction Rough-in	4 days	Thu 7/29/21	Tue 8/3/21	\$1,654.00	\$131.90	Carpenter Department
17	HVAC Rough-in	1.25 days	Wed 8/4/21	Thu 8/5/21	\$100.00	\$100.00	HVAC Department
18	Electrical Rough-in	1 day	Wed 8/4/21	Wed 8/4/21	\$440.00	\$120.00	Electrical Department
19	Final Inspections	1 day	Thu 8/5/21	Fri 8/6/21	\$0.00	\$0.00	Edwin Jeffers, Kacie Nels



- Architecture & Planning maintains all master building floor plans digitally and updates them following all renovations.
- We enter work requests into Archibus that go to Facilities trades for internal work to be done on campus projects and maintenance projects. Maintenance projects are those that require more than one trade (like plumbing, electrical, and construction) and must be managed by a project manager.
- We estimate costs for work to be done, calculate materials needed for projects, and order materials from vendors.
- We create work schedules for projects via Gantt Charts.
- Project Managers create construction documents and drawings and manage projects during all phases of construction.

# A Little About Me

## Rosalie Nelson, CAPM



- I have been with UTHSC 7 years. I began in the Office of Space Planning and have been in Architecture & Planning for the last 3 years.
- I am an Assistant Project Manager and have many projects on campus from parking lots to maintenance projects and renovations.
- In November of 2020, I passed the CAPM exam and became a Certified Associate in Project Management.
- I still do some of my Space Planning duties and am the UT CAD Manager in the Real Estate Module of Archibus (deals with space and space usages). I'm responsible for keeping all floor plans and room data up-to-date.

Any Questions?





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# Getting to Know The Office of Sponsored Programs (OSP)

Yin Su, MD, MHIIM, CCRP

Exempt Staff Council Representatives - Research  
Sponsored Program Analyst  
Office of Sponsored Programs  
The University of Tennessee Health Science Center

ERO Meeting  
September 24, 2021

# The Office of Sponsored Programs (OSP) - UTHSC

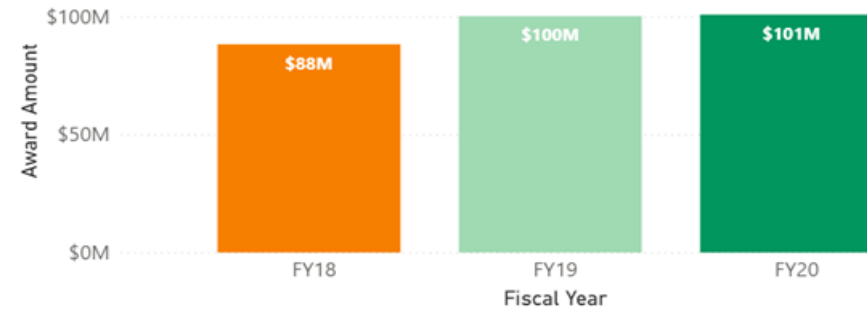
## OSP-UTHSC Goal:

The Office of Sponsored Programs at UTHSC provides support for the faculty and staff of the Health Science Center (including components at the UT Graduate School of Medicine in Knoxville and the Chattanooga Unit of the College of Medicine) in their efforts to obtain external funding for research and other sponsored projects, while ensuring compliance with UT policy, sponsor policy, and applicable law.

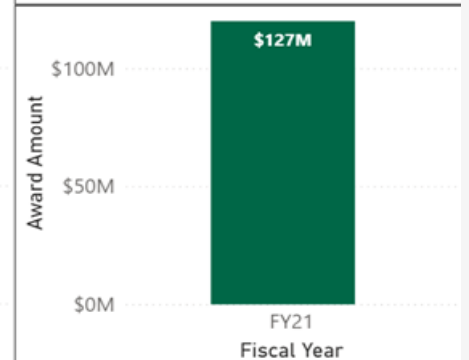


## Award Amount by Fiscal Year

This graph shows the value of awards received by all UTHSC campuses by fiscal year. The current fiscal year bar shows values through the most recent month. Hover your mouse over the graph for additional data.



The current fiscal year bar shows the values through the most recent month.



<https://www.uthsc.edu/research/sponsored-programs/dashboard-metrics/award-amount-fiscal-year.php>

## Our Leadership:

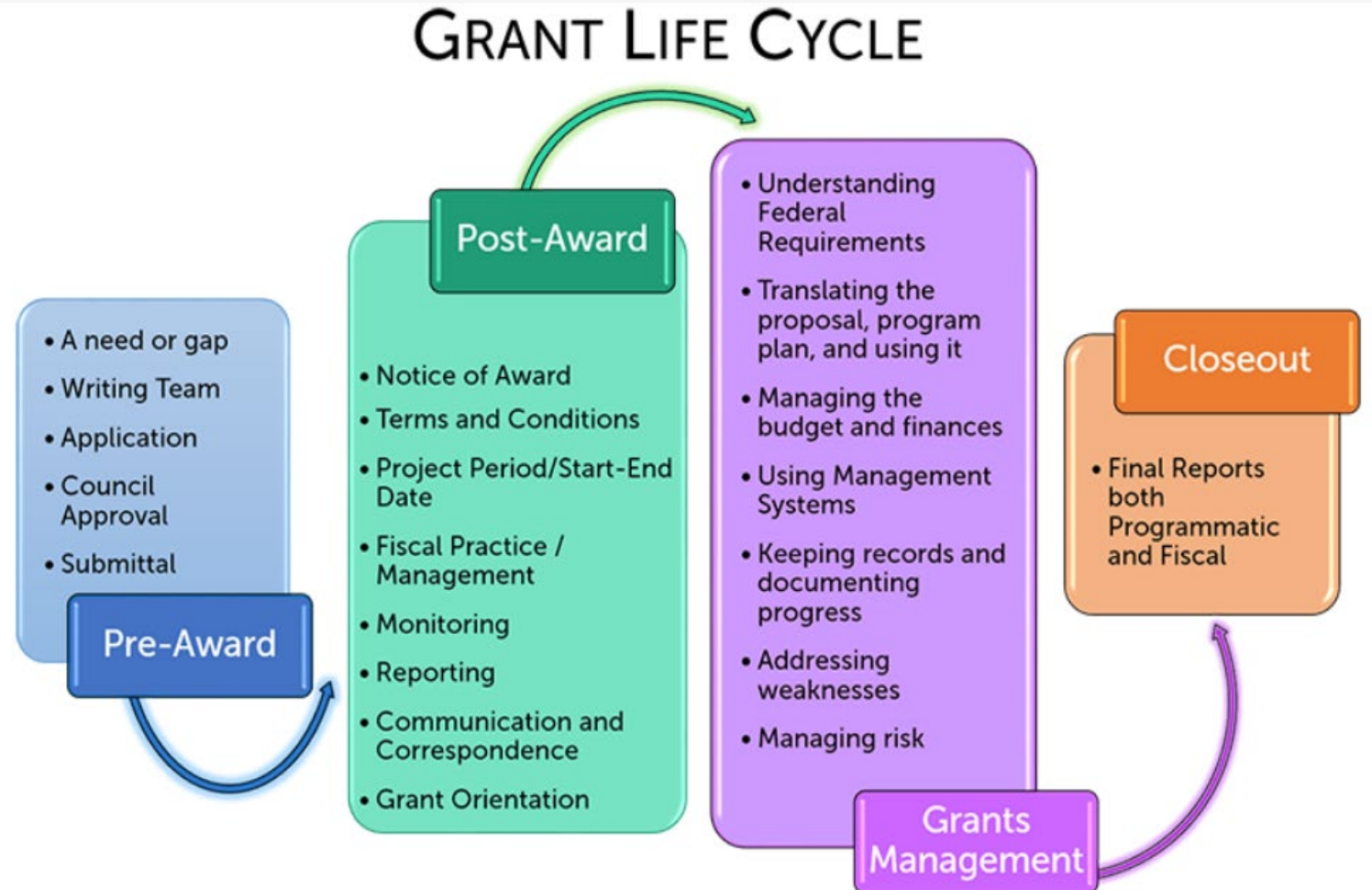
Sarah J. White, MA, Ed.M.  
Associate Vice Chancellor for Research

Brenda Murrell, MBA, CICA  
Director of Sponsored Programs, Proposal and Award Management

# OSP Services After A Grant Is Awarded

1 Post Award Services

2 Explaining Award Clinical Trial



# Where To Know The Updated Policy - Q&A

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## OSP and Me June 2021 Updates

Office of Sponsored Programs  
**UTHSC Memphis Has a new Facilities and Administrative Rate Agreement**

- **Effective: July 1, 2021**
- **2% increase for On-Campus Research new rate is 54%**
- **OSP Webpage Link to F&A Rate Agreements**
- **[Institutional Information](#)**
- **New and Resubmission Proposals Reminder**

Please use the new 54% rate when proposing On Campus Research



## OSP + ME

Informal discussions about applying for research funding and managing awards

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**UTHSC** RESEARCH