

**The University of Tennessee Health Science Center  
Employee Relations Committee and Exempt Staff Council Meeting  
2<sup>nd</sup> Meeting: May 30, 2012 2:00 PM**

**Order and Notes of Meeting**

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

**II. SACS Accreditation: Alicia Dorsey**

SACS is the Southern Association of Colleges and Schools. The professional degree programs at the University of Tennessee have separate accreditation; there are 13 professional accreditations for degree programs. No programs can be accredited if the institution as a whole is not accredited. The University Of Tennessee Health Science Center (UTHSC) has been accredited as if it were the University of Tennessee at Knoxville (UTK). UTHSC was given the opportunity for separate accreditation from UTK, so now it is considered a separate entity from UTK. SACS accreditation is done every ten years and at five years to evaluate 84 requirements to approve accreditation. SACS evaluates how we function as an institution. We are a health related institution; therefore, colleges are separately operated, autonomously. The process begins with the institution becoming a member. There are core requirements and federal requirements. The federal requirements have to be met. This includes Title IV. There are the building blocks which include the governance, resources, facilities, and the IT infrastructure. We have to demonstrate that we know how to accomplish our mission. The comprehensive standards include the faculty members. This includes the faculty members' qualifications; a transcript, SACS does not accept Licensure only. The membership application is due January of 2013 for SACS accreditation. September 2014 marks when entire standards have to be completed. There will be a site visit that will consist of seven to nine viewers and this will take place in February of 2015. UTHSC will go before the SACS board in December of 2015. Human Resources will be affected. There will be a complete review of all policies and procedures and a two hundred page application of standards has to be completed. This process will help to identify where issues need to be addressed in order to be in compliance. An internal marketing plan is to take place in the fall to get campus accustomed to SACS. This is done to be able to answer the question, Are we able to achieve our mission? Two years' worth of data has to be presented based on Strategic Planning and Assessment. All colleges, academic and support services, and administrative units will be included. If standards for data not met, we could be held accountable. SACS does not evaluate the Graduate Medical Education department. There will be a Planning and Assessment Department implemented by this summer. A new Clinical Simulation Research building will be erected and the Feurt building is expected to be demolished.

**III. Chief Information Officer Recruitment: Vikki Massey and Alicia Dorsey**

The Chief Information Officer is actively involved in strategic planning of the institute; campus administration and colleges. The search is rapidly moving; there is a good quality of candidates with great interpersonal skills. Parker Executive Search Firm is being used for the search of candidates. By mid-June we will narrow down the applicants to 8-10 individuals, then to 3-5 individuals. The 3-5 individuals will then meet with a variety of groups on campus. The committee will select the top 2-3 individuals and then Chancellor Schwab and Dr. Brown will meet with the candidates. The campus interviews will take place in July and the negotiations will take place in August. The website to keep us informed on the CIO search is [www.uthsc.edu/its/ciosearch](http://www.uthsc.edu/its/ciosearch).

**IV. Employee Engagement Survey and Business Managers Tour: Jerry Hall**

Business Managers Tour will begin in June. This will consist of meeting with business managers and getting their inquiries on Taleo, compensation, training, etc. What can HR do to help departments?

**V. Summer Intern Program: Stacy Luckett**

The summer intern kicked off on June 4, 2012. UTHSC will be hosting the students for the Memphis City Schools system, there will be no direct hires and the students are not getting paid through UTHSC payroll. Dr. Madlock is making sure that volunteers, students and temporaries get the same vaccinations, safety and assessment as regular employees.

**VI. Training: Darnita Brassel**

Certified Administrative Program review class ended April 30, 2012. The revised exam is more challenging, it is pass or fail, with 300 or more questions and the examination was administered in May. Training is now assessing the effectiveness of the exam. There are six new employees enrolled in the GED class, the third student has taken the GED exam and passed and we have two that have to re-test for their GED. STAR is still in full effect. All levels are full to capacity with students and Level 3 will begin in the fall. Training Basics Made Simple is a class offered to employees to help with facilitating a class. It is offered quarterly through 2013 calendar year. The Personal Financial class ends in July. Currently there are 150 Facility employees participating and 50 other employees enrolled in the class. The new class that will be offered in 2013 is the 5 Choices of Productivity. There was a request to develop a training class for Dressing for Success. These course offerings include four times for now until the end of the year, but this is not final.

**VII. Benefits: Debbie Jackson**

There are no new developments with insurance. The Sick Leave Bank will be accepting new members until June 30, 2012. Encourage faculty to join the sick leave bank, this will boost the bank. We need to try to keep the number of members up to support the bank and you have to be a member in order to donate to the bank.

**VIII. Compensation: Damon Davis**

For Non-UT Student Assistant Positions, they are posted online, there is a five day posting period that is waived, please encourage students to apply online. A 2.5% increase has been approved to be applied in July to current regular full-time employees. The merit increase has not been approved. As of April 1, a new campus wide increase from \$8.50 to \$9.07, was given to regular employees only.

**IX. Updates and Recommendations from ERAB: Karen Weatherly & Jacquelyn McClarin**

Send email to Karen or Jackie with concerns, so that they can present issues to ERAB meeting on June 13, 2012. Refer to copy of minutes given by Karen and Jackie.

**X. Departmental Updates/Requests**

**Bryan from the Dental department**

**College of Dentistry** (Jerry reported on): Increase class size to eighty or ninety students, this will be ten more than usual. Renovations are completed. There are bids for renovations to Endodontic and Orthodontics departments. To receive a copy of your employee evaluation, the employee can come to HR or the employee's department should provide employee with a copy.

**Tabitha Davis from Pharmacology:** Polly Hoffman is the interim chair. Dr. Sharp is back in Cancer Research building.

**Lisa Aitken:** The business managers will be receiving an email informing them of the apple device ordering form is different from the other electronics ordering form.

**Jackie McClarin:** Possibly replacing catering services. There is a new RFP out for bid.

**Elise Moore:** The summer program will last from June 4, 2012 to July 20, 2012. College of Graduate Health Sciences has a new Dean, Dr. Don Thomas.

**Netia Watson:** Deonne Edwards is the new business manager in the department.

**Stanley Tyler:** One Facility GED recipient has been promoted.

**Karen Weatherly-Benefits:** If number changed, change it in IRIS so that the health coaches can reach you.

**Jane Hall-GME:** Losing two hundred residents and gaining two hundred residents. The food service hours during the summer- employees do not like the, would like to extend the hours. Plans for Forrest Park-There will be a new pavilion constructed. Witt Sutton has a projected plan for the park per Stanley Tyler. No dates set for the demolition of the buildings, but they are coming.

The Employee Relations picnic will be orchestrated by Pam Houston, details coming soon.

**XI. Next Meeting**

Last Wednesday in July

Election year will be discussed. Mission statement will be distributed for next meeting.