

**University of Tennessee Health Science Center (UTHSC)
Employee Relations Committee (ERC) Meeting
Tuesday, November 4, 2014
1:30-3:00pm
SAC 305**

Start Time: 1:30

Members Present: Karen Weatherly, Trushauna Morgan, Brenda Clark, Jane Hall, Nathalie Occean, Charmagyne Akram, Vanessa Phillips, Jeddie Maxwell, Chandra Johnson, Betty Turner, Stanley Tyler, Lara Nichols, Netia Watson

Members Absent: Christina Clark, James Corrigan, Belinda Loyd, Stephanie Nunn, Chreshunda Phillips, Magan Stephens, Lynn Moore, Vada Singleton, Laverne Williams

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

Space Planning and Utilization Update

Emile David, Associate Vice Chancellor of Facilities Administration: Presentation was presented to the committee on updates related to space planning including the following: building projects, parking plan and demolitions. In this presentation Emile explained areas owned/rented by UT, future space for pedestrian circulation, bike lanes that correlated with the city of Memphis for student commute and bus shuttle transportation. View the space planning website for a bird's eye view of the planning process (<http://www.uthsc.edu/masterplan/>).

Equity and Diversity Update

Michael Alston, Assistant Vice Chancellor of Student Conduct and Director of OED: Nov-Dec OED Newsletter is available on the OED webpage (<http://www.uthsc.edu/oed/>).

UTHSC Psychiatry welcomes Dr. Catlin Ryan for Grand Rounds at noon on Nov 6, 2014 to discuss her contribution to LGBT health. OED will also be honoring Vets and/or family members Tuesday, Nov 11, 2014 in the SAC Dining Hall at 10:30 a.m. Nov is also Native American Heritage Month and a video called "Our Spirits Don't Speak English: Indian Boarding School" will be shown on Nov 12, 2014 from 1:30 pm to 3:30 pm.

Employee Relations Committee Member Updates

Library, Brenda Clark: The Library will move back downstairs within the next two months (December/January) but they will not have any heat in the building area designated for them. The boiler is not working but facilities is currently working on fixing the problem.

Facilities, Stanley Tyler: Facilities has a new Vice Chancellor of Facilities, Emile David. They also have 3 administrative positions open in their department.

VC-Finance and Operations, Vanesa Phillips: Purchasing has moved from the Facilities building to the Johnson Building (847 Monroe, room 216), across from the Hyman Building.

GME, Jane Hall: Two Residency Coordinator positions open and one Administrative position will be posted in the Pediatrics Department soon. GME has been approved by ACGME for a new Emergency Medicine Residency in Memphis and Nashville for the Emergency Medicine and Family Medicine programs.

Family Medicine, Netia Watson and Lara Nichols: Recruiting for residents and Dr. Manes is looking for an administrative Service Assistant for the St. Francis location.

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CIO Advisory Committee Updates

ITS has created a "Project Manager Office" which will be directed by Vicki Massey. The office will be responsible for working on any IT management project.

Concerns addressed in the meeting

- Designation of signage with contact information outside the IRB Conference Room 910 Madison, Suite 502
- Complaints/Concerns regarding supervisors/management

Human Resource Updates

Employee Relations, Marian Harris, Employee Relations Counselor: ERC/ESC Election Process is under review and committee members will receive information on the nomination and voting process for the new calendar year.

If you would like to volunteer your services to grievances held on campus, please sign up for the mock trial. Mock Grievance Trial is tentatively set for Nov 18, 2014, more information will be provided to directly to participants.

Employment, Donna Lenoir, Employment Team Leader: New HR Consultants are meeting with departments about the employment process. Employment team is also working on scanning personnel files into IRIS for electronic access. An email will be sent to individuals who require specific updates.

Benefits, Debbie Jackson, Benefits Team Leader: Open enrollment closed at the end of October. The Life Planning Seminar is scheduled for Nov 5th. Please be sure to update your life insurance beneficiary information in your HR file.

Compensation, 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 held on October 21st for 25 plus year employees. Award honorees can be found on the HR webpage (<http://uthsc.edu/hr/service-awards/index.php>).

Performance evaluation training for supervisors only is on Nov 11th and for all employees on Nov 17th in the HR Conference room. Evaluations are due on the last working day of March 2015.

Training ~ Darnita Brassel, Training Administrator: Please view the training homepage continuous updates. The Blackboard site is available for employees interested in self-study information for the CAP Exam. The IAAP has set the test dates for next year's CAP exam (check their website for more information). Grant money is available if needed for career development programs, such as the CAP, contact HR for more information.

HR 128 training with a minimum of 32 professional development hours is strongly encouraged. Training for 2015 will be targeted for Mang/Supv.

Announcements, Chandra Alston, AVC of HR: Hats off to Debbie Jackson in HR and J. Lee in Campus Recreation who both worked hard to get us the Healthier Memphis certificate of recognition from the Governor.

Your voice counts so please take the Employee Engagement Survey Nov 3-21st. The Workplace Dynamics survey is also under review by Dr. Brown and his team.