University of Tennessee Health Science Center (UTHSC)
Exempt Staff Council (ESC) Meeting
Tuesday, April 7, 2015
1:30-3:00pm
SAC 305

Start Time: 1:30


Members Absent: Cindey Deaton, Tiffany Trice, Jamie Overton, Jane Poulos, Bryon Porter

Welcome: Marian Harris, Employee Relations Counselor: Committee was welcomed and meeting proceeded according to agenda.

Equity and Diversity Update
Chandra Alston, Associate Vice Chancellor (AVC) of Human Resources (HR): April is Sexual Assault Awareness month and OED will host a number of events for this month, which can be found on the OED webpage: http://uthsc.edu/oed/events.php

ESC Member Updates
Lisa Aitken ~ ITS: Renovations are complete in the Library and work will begin on other floors in the Lamar Alexander building which will eventually impact the relocation of certain departments in this Lamar Alexander building.

Jackie McClarin ~ Finance and Operations: Michael Ebbs hired as the Associate Vice Chancellor of Finance and Operations replacing Pam Vaughn.

Randy and Vanesa ~ COM: Dr. Russell Chesney passes away on April 2nd he had a meet and greet April 6, 2015. Recently hired Dr. Jeffrey Towbin as Chief of Pediatric Cardiology.

Connie Childs ~ Student Affairs: Dr. Cheryl Scheid is retiring in June as Vice Chancellor of Academic, Faculty and Student Affairs. The department is still interviewing visiting candidates for her position.

ERAB Updates
Jackie McClarin ~ ERAB Representative: See attached

Human Resource Updates
Debbie Jackson, Benefits Team Leader: As of July 1st of this year all new hire employees will have to work a full calendar month before they will be covered by insurance. If the employee drops below 75% they are still covered by the University insurance, for at least 12 more months. Please be advised to update your beneficiary information, which can be done on the tcrs.gov website.

Also, same sex legally married and common law couples are now covered under Family Medical Leave (FML).

Donna Lenoir, Employment Team Leader: I9 forms are now paperless and will be available online soon. We will not host minors on campus this summer with Shelby County Schools this year. Please sign up for the different HR128 Employment Training classes being offered this year, specifically for managers/supervisors.
Marian Harris, Employee Relations Counselor: The HR-Employee Relations Complaint form has been updated and can be found on the Employee Relations webpage. Also, a Drug and Alcohol free workplace session through EAP, is being offered as a HR 128 training class to the campus on Wednesday, April 15, 2015 from 10-11am in the HR Conference Room 910 Madison Suite 725.

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Damon Davis, Compensation Manager: Performance evaluations were due last week March 31st. If an employee received a ratting score from 9-14, they should be placed on a Performance Improvement Plan (PIP). Employees can only receive a merit raise if their score is 15 or higher. New pay grades will be implemented July 1st of this year and may affect some employees’ current rate of pay. Employees affected will be notified by HR via a letter, making them aware of the change.

Darnita Brassel, Training Administrator: Health awareness week is April 13th – 24th and the events for next week are attached. Administrative Professional Week is April 20th – 24th, so don’t forget to appreciate your admins. The Administrative Professional lunch will be held on Wednesday April 22nd from 11am – 1:30 pm in the SAC dining hall. Online registration is scheduled for April 1st – 10th, so please make sure your admins sign up.

Please view the [HR-Training page](#) for upcoming classes.

**AVC Updates**

Town hall meeting April 8, 2015, to discuss the Modern Think and Workplace Dynamics survey results, in the Pharmacy Building auditorium from 2-3pm.

In the June/July ERC/ESC meeting we will invite the Chancellor and Vice Chancellor to discuss the committee member’s feedback and suggestions for improvement based on the Workplace Dynamics survey results. In doing this the committee will also review what has already changed within the past few months and how can we make more effective changes in the future. To do this the committee will meet with their assigned workgroups before the next June/July meeting with.

Retirement incentives are being offered on different campuses but UTHSC will not offer incentives. Although, if you are retirement eligible, upon request, your department head may or may not be willing to negotiate an early retirement plan with you.

No minors allowed in the lab, zero tolerance and minors are also discouraged from being on campus during breaks, holidays or any other time.

ID badges must be worn at all times on campus. This will be enforced by Campus Police and employees without badges on campus will be escorted off campus or to the Campus Police Department.

**Next Meeting Date**

June 2, 2015