

**The University of Tennessee Health Science Center
Employee Relations Committee and Exempt Staff Council Meeting
3rd Meeting: July 25, 2012 2:00 PM**

Order and Notes of Meeting

I. Welcome: Jerry S. Hall, Director of Human Resources

II. College of Dentistry-Benefits Highlights: Brian Bowling

Dental care is provided by the student doctors at the UTHSC College of Dentistry (assisted by faculty member(s)). There is also a faculty practice, where treatment is provided by faculty members in a private practice. The faculty private practice is available by appointment only and fees do apply. All services are provided, including oral and maxillofacial surgery. All services are at a reduced cost (twenty percent discount). The department does accept Delta Dental insurance.

III. Renovations and Demolitions on Campus: La'Keith Miller

There is a new building being erected, similar to the Cancer Research Center; this is a \$49 million project.

Upcoming Projects:

- GEB 104, Auditorium renovations;
- 920 Madison, 9th and 10th floors renovations to be completed in August (tentatively)
- There is funding for CDD renovations for improvements to the building.
- There will be emergency power upgrades, older generators will be replaced.
- There will be improvements to the 3rd floor in the Hyman building, re-carpeting.
- The 6th floor in the 920 building will begin renovations soon.
- UTHSC has partnered with TVA to reduce the dependency on their grid. Less utility is being used, if more of UTHSC is taken off of TVA's grid.
- Sodexo will be replacing Chartwell's starting August 20, 2012. These include locations in the 920 Madison Building and the G.E.B.
- The pavilion in Forest Park is scheduled to be completed in about a month and a half.

IV. Human Resources Updates- Jerry Hall

There were across the board or merit increases for FY 2013.

The first series of the Financial Empowerment was completed and the next series will start on August 23, 2012. These sessions will be open to all employees.

There will be prioritization of the findings from the Employment Engagement Survey for UTHSC campus. This information will be presented over the next few months.

The first Business Manager's listening tour will kick off soon. The Human Resources staff will go out and listen to the business managers questions and concerns, 1st tour is to kick off, Thursday August 9, 2012.

V. Annual Enrollment- Karen Weatherly

Annual enrollment begins October 1, 2012 and will end on November 1, 2012. By the middle of September, a letter will be generated to explain how to enroll. There will be an online sign up. There also will be an open enrollment late fee assessed.

For Flexible benefits, there will be a debit card and this will eliminate manual claims.

There will be an increase in cost of premiums, deductibles and doctor visits, beginning in January, but the change in cost will begin in the December paycheck.

VI. Training Updates- Monica Fleming

New initiatives: Personal Financial Empowerment Series, sign up online. Basic Skills to Teach a Class, is available to managers and supervisors, this class lasts two days and on the 2nd day, there is a presentation. There are only two dates in 2012 and two dates in 2013.

The Telephone Etiquette Class is for every employee; it started on July 26, 2012 and is offered until the end of 2012. Please check the Training website for dates/times.

The Certified Administrative Professional (CAP) examination is completed and eight employees earned their CAP certification. By successfully completing this examination, the administrative staff earned an additional 9% pay increase.

VII. Departmental Updates

Debbie Jackson- Benefits:

There are a large number of retirees during this time of the year. Retirees should make sure they call Benefits when retiring to ensure that everything is handled efficiently.

Janie Hall-GME:

There office is in the process of finishing up processing 200+ residents.

Stacy Lockett-Employment:

I-9 forms are continuing to come in late and are filled out incorrectly, this will be discussed during the business managers listening tour so that we will be in compliance with e-verify.

La'Keith Miller-Facilities:

Has asked for employees to call him with any concerns/complaints from the Facilities Department, his number is 488 5661.

Jackie McClarin-Finance & Operations: She has copies of ERAB minutes, if anyone would like a copy. She is collecting names for those who would like to participate in meeting with the new catering service, Sodexho.

Vada Singleton-Student Health Services:

Setting appointments are electronic, it can be done online.

Veronica Horton-Allied Health:

The Physician Assistant (PA) Program is to begin in June, 2013.

Joyce Jones-Animal Care Unit:

If there are requests to transfer animals off one account to another, please contact Joyce Jones.

Tabitha Davis-Pharmacology:

X-Lot Parking, Can there be assigned parking for those that pay for parking? (Jerry is to check on this information and report back to Ms. Davis)

VIII. Next Meeting will be September 26, 2012 @ 2:00 in the SAC.

