



**Combined ERC/ESC Meeting  
Friday, July 8, 2016  
9:00 a.m. to 11:00 p.m.  
Human Resource Training Room**

**Start Time:** 9:00 a.m.

**Members Present:** Marion Grinston, Jeddie Maxwell, Valerie Wheeler, Nancy Wilson, Lisa Aitken, Randy Conway, Jacquelyn Easley, Deonne Edwards, Ramona Jackson, Jacquelyne McClarin, Stanley Tyler, Connie Childs, Bryon Porter

**Members Absent:** Brenda Clark, April Jones, Jayne McKinnie, Lara Nichols, Jasmine Shorter, Netia Watson, Valerie Wheeler, Nancy Wilson, Beverly Avis, Tara Bea, David Epps, Sherri Jackson, Harriet Lang, Lindsey Price, Mary Tunstall,

**Welcome:** **Chandra Alston, Associate Vice Chancellor of HR:** Committee was welcomed everyone proceeded according to the agenda.

**Equity and Diversity Update**

**Dustin Fulton, Senior Equity Assurance Administrator for OED:**

- A new Senior OED Consultant, Maggie Joyce, will be joining OED next week. Maggie will be mainly responsible for harassment and discrimination investigations.
- OED has taken a more deliberate, inclusive approach to commemorative months.
- OED will also introduce new Title 6 training this fall, which will be conducted via Blackboard and Adobe Connect.
- OFCCP has issued new regulations which OED will communicate to the university in the coming weeks.

**Human Resource Update**

**Donna Lenoir, Employment Team Leader:**

- Letters of resignation are now being captured in HR Acuity.
- Jacqueline Anderson has left her position in HR (HR recruiter), which is currently posted.
- There are three recruitment trainings for managers scheduled July 20th, August 17th, and September 21st.
- Postdoc applications went live in March; postdoc positions will now be handled similarly to staff positions.
- Internal applicants should make sure to list their current position at UTHSC.
- Orientation: some faculty members are not attending- let HR know if there are faculty members that need to attend.
- Verification of employment process is now online.



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**Debbie Jackson, Benefits Team Leader:**

- HR Benefits is offering informational sessions to departmental HR liaisons; the Department of Social Security, Department of Finance (insurance), and Division of Claims (workers' compensation) will be in attendance. Please email suggestions on desired trainings. There will be a long-term care session and Retirement 101 class on July 14th. The Benefits fair will be held on September 29th.
- Open enrollment will be two weeks, tentatively October 3-14<sup>th</sup>. There will be no major changes to medical plans; Blue Cross/Blue Shield and Cigna will be used in 2017. Dental insurance will not be accepted at Dunn Dental, but employees may still receive an employee discount.
- Workers' Compensation is now in Employee Relations. A \$1000 fine will be imposed on any department that fails to contact CorVel within five calendar days of an employee's on-the-job injury.
- For emergencies that occur on campus, contact campus police; the response will be faster vs. calling 911. A note was made to speak with Dr. Madlock about the emergency contact listed on University Health Services' website.
- HR Benefits has a new Benefits Specialist, Maya Joy, who will be responsible for educational assistance, HR 128 credit, and new employee orientation.

**Damon Davis, Compensation Team Leader:**

- Damon explained the new FLSA overtime exemption provision and the effect it would have on the university. He explained that HR will be holding informational sessions to inform impacted employees and supervisors. Affected employees will receive a letter within the next few months. HR will be notifying supervisors first, and employees will find out through their supervisors.
- During the next performance evaluation cycle, updated PDQs will be requested. Supervisors should have employees write their own PDQs and then discuss it together. HR is currently looking for a different product to compose PDQs, but it is unclear whether this will be acquired by 2017.

**Kendy Kallaher, Employment Team Leader:**

- Employee Relations has a new Employee Relations Specialist, Jenna Mednikow. Jenna will handle FMLA, Sick Leave Bank, and Workers' Compensation.
- Employee Relations is working to correct errors with the FMLA process and is looking to take annual sick leave bank open enrollment online and update the sick leave bank's board of trustees.



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- Leadership Forums in Jackson and Chattanooga were a success; upcoming forums include: Knoxville: August 3, 2016 and UTHSC Memphis: September 7, 2016 and November 9, 2016. Employee Relations would like to have Dr. Steve Goodman attend the September 9<sup>th</sup> Forum.
- Service Awards are coming up: July 26, 2016: 5-10 years; August 17, 2016: 15-20 years; October (TBA): 25+ years.
- Confidential reporting hotline is up and running.
- Employee Relations is currently rethinking training. Knoxville is scheduled to come August and October to provide training to UTHSC Memphis employees. EAP also offers various types of training. Once it is determined what kind of training employees are interested in, lunchtime sessions are possible. Kendy will send the training catalogue out to gauge employees' interest. 15 attendees must be present for the EAP to conduct training.

**ERAB Updates**

- See attached

**Announcements**

- Dr. Chandra Alston informed attendees that everyone on campus received a 3% pay increase as of July 1, 2016.

**Next Meeting Date**

- December Luncheon (Details TBA)