

**University of Tennessee Health Science Center (UTHSC)
Employee Relations Committee (ERC) Meeting
Tuesday, July 1, 2014
1:30-3:00pm
SAC 305**

Start Time: 1:30

Members Present: Karen Weatherly, Trushauna Morgan, Vada Singleton, Marian Harris, Damon Davis, Darnita Brassel, Brenda Clark, Michael Alston, Chandra Alston, Ronnie Dickerson, Janie Hall, Nathalie Ocean, Charmagyne Akram, Vanessa Phillips, Jeddie Maxwell, Christina Clark, Laverne Jones, Chandra Johnson, Betty Turner

Members Absent: James Corrigan, Belinda Loyd, Lara Nichols, Stephanie Nunn, Chreshunda Phillips, Magan Stephens, Stanley Tyler, Netia Watson

Welcome: **Chandra Alston, Associate Vice Chancellor of Human Resources:** Ms. Alston, welcomed the committee and the meeting proceeded according to the agenda.

Human Resource Updates

Compensation Training and Service Awards ~ Damon Davis, Compensation Team Leader: This years' service award ceremony will be based on the *completed* anniversary dates that fall between, July 1, 2013 and August 31, 2014. The ceremony dates are as follows:

Service Award Ceremony Dates

- 5-10 year- July 31st
- 15-20 year – Aug 22nd
- 25 plus – Sept 16th (employees can bring one guest)

Email reminders were sent out to the Business Managers in each area. Also, the UT Foundation will be recognized in these ceremonies but the actual awards will be provided by the Foundation.

Employment/Minors on Campus ~ Donna Lenoir, Employment Team Leader: SCS summer program mentoring students wrapped up for this year. We had eight students on campus and this was successful.

HR is processing documentation for a lot of new hires and transitioning employees. UT signed a contract to run the Forensic Center and will be bringing on 24 new employees. All resident payroll documents and work authorizations are begin updated.

Taleo is currently going through a few upgrades and there are some kinks in the process. These issues are being addressed through UTK.

Benefits & Retirement ~ Debbie Jackson, Benefits & Retirement Team Leader: Benefits just hired a new employee, Amanda Rudolph - Benefits Specialist. Amanda will be handling Educational Assistance and supporting the benefits office.

The HR newsletter will be disseminated this week, please be on the lookout for it through the listserv.

The new retirement system is now effective (July 1) and there is a 5% mandatory investment by employees and a 2% 401k auto-enrollment (that they can opt out of). The 401k update forms are online and all changes need to be made online. **No paper forms will be accepted.** Current employees who want to participate in the 401k will need to enroll online.

The website where updates can be made is www.gwrs.com/login.do. Great West can be reached at 800-922-7772 to get a PIN number for your account. When calling you will need your plan ID # - 989802 (401k plan ID #) and/or 989801 (457 plan ID #). TCRS now has a member self-service for active employees, the link will be live at the end of July at the following website <https://mytcrs.tn.gov>. Contact Debbie Jackson with questions at 448-8547.

Employee Relations ~ Marian Harris, Employee Relations Counselor: Congratulations to Chandra Johnson and Netia Watson for their service on the CIO Advisory committee!

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Grievance hearing panelist forms are available online - complete the form to be considered as a willing participant in a grievance hearing. Employee representatives are needed to participate as panel participants. There will be training for grievance panelists that covers the policy and procedure information and more detailed information related to the process.

Employee Relations functions have been added to the HR website.

Lichterman Nomination Period (Non Exempt Employee of the Year) ~ July 1- July 31
<http://uthsc.edu/lichterman-award/>

CESA Nomination Period (Exempt Employee of the Year) ~ August 1- August 29
<http://uthsc.edu/hr/employee-relations/exemptstaff.php>

OED Update

Michael Alston, Assistant Vice Chancellor of Student Conduct and Director of OED: "Who does what in OED?" has been added to the OED webpage (www.uthsc.edu/oed/staff). This shows who is responsible for handling pertinent information related to OED.

Accessible parking on campus is free and as of August 29, 2014 and February 27, 2015 recertification will be required every six months (twice a year). Validation of the information will be done by OED and campus police will issue the accessible parking.

The complaint form on the OED page is in place for students, faculty and staff as it relates to discrimination and harassment.

ESC Member Updates

Library ~ New faculty member Caroline Fan - Collections College of Medicine - August 11-15, 2014 gearing up for admissions HR - Benefits - All members in the partnership promise need to complete the health screenings on July 15, 2014.

University Health Services (UHS) ~ Finalized resident phase, waiting on renovations are in process Finance and Operations - Pam Vaughn has retired as of June 30, 2014, contact Tony Ferrara for anything that Pam used to do before her retirement.

Campus Police ~ Chief Upchurch has retired as of June 30, 2014. Tony Ferrara will handle administrative issues and Captain Walsh will handle day to day operations.

Dentistry ~ Dan Brown is the administrative judge over the campus and will preside over cases that are contested for faculty and students. The Beale Building is completely torn down as well as Goodman Hall. Dental Hygiene has officially moved to the 5th floor of the Dunn Dental Building.

Health Professions (formerly Allied Health Sciences) ~ Admissions cycle opened May 1; new PA department chair, Dr. Linda Reed started today.

Pharmacy ~ Vickie Antwine retired and Jason Holloway was hired to take her place. Doing a lot of expansion in Nashville.

College of Medicine ~ First day of class for students is Monday August 18, 2014.

Next Meeting

Tentatively scheduled for September 2, 2014