



Exempt Staff Council/Employee Relations Committee Joint Meeting
Wednesday February 14, 2018
1:30-3:00pm
HRTR

Start Time: 1:30 PM

Members Present: Connie Childs, Shannon Guyot, Rosie Davis, Jacquelyn Cotton, Jeddie Maxwell, Sharon Wilbanks, Monica Campbell, Robyn Taylor, Karen Weatherly, Terri Fought, Vikki Massey, Felicia Washington, Regina Tinnon, Eugenia Sims, Renee' Niter, Rosalind Jackson, Toni Buckhanon

Members Absent: Shenika Thomas, Jacqueline Toney, Jonathon Berry, Michelle Nixon, Kimberly Givens, Marilyn Knolls, Debra Bolton, Ashley Cox, Ginger Maya, Kandi Hodges, Bonnie Grubb, Melinda Ensor (alternate), Netia Watson, Melissa Hayes, Valarie Wheeler, Wanda Patrick, Kimberlee Norwood, Jamie Gilbreath, Jane Clay, Shelia Cooper, Victoria Bass, Mary Newell

Dr. Michael Alston, Assistant Vice Chancellor for Equity and Diversity, provided attendees with the following updates and reminders:

- Dr. Ross from Washington University is speaking to the university for Black History Month. Dr. Ross is renowned for his work involving taking students to blighted areas.
- If you want tickets to the Black Student Association Dinner, contact Elise Moore.
- UTHSC is currently searching for an Executive Dean of the College of Medicine and a Dean for the College of Dentistry.
- The first cohort of the diversity certification program was a success. The program will be offered in Chattanooga and Knoxville.

Dr. Chandra Alston, Associate Vice Chancellor for Human Resources provided attendees with the following updates and reminders:

- HR has a new Employment Team Leader, Terri Starling, who comes from Southwest Tennessee Community College.
- Dr. Alston shared some HR metrics, such as average turnover rate, which is on par with other universities. Dr. Alston stated that we need to do a better job of obtaining and retaining the right candidates.
- In the next 90 days HR will be sharing the Energage (formerly known as Workplace Dynamics) survey results with business managers and deans. Areas of opportunity to address will be discussed.
- Dr. Alston gave a recap of the supervisory seminar and described the upcoming supervisory seminars. The next topic will be advanced goal setting for performance



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reviews. The following session will cover technological tools. All sessions are webcast and employees from Chattanooga and Knoxville are welcome to view. Seminars to prepare employees for supervision will begin in April. High potential employees will be selected by their department.

- Dr. Alston stated that exit interview surveys need to be taken more seriously. New hires are also sent surveys after 30 days. Dr. Alston asked attendees to encourage new employees to complete the surveys since response rates have not been good.

Ms. Debbie Jackson, Benefits Team Leader, provided attendees with the following updates and reminders:

- Ms. Jackson encouraged attendees to check their paystubs to ensure that the correct benefit premiums are being deducted.
- Ms. Jackson encouraged attendees to make sure their beneficiaries were up to date.
- The General Assembly is meeting about changing the cashability of the Optional Retirement Plan.
- Optum (the EAP provider) has two new plans- takecharge@work and telemental health. In the takecharge@work program, participants will be assigned a coach if they are depressed, and participants can receive counseling at home on their computer via telemental health.
- For employees who have an HSA or a FSA, the payflex website has been revised.

Mr. Damon Davis, Compensation Team Leader, provided attendees with the following updates and reminders:

- Performance evaluations are due March 29th. HR is holding several performance evaluation trainings, including March 7th and March 8th.
- Mr. Davis expressed his appreciation for participation in job group focus groups. 80% of the focus groups have been completed. The purpose of the groups is to ensure consistency in job descriptions across the UT system.

Ms. Kendy Kallaher, Employee Relations Team Leader, provided attendees with the following updates and reminders:

- Marian Harris has left the university, and a search is underway for a new Employee Relations Counselor.
- HR will soon offer a progressive discipline training class for supervisors.
- Employee and Organizational Development is offering a few classes this year including "What's My Leadership Style?"



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- The Sick Leave Bank (SLB) policy was changed February 1, 2018. Under the new policy, employees must take five days of leave without pay before being able to take advantage of the SLB. There is also now a 180 day lifetime cap; any hours taken from the SLB after February 1, 2018 will be counted as part of the 180 days. The 180 days are workdays, not calendar days. The SLB is looking for donors. If anyone is retiring and will not be able to use sick leave hours, they can donate to those in need of leave.