



**Employee Relations Organizations Meeting**  
**March 18, 2022 – 10:00am to 11:40am**  
**Zoom**

**Moderator:** Debbie Long

**Representatives Present:**

**ERC:** Lyncie Crawford, Nathan Tipton, Nury Magana, Katora Jones, Jean Perdicaris, Amber Carter, Janette Smith, Victoria Christian, Joyce Freeman

**ESC:** Bran Upchurch, Kaining Zhi, Jackie Cotton, Yin Su, Selena Strong, Rosalie Nelson, Mary Judson, Venus Claxton

**Representatives Absent:** April Phetteplace, Linda Johnson, Lisa Hall, Jackie Fox, Andrea Briggs, Kimberlee Norwood, Blake Dingman, Dorothea Owens

**Minutes Secretary:** Debbie Long

**Visitors:** Dr. Chandra Alston

**Meeting Agenda and Minutes**

- 10:00am**      **Welcome and Attendance – Debbie Long**  
Welcome new members, Joyce Freeman and Mary Judson!
- 10:10am**      **Round Table**
- AFSA  
CHIPS Executive Director position in final round of interviews.  
Coming soon posting soon Sr. Associate Vice Chancellor for Academic and Faculty Affairs
- Research  
Senior leadership is changing. Several personnel changes are in the works. Brenda Murrell has taken over executive level in the interim.
- Dentistry  
New personnel coming on board! In the cash register area and oral surgery.  
Construction is still on going, testing new fire drill procedures. The Bite internal circulation has been a success and is being well received by the college.



#### Forensic Center

We are busy as usual. We recently had 3 new techs start recently.

#### Hamilton Eye (Ophthalmology)

New personnel coming onboard as well. Gearing back up for the quarterly newsletter and bringing updates to the website. Still working on moving downstairs to the new suite. April 8th and 9th is the Ophthalmology Symposium. Can attend in person at the Freeman Auditorium. Register is required, an online viewing option is available.

#### Finance

Accounting Assistant for Contracts position open and currently recruiting. Payroll Accounting position filled. Accounting and Budget Director position filled in the interim by Kimberly Moore.

#### GME

Today is match day for the residents and fellows at 11:00a today! 41 of the incoming residents and fellows are UTHSC graduates.

#### Health Professions

Welcoming Selena Strong as the new Business Manager! She is transitioning from the College of Pharmacy.

#### Graduate Health Sciences

Hiring for an Administrative Coordinator currently being recruited, this position works with the post doc office and supporting the day to day functions.

#### Facilities

Two new hires! A new locksmith and HVAC mechanic.  
Architectural and Planning Project Manager position open. Laura Mooney, other Project Manager, is exiting and will be open for recruiting.

#### Pharmacy

Currently searching for a new Dean of Pharmacy. Dr. Chisolm-Burns still here and working, preparing for the transition. Flexing and hybrid work schedule, office representation daily with a rotating schedule. Faculty changes taking. 2 open positions for administration in the College of Pharmacy, Business Manager position is also open.

**10:30am**

#### **Chandra Alston addressed the committee**

Update Beneficiary Forms - 14 active UTHSC employees have passed away in the last six months. Take care of yourselves! When a beneficiary is not in place on our side it is very difficult for our team and traumatizing for the family member of the



employee who has passed. So please keep your beneficiaries update to take care of your final business and your family!

Performance Evaluations for staff are due on March 31st. All forms are available on the HR Compensation website. If you need any assistance, please contact HR.

HR will be sending out a short survey on Monday on how you want to be recognized and rewarded in response to the engagement survey. Questions about learning and development will also be solicited in the survey. The survey will be available until April 8th. Following the survey will be three focus groups of randomly selected individuals to do a deeper dive into the responses given from the survey. April-May is when the focus groups are expected to take place. The results will be shared back to you once the survey and focus groups are complete.

ORP is losing AIG, they will no longer service our optional retirement accounts and will no longer be a selection. Ameriprise and Fidelity (403(b)) supplemental retirement accounts are also being moved and no longer serving UT. These benefits are managed by the State of Tennessee.

Sick Leave Bank enrollment beginning on April 1st through June 30th. The Sick Leave Bank may provide paid leave to bank members who have exhausted all of their own paid leave due to a personal illness or injury. In order to qualify for enrollment must have a balance of 48 hours of June 30th. ORP retirement participants are able to donate excess sick leave hours when needed to help supplement the Sick Leave Bank. Once you join you are permanently enrolled.

Hiring and Retention Challenges. Everyone is moving around! Lots of people are moving to different positions and leaving the university. We need to make sure our culture is friendly, empathetic and inviting to encourage our people to stay. Talk to your leaders and share with them things you have heard, especially the little things, that can be done to improve the office culture. When you see someone struggling, someone you see that is gearing up to leave and you feel they should stay, reach out to HR so we can see if there is anything we can do to help. HR is open and wants to hear you. We want to help you, but we need you to tell us how we can help. Let us know what the problems are.

IRIS is leaving! It is going away and a new product is coming - DASH (Dynamic Administrative Systems for Higher Ed) will be implemented around 2024 and 2025. A team of people is required to be able to do this. Tony Ferrara, Dan Harder, and Chandra Alston are all building their teams to aid in this transition. Many SMEs will be tapped to contribute, when we call we need you. We will need your help to work in the product and need your participation when called on. DASH is a Oracle product, given a specialized name. This is a 20-million-dollar project, a consulting company has also been hired to assist in several aspects of this transition. This is an

implementation on the system level, not just UTHSC. At full launch the system will begin simultaneously across the UT system.

**11:15am Preparing for the meeting with Chancellor Buckley in May**

Discussed and suggested:

- Compile what we want we love about UTHSC and what we want to continue. Things he can help us do.
- Negative stuff will probably be covered in Listening Sessions so it would benefit us to discuss the positives.
- Potential suggestions: Family Day or pet day
- Want him to walk and mingle with students & staff & faculty! He's so busy, but we need to SEE him hanging out..
- Hold a Zoo Day for an employee event
- Bring back Administrative Appreciation Day and Employee Appreciation Day events.
- Railgarten or Crosstown outing for UTHSC employees
  
- Invite food trucks back to campus. Can work with the Healthcare District Consortium food day and share the information with employees.
- Talk with Dr. Buckley around two or three main topics - events, engagement, development of employees, breaking down "silos" etc. Building off of these topics, encourage him with something we would like to see him do to engage the campus. How can he impact our culture and what does that look like? What do we need him to do? What can he build towards?
  - Are the listening sessions effective? Well received by the staff?

We will meet again outside of our regular meeting to discuss the details and preparation for the meeting with the new Chancellor.