



**Exempt Staff Council/Employee Relations Committee Joint Meeting**  
**Friday, August 24, 2018**  
**1:30-3:00pm**  
**HRTR**

**Start Time:** 1:30 PM

**Members Present:** Connie Childs, Wanda Patrick, Shannon Guyot, Jane Clay, Victoria Bass, Rosie Davis, Jacquelyn Cotton, Valarie Wheeler, Jamie Gilbreath, Mary Newell, Vikki Massey, Sharon Wilbanks, Melissa Hayes, Karen Weatherly, Terri Fought, Renee' Niter

**Members Absent:** Jeddie Maxwell, Shelia Cooper, Kimberlee Norwood, Shenika Thomas, Jacqueline Toney, Jonathon Berry, Michelle Nixon, Felicia Washington, Kimberly Givens, Marilyn Knolls, Debra Bolton, Ashley Cox, Monica Campbell, Rosalind Jackson, Toni Buckhanon, Ginger Maya, Kandi Hodges, Bonnie Grubb, Melinda Ensor (alternate), Netia Watson, Robyn Taylor

**Welcome**

**Dr. Chandra Alston, Associate Vice Chancellor of Human Resources:** Human Resources needs a grievance assistant, which is someone to assist an employee through the grievance process. Members were told to inform Brandi Sewell if they were interested. There has been a change in the Family Practice clinics' management. Faculty will continue to operate the clinics in Tipton, St. Francis, and Jackson, but support staff will now be employed by the hospital or practice group rather than UTHSC. The change has already occurred at Tipton, and it will occur November 30 at St. Francis and in January at Jackson.

**Updates**

**Terrie Starling, Employment Team Leader:** HR-Employment has a new employee, Casandra Quarrells. HR also has a new website, with more information coming soon. There are currently 85-95 job openings, and HR receives on average 1,000 applications a month. HR has been averaging 40 people at new employee orientation. HR-Employment plans to become much more active on social media.

**Dr. Michael Alston, Assistant Vice Chancellor for Equity and Diversity:** There will be 28 candidates in the fall Diversity Certificate Program cohort. OED is offering a two to three day accelerated program in the spring so that off-site employees can attend. National Hispanic Heritage Month is September 15 through October 14. September 17 is



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Constitution Day. October is National Domestic Violence Awareness Month and Disability Employment Awareness Month. OED will be retiring the disability obstacle course and will be holding a disability learning lab.

**Gina Curry, Insurance Coordinator:** Open enrollment will be the first two weeks in October. Premiums will be reduced by 9% for 2019. Metlife Dental premiums are increasing by 2%. Eligibility booklets will not be provided this year during open enrollment. The Benefits Fair will be September 27. Employees are encouraged to take the benefits survey that was recently emailed; this will inform the state of which benefits are valued and desired.

**Damon Davis, Compensation Team Leader:** HR is experiencing an influx of jobs, so please be patient. The 2.5% across-the-board increase has finally been entered into IRIS. The Enerage survey will be available September 4-14. Please encourage employees to take the survey; it informs HR of what UTHSC is doing well and what needs to change. The survey is confidential. If a department has less than 10 people, then the results are classified as the college or area (e.g. AFSA) in order to provide anonymity. Phase three of the job family project is about to begin. Effective July 1<sup>st</sup> the minimum wage was increased from \$10.56 to \$12 an hour; this affected 133 employees. These employees also received a 2.5% increase.

**Kendy Kallaher, Employee Relations Team Leader:** October 24 is the 25+ year service awards ceremony. HR is offering 7 Habits of Highly Effective People (September 26, \$150), Critical Conversation Skills (September 27, \$0), and What's My Leadership Style? (September 27, \$35). Supervisory Foundations will be offered October 17-18 and December 12-13. Star Achievement began June 15<sup>th</sup> and will last through the end of the year. Beginning 7/1/2019, departments will be charged \$500 if an injured worker seeks medical treatment before contacting CorVel. There are new workers' compensation forms available on the workers' compensation website. These must be completed by the injured worker.

**Terri Fought, ERAB representative:** Knoxville is discussing the possibility of including annual leave and sick leave as hours worked when calculating overtime. If employees and departments would like to weigh in, they should contact Terri Fought or Kimberlee Norwood.



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**Wanda Patrick, ESC representative:** The College of Dentistry has a private practice that most employees do not take advantage of. Rates are offered at a discounted price and employees can use their insurance.

**Next Meeting Date**

December 11, 2018 8:30am-10am