



**Exempt Staff Council (ESC) Meeting  
Tuesday, August 11, 2015  
1:30-3:00pm  
SAC 313**

**Start Time:** 1:30

**Members Present:** Judy Brooks, Shelia Cooper, Jacquelyn Easley, Deonne Edwards, Renata Gillispie, Ramona Jackson, Andrea Kolen, Jackie McClarin, Vanesa Baker, Connie Childs, Andria White, Chandra Johnson, Randy Conway

**Members Absent:** Lisa Aitken, Kathy Gibbs, Jamie Overton, Jane Poulos, Bryon Porter, Kalon Owens-Jones, Bryan Lemieux,

**Welcome:** **Chandra Alston, Associate Vice Chancellor of Human Resources (HR):** Committee was welcomed and meeting proceeded according to agenda.

**Equity and Diversity Update**

**Michael Alston, Assistant Vice Chancellor of Equity and Diversity & Student Rights:** OED has sent out emails to UT representatives regarding mandatory training for individuals who are considered mandatory reporters for the University, as it relates to Title IX. Meaning, individuals that directly deal with students will be required to report matters of sexual harassment and/or sexual assault to the appropriate administration (this information cannot under any circumstances be kept confidential). This information is provided in the new UTHSC Sexual Misconduct and Relationship Violence Policy, which will be available on the website soon.

Lichterman nominations are being accepted now and the nomination process will close on August 21, 2015. For more information from OED view the webpage at: <http://uthsc.edu/oed/events.php>

**Human Resource Updates**

**Debbie Jackson, Benefits Team Leader:** Benefits has welcomed two new faces: *Cassandra Caldwell, Temporary Admin Assistant and Gina Curry, Insurance Coordinator*. Insurance open enrollment will be September 15-October 15 and the benefit fair will be held on October 1, 2015. Dental insurance will also be changed in the upcoming enrollment year and flyers were mailed out to employee's home address about upcoming health options. Cigna will also change networks to a local network, reducing the provider options.

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

**Donna Lenoir, Employment Team Leader:** Employment has officially relocate to the 1st floor of the Madison Plaza Building.

**Damon Davis, Compensation Manager:** The Exempt/Non-Exempt status for employee will change next year and all employees who are paid less than \$50,440. There will be a meeting with all employee affected by the change and provide a FAQ sheet, which will be drafted by HR and the ESC.



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The next service award program is scheduled for August 20, 2015 at 1pm, honoring employees with 15 and 20 years of continuous service at UTHSC. Also, Compensation ~ Performance Evaluation training will begin in October.

**Darnita Brassel, Training Administrator:** HR training room is closed until the end of the year and classes will be moved to OED training room and Orientation will be moved to Hamilton Eye Institute. Administration professionals retreat has created a process for nomination to attend the conference.

Tennessee Board of Regions is offering CAP preparation classes online, which can be covered by the department (GL 449100 and do not use 446800). Please view the [HR-Training](#) page for upcoming classes.

**ESC Member Updates**

**Andrea White ~ COP:** The campus masterplan is still under the approval process.

**Ramona Jackson ~ CON:** Dr. Cowan will be leaving nursing soon and Wendy Likes has recently accepted a position as Dean of The College of Nursing.

**Randy and Vanesa ~ COM:** Mary Finn retirement is at the Le Bonheur Hospital on August 31st at 2pm.

**ERAB Updates**

**Jackie McClarin ~ ERAB:** See SharePoint

**Other Updates**

**Marian Harris, Employee Relations Counselor:** Reviewed the Workplace Dynamics information presented in the combined meeting in July.

- Confirmed that we will move forward with the Chancellor's Chat beginning October 13<sup>th</sup>. Candidates will be chosen to participate by random selection with at least 50 participants per meeting.
- Anonymous complaints are also encouraged but to ensure follow through, it would be best to acknowledge your complaint.

- We are still working on the employee acknowledgement portion.

**Next Meeting Date**

October 6, 2015