



Exempt Staff Council/Employee Relations Committee Joint Meeting
Thursday June 14, 2018
1:30-3:00pm
HRTR

Start Time: 1:30 PM

Members Present: Connie Childs, Wanda Patrick, Shannon Guyot, Kimberlee Norwood, Jane Clay, Shelia Cooper, Victoria Bass, Rosie Davis, Jacquelyn Cotton, Valarie Wheeler, Jamie Gilbreath, Mary Newell, Jeddie Maxwell, Sharon Wilbanks, Robyn Taylor

Members Absent: Shenika Thomas, Jacqueline Toney, Vikki Massey, Jonathon Berry, Michelle Nixon, Felicia Washington, Kimberly Givens, Marilyn Knolls, Debra Bolton, Ashley Cox, Monica Campbell, Karen Weatherly, Terri Fought, Renee' Niter, Rosalind Jackson, Toni Buckhanon, Ginger Maya, Kandi Hodges, Bonnie Grubb, Melinda Ensor (alternate), Netia Watson, Melissa Hayes

Welcome

Dr. Chandra Alston, Associate Vice Chancellor of Human Resources: Dr. Alston showed the group the website for the Quality Enhancement Plan (QEP). The QEP is part of the university's accreditation process, and social determinants of health is the selected topic. Faculty are currently writing curricula geared towards this topic. The campus will be hearing more about the QEP.

Children are welcome for short visits, but should not be staying in work areas for extended periods of time. UT's Minors on Campus policy covers this; Barica Horner is the point of contact for this policy. Dr. Alston encouraged ERO members to tell their colleagues.

Terrie Starling, Employment Team Leader: Ms. Starling has been at UTHSC for three months. The Employment Team is striving for jobs to be more visible and wants to do more to source candidates. Ms. Starling passed out a handout with a brief synopsis of why one would want to work at UTHSC; these are distributed at career fairs and events. The Employment Team is offering "What Color is Your Parachute?" The purpose of the class is to prepare employees for the next step in their career. Ms. Starling introduced Debbie Long, HR Specialist, who joined the Employment Team in January. The Employment Team is revamping the website with new tools for employees.



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Dr. Michael Alston, Assistant Vice Chancellor for Equity and Diversity: 2,900 employees completed mandatory reporter training. The Sexual Misconduct and Relationship Violence policy and website has been updated. Tasha Clark recently started as the Sr. Administrative Specialist, and Stephanie Rozier started as an administrative specialist. Lauren Rotonda is coordinating a Diversity and Inclusion book club. *Hillbilly Elegy* and *Lean In* are two upcoming books. Dr. Alston discussed the success of the Health Science Center seed grants.

Debbie Jackson, Benefits Team Leader: Premiums will be reduced by 9% for 2019. The state is going to stop supplying open enrollment booklets. Metlife dental premiums are increasing by 2%, and Cigna is remaining the same. No healthcare premiums will be deducted in the month of November. The vision plan is remaining the same. The wellness program will launch in 2019. Bryan Nanney is the new TIAA representative. Educational Assistance forms will not be signed until July 1st. It is the employee's responsibility to know when schools' deadlines are.

Damon Davis, Compensation Team Leader: There was a 100% completion rate of performance evaluations. If an employee's performance score is not on file, the employee will not receive the July 1st pay increase. New hires are exempt from this requirement. The July pay increase will be 2.5% or \$1,000 if an employee earns below \$40,000. The job family project is still underway. The project should be completed by the 2nd quarter of 2018. This is a budget neutral project. Mr. Davis told ERO members to encourage coworkers to complete the Enerage engagement survey. HR will soon begin regular meetings with departmental HR liaisons; the first meeting is June 28.

Kendy Kallaher, Employee Relations Team Leader: Ms. Kallaher introduced the new Employee Relations Counselor, Brandi Sewell. Star Achievement started June 15th and will last through the end of the year. June 21st is the Sick Leave Bank Ice Cream Social. The deadline to join the Sick Leave Bank is June 30th. July 17th is the service recognition ceremony for employees with five years of service. August 14th is the date of the 10, 15, and 20 year program, and the 25+ year program is on October 24th. Employees who had an anniversary during 2017 have until June 30 to order their gift. 7 Habits, What's My



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Leadership Style, and Critical Conversations have been rescheduled. HR has also been conducting monthly supervisory training forums.

Next Meeting Date

August 23, 2018 1:30- 3:00PM