

**The University of Tennessee Health Science Center
Employee Relations Committee and Exempt Staff Council Meeting
1st Meeting: March 21, 2012 2:00 PM**

Order and Notes of Meeting

- I. **Welcome: Jerry S. Hall, Director of Human Resources, 2:05 PM**
- II. **Transition: Jerry S. Hall, Director of Human Resources, 2:10 PM**

At the beginning of 2012 senior leadership decided the (ERC & ESC) committees will be managed by the Human Resources Office going forward. For the last six to seven years these committees have been under the umbrella of the Office of Equity and Diversity. Dr. Michael Alston and his group have served the University well over this time but administration thought this transition provided for more continuity of processes for the staff.

Additionally, the goal of these committees is to create a type of shared voice for all the staff at the University. Going forward, we are soliciting your thoughts and recommendations on what we can do collectively to progress the University.

- III. **Employee Engagement Survey: Jerry S. Hall, Director of Human Resources, 2:15 PM**

Forty-nine percent of the UTHSC campus participated in the employee engagement survey. The survey will be given again in three years (2015). The work done by the committee over the next few years will help our campus tremendously.

Our campus rated very well in job satisfaction. In the areas of teaching, compensation, and work life balance, the ratings were high as well.

In the areas of policies, resources and supervisor competencies the ratings were fair to good, leaving room for improvement. There is a need for more supervisory training. The results of the survey are available online.

During the next few years, there will be a lot of changes to come, including buildings being demolished and erections of new buildings. The Beale Building and Randolph Building are slated for demolition.

Taleo: Stacy Lockett, Employment Team Leader, 2:20 PM

Taleo, our new applicant tracking system, has improved our recruitment audience tremendously and attracted a different kind of applicant. Since the rollout of Taleo on January 18, 2012, our office has realized increasingly more traffic, consisting primarily of new applicants. A report generated recently indicated 600 new applicants over a 2 month period.

Since the inception of Taleo we have simplified the training material. The new Taleo PowerPoint presentation will be sent to all committee members. There is also a place on our employment website to go for immediate help. We have created a place to ask questions, employees can also call or stop by the Human Resources Office for support in the new system.

Q: from Stanley Tyler concerning those applicants that have limited typing skills, what should they do in completing an application? A: There is support in the Human Resources Office from 8 a.m. to 5 p.m. and by telephone. We have also created pamphlets to help employees and applicants negotiate the new applicant tracking system. For those applicants who are unable to meet us during working hours we have information available on different career centers and resources throughout the city.

Q: How do you open files and attach to the application? A: If the document is open that you are trying to attach, save and close that document and then attach it. There is a bug in the system that is being corrected.

Q: Lisa Aitken received an email from Valvarie Jordan with a link to Taleo, what option should you choose Recruiting or Onboarding? A: Stacy responded; if you are a hiring manager, you have to click recruiting to see your applicants and requisitions.

Q: Doug Cook asked when faculty positions will be implemented into Taleo. A: Jerry responded; the faculty positions will be available in Taleo within the next few months. Faculty will not complete an application; they would only have to submit the necessary documents, such as resume, CV, etc.

IV. **Training: Darnita Brassel, Training Administrator & Monica Fleming, Training Coordinator, 2:30 PM**

Monica reported on the various programs that are available to staff; GED Program, CAP Prep, and STAR Achievement.

GED Program: This program started in April 2011 and 2 have graduated and 2 are finishing the program. This program is no cost to employees. There will be a new class starting in April 2012. There will be a math mentorship added to the program. And there will be 1 or 2 more cycles for the program.

CAP Prep (Certified Administrative Professionals): Chandra Alston helps administer this training. The preparation for this exam started in August 2011 and will end in April 2012, and it will start over for the next cycle. Since November 2011, 4 employees have been certified. There are close to 20 employees registered to take the exam in May 2012. There will be a 9% increase in salary for those employees that become certified.

STAR Achievement: The program was implemented on our campus about six years ago, since then; all 3 levels are offered now. This program allows employees, particularly administrative professionals, the chance to take a look at themselves and get a sense of self-esteem and self-motivation to become a better employee and co-worker. This is done through evaluating their skills, attitude, teamwork and strategy. The first level is the foundation, second level is to build on that foundation and the third level takes a look at your career on a larger scale.

Darnita reported on the Training Advisory Committee: In July 2011 there was a logo implemented for training. The training expo was a success and the survey that was offered for employees to take; gave great feedback and the expo was very helpful for employees. TAC will meet again next week to discuss the training needs on campus.

Dr. Brown partnered with UT Credit Union to offer different classes to employees to help them with financial decisions. The Personal Financial Empowerment Series attracted 200 employees and it is a success! There are 4 additional classes in the series.

There have been requests for Customer Service and Communications Certification. The Customer Service certification is offered online, but the Communications certification will have to be facilitated by representatives from Knoxville.

V. **Benefits: Debbie Jackson, Benefits Team Leader, 2:40 PM**

There will be an open enrollment for the Sick Leave Bank (SLB) starting in April and ending in June. We have realized quite a few requests and the hours available in the SLB are diminishing. We are making preparations to ensure that the SLB will remain open. If employees want to donate hours, this will help the bank remain open. Also there is a need for new members. Specifically, it would be helpful if our faculty participated at a greater level. We implore you to go back to your departments and encourage participation.

2013 Insurance Agenda (Not 100% approved), It has been recommended that we might bring a vision plan back as part of the benefit package. The employee will have to pay the total premium. Also, a flexible spending account debit card is being considered; that will be managed through a third party vendor.

The university is rebidding the wellness program contract. The current company (APS) will not be used after 2012. No health screenings will be required for Fall 2012.

The current dental plans could possibly be rebid in 2013.

VI. **Employee Relations' Advisory Board Meeting (ERAB), Jerry , Director of Human Resources, 2:50 PM**

The ERAB is meeting in Knoxville this week. We will get the update and minutes from Karen Weatherly and Jacquelyn McClarin when they return.

The state revenues (taxes) are up and this could mean, **NOT DEFINITE YET**, an increase in salaries for University employees. The projected increase is around 2.5%.

Q: from Stanley Tyler concerning who will manage the grievance process now, OED or human resources. A: No grievances have been reported this year. The Office of Equity and Diversity still has oversight for the grievance process. Employees should continue to report them to OED.

Jerry Hall said all employees should be careful what they have on their computers. The UT system has access to all computers running on the network.

VII. Next Meeting, Jerry, Director of Human Resources, 3:00 PM

It was decided that the ERC & ESC meetings will take place monthly, as a group, on Wednesdays. The next meeting will be held on the 2nd, 3rd, or 4th Wednesday in April. The minutes for ERC & ESC and the ERAB meetings will be forwarded to committee members before next meeting.

VIII. Open Discussion

Elise Moore discussed the Mid-South Food Bank. There is a new initiative called “Feed the Pig”. The team with the most orange pigs filled will be recognized. She has orange pigs available in her office, for those who need or want more. At the end of every month, teams can turn in the money that they have collected and start over.

Lisa Bronte announced that the Office of the Vice Chancellor of Research has moved to 910 Madison.

It was announced that Academic Affairs will be moving back to the Hyman Building from the Johnson Building, the first week of April. Educational Technology will remain in the Johnson Building.

It was announced that there is a new Dean for the College of Nursing, Dr. Laura Talbot; she will assume her responsibilities in June. Also, the School of Nursing will be moving to 920 Madison in April 2012 or May 2012.

If you have not already done so, update the anti-virus system (NAC) on your computer. After May 1, 2012 you will not be able to logon to your computer, if it's not updated. When you are prompted to update your anti-virus ware, click the REPAIR button and this will update the system.

There was a discussion concerning Adobe update. After updating Adobe, the only web browser that it works with is Google Chrome. The helpdesk will be working on fixing this problem.

IX. Meeting Adjourned at 3:20 PM