

**University of Tennessee Health Science Center (UTHSC)
Exempt Staff Council (ESC) Meeting
Tuesday, August 5, 2014
1:30-3:00pm
SAC 305**

Start Time: 1:30

Members Present: Lisa Aitken, Vanessa Baker, Randy Conway, Shelia Cooper, Jamie Overton, Helen Parsons, Sharon Richardson, Tiffany Trice, Ramona Jackson, Michael Alston

Members Absent: Keith Chandler, Teresa Harnett, Jacquelyne McClarin, Margaret Sularin, Ashley Tennessee

Welcome: **Chandra Alston, Associate Vice Chancellor (AVC) of Human Resources (HR):** Ms. Alston, welcomed the committee and the meeting proceeded with the meeting.

OED Update

Michael Alston, Associate Vice Chancellor of Equity and Diversity: OED has update to online complaint form allowing an interactive process for students, faculty and staff when filling a discrimination and harassment claim.

"Who does what?" has been added to the OED webpage (www.uthsc.edu/oed/staff). This shows who is responsible for handling pertinent information related to OED.

Lichterman and Chancellor's Exempt Staff Award process has been transitioned from back to OED from HR. The contact people regarding this process is Ashleigh, Denise or Cynthia for more information.

The faculty recruitment will be managed through share point, including CV, which will be viewed by and approved by OED. Chattanooga will be the first campus to go live for faculty in TALEO next month (September).

Compliance training will be made available soon (Sexual Harassment and Title IX).

ESC Member Updates

HSC Development, Tiffany Trice: New position open (Senior Director of Philanthropy Communications).

Pediatrics, Vanesa Baker and Randy Conway: The kinks are still being worked out with the billing transition for the Jackson Family Practice to be moved to LeBonheur. The API annual planned income (fixing errors).

Pharmacy, Shelia Cooper: Two new Deans added to the department (Jennifer Williams and Tracy Hagemann).

ITS Customer Tech Support, Lisa Aiken: The NAC system is being replaced around campus with the ISE (Identity Service Engine) system. The 920B Building will be switched (8/6/14) 920 Building starting at 7:30 am.

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Academic Affairs, Sharon Richardson: The New Faculty Orientation is scheduled for September 26, 2014 at 7 am. Contract confirmed with new company called SOS for faculty and student international travel.

Preventive Medicine, Helen Parsons: New Chair Teresa Waters

CIO Advisory Update

Ramona Jackson, CIO Advisory Representative: The Barracuda Email System (encrypted email system), will be made available to the University soon, this will allow users to encrypt confidential email information.

Human Resource Updates

Announcements ~ Chandra Alston, AVC of HR: HR is being reorganized and 3 positions have recently been eliminated, compensation analyst and two recruiter positions. In the process new HR Consultant Positions will be posted soon on the HR website. A new compensation piece called "Pay Scale" will be implemented allowing HR and Hiring Managers to collaboratively analyze pay for incoming employees. The HR Consultants will also be able to work with the Hiring Manager during the first 6 months of the new hire handling any issues that may come up including compensation, benefits and performance management. HR will work on plans and review the relevant data with provided through "Pay Scale" and to repair compensation. This information will be open to the hiring managers and all employees.

Retiree training is coming soon. The retirees will now have an office in the SAC and if you think you want to retire you can schedule a meeting with a representative here on campus, to discuss your options. Retirees will also man the front desk for the Employee Appreciation. UT Employee Appreciation "Happy Day" logo and t-shirt was shared and information about the Happy Day Events. Still in search of a few good volunteers to participate in UT Field Day Events.

Voting is on Thursday, August 7, 2014, so please be sure follow up with manager in department about voting.

Employment ~ Donna Lenoir, Employment Team Leader: New HR Consultant positions will be posted on 8/6/14. HR will start working with Equifax to complete I9 forms online but original documents should be submitted to HR. Things are being wrapped up to with the I9 process to allowing onboarding to be a little easier for verification.

Compensation ~ Damon Davis, Compensation Team Leader: The 5-10 year Service Award program was held last week for employees with anniversary dates between July 2013 and August 2014. The service award page is now available on the HR webpage, this page includes service dates and employees who will be honored on upcoming service award programs.

New three month evaluation form available on the HR webpage. Supervisors are asked to complete this form just like to six month evaluation form, allowing the supervisor to recognize problems before the employee reaches their six month probationary period.

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Compensation training dates Oct 8 and Nov 5.

Employee Relations ~ Marian Harris, Employee Relations Counselor: Grievance Panel volunteers needed. Training will be provided for those employees who participate. The HR website has been update with information related to Employee Relations.

Training ~ Darnita Brassel, Training Administrator: Please view the training homepage continuous updates. See training website for class updates (list all classes). The Blackboard site is available for employees interested in self-study information for the CAP Exam. Any relevant information that becomes available regarding the CAP will be made available to each Blackboard participants.

ASTD brings awareness to the first week of October for training and they will market information from the University (still working on the collaborative information to add to this page).

The New Hire Orientation employees will have a business card that will have information linking them to the HR webpage for need to know and relevant information.

Benefits ~ Phyllis Hubbard, Benefits Coordinator: The “Go Live” date for TCRS date has changed and further information will be made available soon. Oct 1st is the Benefits Fair, from 10-1:30pm.

There is an appeals process for partnership members who were kicked out to the PPO program. If you received a letter saying you will be switched to standard you can appeal from now until August 31st.

Next Meeting Date

October 7, 2014