

University of Tennessee Health Science Center (UTHSC)
ERC/ESC Combined Meeting
Friday, June 13, 2014
11:30-1:00pm

Time: 11:30 pm

Place: SAC Room 204

Members Present: Charmagyn Akram, Vanesa Baker, Brenda Clark, Christina Clark, Randy Conway, Jane, Hall, Chandra Johnson, Belinda Loyd, Jacquelyne McClarin, Jeddie Maxwell, Trushauna Morgan, Lara Nichols, Stephanie Nunn, Nathalie Occean, Vanesa Phillips, Vada Singleton, Margaret Sularin, Betty Turner, Stanley Tyler, Netia Watson, Karen Weatherly, Diane Weber

Members Absent: Lisa Aitkens, Samuel Alston, Keith Chandler, Shelia Cooper, James Corrigan, Teresa Harnett, Jamie Overton, Helen Parsons, Chreshunda Phillips, Sharon Richardson, Magan Stephens, Ashley Tennessee, Tiffany Trice, Laverne Williams

Welcome:

Damon Davis, Compensation Team Leader: Welcomed the committee to the combined end of the fiscal year meeting. The floor was opened up to the committee members for departmental updates.

ERC/ESC Member Updates

Diane Webber (Dentistry)

Dental Hygiene Program will be absorbed by Dentistry from the College of Allied Health in July. Preparing for new semester.

Jeddie Maxwell (COGHS)

Department working on post doc applications. New titles have been added to the Department (Assistant Dean- Felicia Washington).

Brenda Clark (Library)

Library is under renovation causing them to temporally condense the space to the 6th floor for business operations. Renovations are taking longer than expected to be completed.

Tammy Anderson and Vanesa Baker (College of Medicine-Pediatrics)

There are now two new forms being used for outside vendors but the net 30 payment is still being used:

- Workers Classification Questionnaire
- Payment Selection Form – Explicit payments to vendors

Neita Watson (Family Medicine)

Some Family Medicine employees will possibly be moved and managed by the MED in September.

Chandra Johnson (College of Allied Health Sciences)

Preparing for new students. New positions in the department will be available in July.

Natalie Occean (Academic Affairs)

Department working on New Faculty Orientation.

Randy Conway (Pediatrics)

New garage is being built for LeBonheur physicians.

Lisa Aitkens (ITS)

The Mac computers are having problems the new NAC system upgrade. If you are having problems with the upgrade, please bring your computer or device over to ITS or call for immediate help or service.

Belinda Lloyd representing Ramona Jackson (College of Nursing)

See attached CIO Advisory Committee Notes

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Stanley Tyler (Facilities)

LED lights are being added to certain areas around campus. The SunTrust Bank is in the process of being remodeled for HR and UT Credit Union. Facilities is in the process of converting to a paperless process for maintenance ticket requests or services. This process will possibly be complete by December.

Treshauna Morgan (CDD)

The Center for Developmental Disabilities is still waiting to see if LeBonheur will take over billing for Jackson. UT Daycare may possibly move back into the CDD building.

Jacquelyne McClarin (Finance and Operations)

There are currently 4 job searches going on in Finance and Operations: Chief of Police, Associate VC of Finance, Assistant Director for Parking and Senior Accountant for Bursars Office. Pam Vaughn is retiring June 30, 2014. See notes attached notes regarding Advisory Board Meeting.

Karen Weatherly (Benefits)

UT Health Screening June 18th and 19th in the SAC 7am-1:30pm.

Question raised for further review: Can we opt in or out of patriating in the PPP program?

Vada Singleton (University Health Services)

Preparing for new students. Renovations are still going on in the 9th floor of the 910 Madison building.

Charmagyne Akram (COM- Admissions)

Department is preparing for new student orientations.

Betty Turner (College of Dentistry)

Department has a Program Director position open. Business office is now on the second floor next to Clinical Affairs. Staff and Students were honored for service.

OED Update

Michael Alston, Assistant Vice Chancellor of Student Conduct and Director of OED: New employees in OED: Ashleigh Brock, Kristen Tucker and Dustin Fulton. Each employee is highlighted on the OED webpage and their separate responsibilities will soon be posted as well.

OED will have a link available on its webpage for issues related to Sexual Violence/Assault for students. These resources will also be provided at new student orientation as well as other training offered by OED to faculty and staff.

HR Work Group Reports

Compensation: See attached notes

Employment: The employment website has been updated. New forms were created for UT Non Students. CAP information is the Training website (ask Darnita Brassel for more details). UT has added the Forensic Center and the New Employee Orientation will periodically change location and times, to adjust to their 24 hour work schedule.

Benefits and Retirement: The group reviewed related procedures and updated them on the UT webpage.

Work Culture Improvement: See attached notes related to the Employee Appreciation schedule created.

Next Meeting

ERC- July 1, 2014
ESC- August 5, 2014

Employee Relations Advisory Board Meeting Minutes*
Knoxville, Tennessee
June 11, 2014

President DiPietro briefly discussed the state of the State. At the last legislative session, a \$120 million deficit in the general fund rescinded the proposed 1% cost of living adjustment (COLA). This deficit has since grown to approximately \$300 million in the red. There is some good news in that monies have been provided to cover the cost of the upcoming health insurance increase which will not be passed to the employee. Please note this is one time money and the university will have to focus on how to handle for the future. He would like to stress that the university is not giving up – they will continue to champion for its employees. UT's focus for future legislative sessions will include salary increases for employees, no cuts in appropriations and funding of outcomes formula for the Complete College of Tennessee Act. The Governor is pushing the "Drive to 55" and the "Tennessee Promise" initiatives and it is important that these initiatives receive funding if the university is expected to meet established goals.

Agenda items discussed are listed below:

1. **Pay Raises** – What is the chance of some kind of raise money coming from the University, either by campus or system-wide?

Also, is there any more information regarding the report of selective state raises for legislative staffers, as reported on Nashville's Channel 4?

Career ladder and promotion monies are available but a COLA increase will not be available this year. Minimal tuition increases for undergraduates (estimated 6%) will be enough to cover annualized cost of operations but would not provide enough funds to cover a salary increase.

2. **Funeral and Bereavement Leave** – Can brother's and sister's deaths be increased to 5 days?

In 1993, the bereavement leave policy was updated to include brothers, sisters, foster and stepparents and in 1994, the policy was amended to include stepchildren. At present, UT has a more liberal leave policy than other state/TBR institutions and there are no plans in place to change the leave policy. Depending on kin, the employee can request Limited Sick Leave which requires departmental approval.

3. **Personal Leave Day** – Can the 8 hours allotted for personal leave day be split or used in increments? The policy does not give any indication.

Yes, the personal leave day can be used in increments with departmental approval.

***The next ERAB meeting will be held on September 23, 2014 in Knoxville, Tennessee.
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.*

Highlights from the CIO Advisory Committee Meetings
April 28th and May 19th

There was a lot of discussion regarding membership as this is the changeover period for this committee.

TUTORTRAC: TutorTrac is an academic support services application that SASS has reviewed to manage tutoring which they are setting up for certain colleges on campus. The application would reduce manual overhead considerably. SASS already owns AdvisorTrac, another component of this system. If SASS's decision is TutorTrac, the vendor has agreed to exchange it for a nominal fee. ITS is reviewing the application's technical specifications.

NASHVILLE EXPANSION: The College of Pharmacy is going forward with their Nashville Classroom. They have a need for a physical classroom in conjunction with their virtual classroom using AdobeConnect. While currently there is not a complete College of Pharmacy classroom system in Nashville. Students take their exams in the neighboring College of Social Work computer lab. They also have access to another set of 10 computers and a printer in the lounge. Vikki Massey reminded everyone that UTHSC students should have a similar setup with access to all UTHSC services, regardless of their location. Part of the Chancellor's plan is to expand UT's presence in middle Tennessee that will offer the same opportunities of east Tennessee. 4th year rotations have been there since the mid-1970's. This will impact student enrollment. The College of Nursing is also investigating some type of expansion as part of the Chancellor's Plan.

EMAIL ENCRYPTION UPDATE: ITS has been meeting to implement an in-house Barracuda system. This is a cost-effective solution for UTHSC users who need it. Rollout has been slightly delayed at present time. However prior to when the system is fully implemented, ITS will send notification to the campus with explanations. ITS is working on the do's and don'ts prior to this notification. There should not be any file size limitations with this system. Barracuda storage is Cloud-based for **30 days**. Explanation of how outgoing messages will be encrypted will be explained. One concern is that more of 50% of campus users forward their email outside of our Exchange environment, such as Gmail, Yahoo, etc.

WORK CULTURE IMPROVEMENT WORKGROUP

Employee Appreciation “Happy Day”

Date: Friday, Sept 12, 2014 Time:

10:00 am- 2:00 p.m.

Location: Park

Agenda

10:00 a.m. Registration/sign in (Retirees)

10:30 a. m. Karaoke competition (UT voice) 10 contestants

11:00 a.m. – 1: 00 p.m. Food served

11:30 a.m. Line dancing (Wobble, Electric Slide, Country, Cha Cha Slide)

12:00 p.m. President addresses the crowd/ Chancellor Schwab/ Dr. Brown

1:00 p.m. Happy Presentation (Happy T-shirt design winner)

□ Field Day Games (Teams of 8-10 people from every college)

COMPENSATION TRAINING WORKGROUP

PERFORMANCE REVIEW PROCEDURES

Oftentimes, the Performance Review is dreaded by both the supervisor and the employee...kind of like a necessary evil. However, the key to a successful performance review greatly depends on the supervisor implementing the proper steps that precede the review. The supervisor should see the employee as an asset to the department or college. If one does not see the value of the employee on the front end, it will make the relationship/partnership/team deficient in production and results. That old saying “what you see is what you get” is brought into fruition. Although each of us has faults and deficiencies, we should strive to see the best in people and let it be on them to prove otherwise.

The purpose is to review exempt and non-exempt employees work performance for the preceding calendar year and must be completed between January 1-March 31 of the following year. Supervisors must adhere to this time-frame for completion.

What are you looking for:

- Accomplishments
- Goals
- Expectations
- Professional Development Initiatives
- Areas of Improvement

Steps to completing the review:

- Set a date and time [approximately 2 weeks' notice to employee]
- Have employee complete the Self-Assessment [together determine the date that it should be submitted] prior to the intended date of the review
- Verify and Utilize information provided from the self-assessment to aid in determining your ratings
- Dept. Head or director should complete the Review Summary Form prior to the review
- Be Fair in the assessment/ratings and treat it as though you're on the opposite side
- Hold the meeting in a confidential location and Forward phones to prevent interruptions
- Reassure the employee of the objectives and use the SSP.... ***Say Something Positive...to set the tone***

COMPENSATION TRAINING WORKGROUP

- Stay Focused: Do not incorporate things into the agenda items which have neither weight or bearing on the year at hand
- Provide the employee with a copy of the ratings and allow him/her an opportunity to review
- Ask the employee if he/she has any questions or concerns of either of the ratings and give them time to elaborate

Actions: Results/Expectations

What has to be done:

The 2 categories that require additional documentation are:

Rarely Achieves Expectations & Consistently Exceeds Expectations-opposite ends of the spectrum

The employee is either viewed as deficient in certain areas or seen as a great asset. The question then becomes, "Where do we go from here and what do I have to offer to either help get things on track OR to keep this employee motivated?"

If an employee is deemed one who ***Rarely Achieves Expectations***, the supervisor ***MUST HAVE*** incorporated steps along the way towards improvement and has documentation to show that he/she has done so. The Performance Review is not the place to say Surprise- I Gotcha!

Ask the employee to sign the document to *Acknowledge* that they are aware of its contents but have full rights to submit a rebuttal of any part they are in disagreement.

Indicate on the form any refusal to sign the document.

The Office of Human Resources will maintain Performance Evaluations and the Summary Form as a part of the employees' permanent personnel file.

For The Record: Supervisors should perform quarterly reviews to make sure employees are on track with job expectations. Realistically, we know that probably won't happen, just know that it should.

The Bottom Line is this.....

Each supervisor/department head/director, etc.....has to have a vision for where you want to see the dept/college headed. If the supervisor can't see it or sees it but does not translate/share/communicate that vision with the staff, it will make it hard to realize...and all of that affects the performance of the staff.

You've got to see it and you've got to see the potential in those who are committed to being part of the team.