



**Exempt Staff Council Meeting
Tuesday March 1, 2016
1:30-3:00pm
HRTR**

Start Time: 1:30

Members Present: Lisa Aitken, Judy Brooks, Randy Conway, Shelia Cooper, Jacquelyn Easley, Deonne Edwards, Kathy Gibbs, Renata Gillispie, Ramona Jackson, Jacquelyne McClarin, Tricia Satkowski, Vanessa Baker, Connie Childs, Byron Porter, Ebony Smith, Andria White,

Members Absent: Andrea Kolen, Wanda Patrick, Bryan Lemieux

Welcome: **Chandra Alston, Associate Vice Chancellor:** Committee was welcomed and meeting proceeded according to agenda.

Equity and Diversity Update

Michael Alston, Assistant Vice Chancellor of OED: There will be more classes offered in the month of March for The Sexual Misconduct & Your Mandatory Reporter Role training. A Diversity Inclusion certificate program will be launched soon, contact OED for more information (901-448-2112). Even if you, do not want to pursue the certificate you will still be allowed to attend the classes offered.

March is National Women's History Month and the Office of Equity and Diversity has targeted different women on campus who are leaders and will offer Brunch with a Leader on March 23, 2016 (please view the OED website for more information).

Business managers that work in the colleges of Medicine, Pharmacy, Dentistry, Graduate Health Science, and Nursing, if you have faculty postings that have been up longer than a year on July 1st, the postings will be taken off the website.

Human Resource Updates

Chandra Alston, Associate Vice Chancellor: Human Recourses will be focusing on two main areas this year: Compensation and Execution. The major focus is making sure that compensation is transparent to all employees. Also, the minimum wage will be



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increased to \$10.50 by the end of March. Employees affected will receive retroactive pay dated back to January 1, 2016.

Human Resources will be eliminating three positions effective June 30, 2016: Training Administrator, FMLA, and Workman's Compensation. There will be one position created to focus on all these areas and more.

Debbie Jackson, Benefits Team Leader: On March 15th both Healthcare Providers (Cigna and BCBS of TN) will be on campus for a session for their plans that will allow employees to ask questions to the representatives about their particular plan. The representatives are scheduled to be in the GEB A204. Both representatives will have 1 ½ sessions, Cigna 1:00PM-2:30PM and BCBS of TN 10:00AM-11:30AM, which will also be on media site for your viewing.

If you are a Partnership PPO Member, your deadline for your Wellbeing Assessment is March 15th.

Donna Lenoir, Employment Team Leader: The Postdoc Applications are ready. There will now be a new link on the Human Resource Home Page by the Staff Positions for Postdoc.

All verification of employment will be handled on-line through Equifax. More information will be coming out about this at a later date.

Kendy Kallaher, Employee Relations Team Leader: The next Leadership Forum will be March 9th, and then the Employees Relations Team will be taking the Leadership Forum on the road. There will be one in Chattanooga TN, Jackson TN, and Knoxville TN.

The Service awards have also been scheduled for July (5 to 10 years), August (15-20 years) and October (25 plus). More information will be provided soon.

Damon Davis, Compensation Team Leader: Performance Evaluation are due March 31st.

If you have 5 or more years of UT service is at the 85th percentile of the average point of the market. Letters will be given out to those that pay is effected and those that pay is not affected. Everyone will get a letter that gives their title and how much money they make.



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Darnita Brassel, Training Administrator: Passed out handouts of classes that are given by the Human Resources Department.

ESC Member Update:

Ramona Jackson, College of Nursing: They have moved from the 5th floor of the 920 building to the 9th and 10th floor and will be there for the next few month.

Lisa Aitken, Vice Chancellor IT: If you get an email message that ask for your password, **PLEASE DO NOT REPLY!** There is a scam going around there are hackers sending emails asking for passwords. The IT department will **NEVER** ask for your password.

The Microsoft O365 migration has started. IT will be getting with each department to start migrating email process soon.

Announcements:

Marian Harris, Employee Relations Counselor: The ERC/ESC will be divided into three workgroup, same as last year: Leadership, Employee Concerns, and Employee Engagement. These workgroups are based on the information shared in the Workplace Dynamic Survey. The purpose of the workgroups will be to develop applicable strategies to help improve the University community. The areas will be as follows: Under leadership it will be execution and connection, under employee concerns it will be my work/my manager/my pay and my benefits, and also making suggestions and improvements toward compensation.

Going forward we will only meet in combined groups. The next date is will be in the middle of July.

Next Meeting Date

TBA