

**University of Tennessee Health Science Center (UTHSC)  
Exempt Staff Council (ESC) Meeting  
Tuesday, October 7, 2014  
1:30-3:00pm  
SAC 305**

**Start Time:** 1:30

**Members Present:** Lisa Aitken, Vanessa Baker, Randy Conway, Shelia Cooper, Jamie Overton, Jacquelyne McClarin, Michael Alston

**Members Absent:** Keith Chandler, Teresa Harnett, , Margaret Sularin, Ashley Tennessee, Helen Parsons, Sharon Richardson, Tiffany Trice, Ramona Jackson

**Welcome:** **Chandra Alston, Associate Vice Chancellor (AVC) of Human Resources (HR):** Ms. Alston, welcomed the committee and the meeting proceeded with the meeting.

**Space Planning and Utilization Update**

**Emile David, Associate Vice Chancellor of Facilitates Administration:** Presentation was presented to the committee on updates related to space planning including the following: building projects, parking plan and demolitions. In this presentation Emile explained areas owned/rented by UT, future space for pedestrian circulation, bike lanes that correlated with the city of Memphis for student commute and bus shuttle transportation. Space planning open house scheduled for Oct 27<sup>th</sup>, view the space planning website for a bird's eye view of the planning process (<http://www.uthsc.edu/masterplan/>).

**Equity and Diversity Update**

**Michael Alston, Associate Vice Chancellor of Equity and Diversity:** See attached event sheet and view OED webpage (<http://www.uthsc.edu/oed/>).

**Employee Relations Advisory Board Update**

**Jacquelyne McClarin, ERA Board Member:** See attached minutes

**Exempt Staff Committee Member Updates**

**Pediatrics, Vanesa Baker and Randy Conway:** At least 88 faculty in over 100 departments have recently been added and Lebhonneur is building a new unit for the clinical faculty members.

**Pharmacy, Shelia Cooper:** Dr. James Eoff is retiring and will have a reception on Dec 3, 2014.

**ITS Customer Tech Support, Lisa Aiken:** Technology Fair Nov 4<sup>th</sup> for students, faculty and staff. Free food, door prizes and technology information will be shared at the fair. For more information about this event, contact Megan Davis at 448-2895 or [mdavi120@uthsc.edu](mailto:mdavi120@uthsc.edu).

**Human Resource Updates**

**Employee Relations ~ Marian Harris, Employee Relations Counselor:** HR is advising the campus that we have a Drug and Alcohol Free Campus and Workplace. Please sign up for the EAP class on Drug Free Workplace October 14<sup>th</sup> in the HR Conference Room at 10:00 a.m. For more information on Drug and Alcohol Free Campus and Workplace view the Employee Relations webpage at (<http://www.uthsc.edu/hr/employee-relations/drug-free.php>) or call HR at 901-448-5600.

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ERC/ESC Election Process is under review and committee members will receive information about the proceeding process within the next month for the new calendar year.

**Employment ~ Donna Lenoir, Employment Team Leader:** New HR Consultants are meeting with departments about the employment process. Employment team is also working on scanning personnel files into IRIS for electronic access.

**Benefits ~ Debbie Jackson, Benefits Team Leader:** At least 300 employees came out the Benefit Fair held on October 1, 2014. Life planning seminar will be held on Nov 5<sup>th</sup>. Free dental screening will be offered on October 15<sup>th</sup> from 9-12am. The HR Reporter was sent out last week.

**Compensation ~ Damon Davis, Compensation Team Leader:** The 25 year Service Award program will be held on October 20<sup>th</sup>, from 11am-1pm in the SAC Dining Hall. Compensation Module training and PDQ training is being offered, check the training calendar for more information (<http://www.uthsc.edu/hrtraining/>).

**Training ~ Darnita Brassel, Training Administrator:** Please view the training homepage continuous updates. See training website for class updates (list all classes). The Blackboard site is available for employees interested in self-study information for the CAP Exam. Any relevant information that becomes available regarding the CAP will be made available to each Blackboard participants.

Any and all training can be offered directly to each department independently if needed. Healthier Memphis Common table information/training on advance care planning is available in HR (See Darnita Brassel for more information 8-5601).

**Announcements ~ Chandra Alston, AVC of HR:** Hats off to Debbie Jackson in HR and J. Lee in Campus Recreation who both worked hard to get us the Healthier Memphis certificate of recognition from the Governor.

The Employee Engagement Survey will be on Nov 3-21<sup>th</sup> will be the employment engagement survey. Modern Think will be here Monday, October 13<sup>th</sup> to talk help promote the upcoming employee engagement survey. The Workplace Dynamics survey is also under review by Dr. Brown and his team.

HR is currently working on a project that targets groups need to implement succession plans for their departments. This will be a joint effort with Tony and Damon to recognize the strengths or weaknesses in each department.

**Next Meeting Date**

Combined Meeting December 2014

# The Office Equity and Diversity

## October Event Schedule

### Hispanic Heritage Month

Peace Corp- Experiences & Work in Latin America

**When:** October 14, 2014, 11:00 am- 1:00pm

**Where:** SAC Lobby

### Domestic Violence Events

Domestic Violence Day- OED and Campus Police

**When:** October 15, 2014, 10:30 am- 12:00pm

**Where:** Madison Plaza

Domestic Violence Presentation -Intimate Partner Violence - The Workplace Responds (Facilitated by Magellan Health Services)

**When:** October 21, 2014, 10:00 am- 11:30pm

**Where:** Madison Plaza Conference Room C-1

Domestic Violence Informational Fair-Shelby County Rape Crisis Center, YWCA & ect.

**When:** October 22, 2014, 11:30 am- 1:00pm

**Where:** SAC Dinning Hall

Educational Domestic Violence Video Viewing

Link to be provided

### National Employee Disability Awareness Month

Disability for a Day Obstacle Course an Interactive Experience

**When:** October 30, 2014, 11:00am-1:00pm

**Where:** Madison Plaza

### Training

Ouch! That Stereotypes Hurts

**When:** October 9, 2014, 9:30-11:30 and October 29, 2:00pm-4:00pm

**Where:** Madison Plaza Conference Room C-1

Webinar: Helping Faculty to Recognize & Manage Student Mental Health

**When:** October 16, 2014, 9:30-11:30

**Where:** Madison Plaza Conference Room C-1

Webinar: 7 Common Title IX Mistakes: How to Train Faculty on Sexual Harassment

**When:** October 21, 2014, 1:30-3:30pm

**Where:** Madison Plaza Conference Room C-1

### Films

"Nick"

**When:** October 14, 2014, 9:30am-11:30am; October 23, 2014, 2:00pm-4:00pm

**Where:** Madison Plaza Conference Room C-1



October is Domestic Violence Awareness Month



**Employee Relations Advisory Board Meeting Minutes\***  
**Knoxville, Tennessee**  
**September 23, 2014**

President DiPietro discussed the importance of the upcoming Employee Engagement Survey. He stated that 70% of the University's budget is personnel and that people are what make it happen. A system-wide email will be sent out Thursday (9/25/14) to kick off this event. The email will ask employees to save the dates for the survey and to encourage participation. A reminder will be included that survey responses are anonymous and will be conducted through a third party vendor. The group is encouraged to get at least 10 people to complete the upcoming survey.

A Board of Trustee workshop meeting was held two weeks ago. The University is in exploration mode in how to keep the university afloat over the next 10 years. Cannot keep the same model of passing more of costs on to students. Each Chancellor has been tasked with identifying how to fix problems for their campus by looking at: 1) an increase in out-of-state/international student enrollment; 2) how to be more efficient, effective and excellent. We have to show the legislature that we are not wasting the funds allocated to us. Only way forward is to present to the Board of Trustees consequences of low funding models and how to fix the problems.

Agenda items discussed are listed below:

**1. Intent of Employee Fee Waiver Policy**

*Mr. Peccolo explained that the term tuition for UT only covers maintenance fees and does not apply to any additional course-specific, online or other miscellaneous fees. Consideration for any change in policy has to be addressed by the Compensation Advisory Board as it relates to compensation-related benefits. Linda Francisco to add request to CAB agenda to be discussed.*

**2. Differences between TBR and UT Board of Trustees Regarding the Spouse/Dependent Fee Waiver Benefit**

*TBR has left it up to the individual institutions to interpret the broad policy for spouse/dependent fee waiver. TBR incorporates extra fees into its calculation for spouse/dependent fee waivers. To provide additional benefits for spouse/dependent fees would be based on the availability of funds to cover these expenses. The question was asked as to how many employees are currently using the tuition waiver benefit. Rob Chance will research and provide the answer to that question.*

**3. Safety of UT Ag Extension Agents while investigating claims of animal cruelty**

*The President states they are aware of the problem and are trying to resolve the investigation responsibility that has primarily been shifted to extension agents. Safety of our employees is the primary concern and takes priority over the investigation. No extension agent should respond to an animal cruelty investigation without local law enforcement. For agents who feel their job is in danger if they do not respond, communication will be made clear from all levels that their safety is top priority. Training was provided on how to deal with hostile environments. Employees cannot use firearms but can use pepper spray. Next steps: 1) Work with officials to alert them of any issues; 2) working with Governor and Commissioner of Agriculture, Chancellor and Dean; 3) Law needs to be changed – bad piece of legislation that the university has lived with for over past 10 years. This issue has been addressed at every legislative session. Best solution would be to pair Ag Extension agents with animal cruelty officers and a vet. Cost for this option was estimated at \$1.5M. Suggestion was made by ERAB members to issue a written statement to all Ag employees to clearly explain expectations. It was also expressed that a written procedure needs to be put in place to address employee concerns.*

**4. Pay Raises (UT Martin affected by low enrollment numbers/possibility of equal dollar amount raises)**

*UT Martin raised the issue of not receiving a pay raise due to low enrollment numbers. It was noted that current enrollment numbers have decreased by 5% for UT Martin and it is anticipated that the governor's Tennessee*

*Promise will affect the enrollment for all of the undergraduate campuses. Enrollment management and recruitment are being looked at to improve enrollment. There is currently no discussion of layoffs.*

*The ideal formula for pay raises is COLA, market adjustment and merit adjustment. UT currently still has a \$150 million salary gap which was originally \$180 million. \$1000 minimum for lower pay grades is an attempt to bring these salaries up to market value.*

**5. Holiday Schedule**

*The holiday schedule is set in advance and is approved by the system Human Resource Officers and Chancellors. The current schedule is set through December 2020.*

**6. Longevity**

*State of Tennessee defines that an employee has to work 82.05% time immediately before converting to 100% to earn longevity (based on 40 hour work week); 75% time to earn longevity based on 37.5 hour work week.*

**7. Availability of Benefits Information through the Portal**

*Suggestion to include more detail (insurance companies, specific insurance plans, training sessions and pay grade level) in the Employee Self-Service portal were well received. This request will be presented to the IRIS team for inclusion on the personalized benefits statement. ADDENDUM: Effective October 2, you should now be able to access your HR 128 training records through your My IRIS Web portal (same one used to print your online pay statement).*

**8. Dissatisfaction with Health Coaching and Hacking**

*UT has no control over Healthways. They are hired through the insurance company. If you have any issues with Healthways or with specific interaction with them, you are asked to report the matter to Rob Chance and staff and they will forward your concerns. Reported hacking was of an older system and it did not include employee's medical information or any personal identification numbers (SSN, employee ID numbers). Notification was sent from UT as soon as they were made aware of the problem; most employees received notice from Healthways first. Employees are encouraged to take advantage of fraud protection offered. The system is also unhappy with some of the same issues and are in discussion with the state.*

**9. Benevolent Fund**

*Concept was shared with Human Resource Officers and they were not excited. Loans to employees could result in tax issues. Issue was not moved forward for further consideration. A recommendation was made to have the campus EAP coordinator serve as a contact for directing employees to available local community resources. HRO report regarding the Benevolent Fund was never shared with the ERAB committee but will be shared at the next meeting.*

***The next ERAB meeting will be held on December 9, 2014 via videoconference. 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.*