



Employee Relations Organizations Meeting
May 21st, 2021 – 10:00am to 11:58am
Zoom

Moderator: Debbie Long

Representatives Present:

ERC: Jackie Cotton, Linda Johnson, Nathan Tipton, Robyn Taylor, Katora Jones, Linda Johnson, Jean Perdicaris, Jackie Fox, Lyncie Crawford, April Phetteplace, Janette Smith, Victoria Christian, Andrea Briggs

ESC: Venus Claxton, Yin Su, Selena Strong, Bran Upchurch, Stephanie Breuer, Lisa Hall, Dorothea Owens, Kaining Zhi

Representatives Absent: Nury Magana, Rosalie Nelson, Blake Dingman, Kimberlee Norwood, Jasmine Bowles, Amber Carter

Minutes Secretary: Debbie Long

Guests: Dr. Michael Alston

Meeting Agenda and Minutes

10:00am Welcome and Attendance – Debbie Long

10:05am Representative Share – Venus Claxton

- Venus Claxton – Chips Administrator
- Showed virtual tour of the simulation center:
<https://uthsc.edu/simulation/resources/tour.php>
- CHIPS was initially created when the university was awarded a grant through BlueCross BlueShield several years ago which promoted the creation of the center to help improve patient to clinical staff communication and training while learning additional clinical skills.
- CHIPS offers advanced CPR training to clinical connected staff & faculty which utilizes an assessment kiosk to train advanced CPR skills.
- “Simulation is like a Broadway production, to make what is going on on-stage possible there is a lot of background support behind the curtain.” This is what my job is – focusing on the administrative side of the simulation center where the business, financial, and other support work lies.

10:20am Updates from The Office of Equity and Diversity – Dr. Michael Alston

- Office name change to the Office of Inclusion, Equity, and Diversity in response to UT President Boyd's IDE Committee - [UT Launches Newly Reimagined Presidential Committee, IDE – University of Tennessee System Human Resources](#)
- The May – June issue of the OED Office will be the last issue published in this format. Going forward the newsletter will shift to a format similar to the IT Newsletter format, which is a real-time web-based publication webpage. Previous editions of the newsletter will still be available on the OED website.
- A new team will be joining OED on Monday, May 24th - Hallie Drake who has moved to the Memphis area all the way from Washington State. Welcome Hallie!
- Beginning Monday, May 25th the OED office is opening on a rotational schedule of walk-in hours M,W,F from 8:00am to 1:30pm, and T-TH from 9:00am to 2:00pm.
- The Diversity Certificate Program is changing from a semester-based offering to being offered annual in conference format in the Spring and offered every other year in the Fall to an in-person/hybrid learning format over the course of several weeks.
- The Diversity Passport Program will relaunch this spring, the DPP is open to students with activities and requirements made more accessible to the student schedule.

10:30am Representative Share – Nathan Tipton

- Nathan Tipton – Admin Coordinator I
- Showed off website and department video: <https://uthsc.edu/physiology/>
- “I’m a jack of all trades in the department of Physiology but our department is very team based – so we share and support each other in our basic duties.”
- One highlight of the Nathan’s position was the chance to create the department website and develop the departmental video.
- Physiology is one of the first departments on campus that started UTHSC.

10:45am Representative Share – Bran Upchurch

- Branette Upchurch – Senior Accreditation Specialist
- Works in GME, a branch of the College of Medicine, where medical residents and fellows are trained to be board certified. GME also provides programs for residents and trainees to learn a specialty.
- There are 74 ACGME accredited programs and 20 non-standard programs in GME instructing 945 residents. <https://www.uthsc.edu/graduate-medical-education/>
- Bran is the accreditation guru – she oversees all programs and ensures they meet all accreditation requirements, including assisting with site visits from accrediting body auditors.
- She also conducts GME’s internal audits for accreditation.
- She also serves as GMEC Secretary and secretary on several subcommittees.
- Currently our programs are at full student capacity despite the pandemic.

- UTHSC is in good standing with ACGME Accreditation.

11:00am Representative Share – Lisa Hall

- Lisa Hall – Executive Director
- ITS does the technical services related to all technology and software to enable UTHSC employees to do their job.
- The HelpDesk is the first tier of support, however if the HelpDesk is unable to assist you with your issue then they can redirect you to the appropriate division of IT to solve your problem.
- Showcased the following webpages:
 - <https://www.uthsc.edu/its/>
 - <https://www.uthsc.edu/its/business-productivity-solutions/index.php>
 - <https://www.uthsc.edu/its/business-productivity-solutions/training/index.php>
 - <https://www.uthsc.edu/its/business-productivity-solutions/product-management/index.php>
 - <https://www.uthsc.edu/its/business-productivity-solutions/lean-uthsc/projects/index.php>
 - <https://www.uthsc.edu/its/business-productivity-solutions/lean-uthsc/success-stories.php>
 - <https://www.uthsc.edu/its/newsletter/index.php>
- Major shout out to Libby Pelham for excelling at her skills and making IT more communicative to the campus by streamlining communications, such as the newsletter, and incorporating the typical IT jargon into more digestible terms for non-IT specialty personnel.
- New team member, Michael Barbirie is also an excellent help, currently serving the College of Dentistry supporting specialty software.

11:30am Round Table Announcements

Dr. Yin Su, ESC, Research

- Research is finding a lot of grant opportunities for research this year.

Janette Smith, ERC, Facilities

- Edwin Jeffries has been promoted to Director of Operations.

Bran Upchurch, ESC, College of Graduate Health Sciences

- Coping with the reorganization stemming from the changes with the Methodist Hospital partnership.
- A new Cardiology program has been launched in GME-Nashville.

Kai Zhi, ESC, Plough Center/Forensic Center/Campus Police

- Campus Police is increasing patrol and enforcement on speeding and not yielding to pedestrian crossing on Madison Ave.
- Please take a moment to thank our police officers for their efforts.
- Plough Center has maintained working 100% on campus through the pandemic, a successful by product of this effort has been the great progress made in FDA standards projects.
- The Plough Center is in the planning stages of expanding the Plough Center building.

Lisa Hall, ESC, ITS

- You may receive an email from Lisa Hall or Vikki Massey in the coming month if you are still using VolShare. The migration away from VolShare to other points of storage is in its final stages.

AFSA – Jean Perdicaris (ERC) and Venus Claxton (ESC)

- AFSA has a return-to-work plan in motion as an academic affairs unit. It is still fluid and the department is working to be more present on campus than remote.
- CHIPS will begin integrating back to campus on June 1st, beginning with a rotating schedule.
- Big shout out to the AFSA team players who worked the commencement ceremonies this past month. Each ceremony was unique and all who attended seemed genuinely happy to be there. The sense of unity in the room could be felt.

Nathan Tipton, ERC, Medicine 3 –

- Cicely Hicks is moving to a new position of Assistance Director in Pediatrics.

April Phetteplace, ERC, Medicine 2 –

- GME is ramping up for the onboarding of new residents and fellows for the July 1 term.

Selena Strong, ESC, Pharmacy –

- Terrice Watson has transferred over, replacing Shelia Cooper who is retiring from her position in the College of Pharmacy Administration office.
- CoP will be returning to full in-person service at the end of June.

Andrea Briggs, ERC, Medicine 1-

- College of Medicine Administration is coming in daily on rotating schedule to have a more on campus presence.
- Grant cycles are coming up in June.

Linda Johnson, ERC, Health Professions –

- Audiology and Speech Pathology Commencement was last week, and all went well.

Robyn Taylor, ERC, Nursing –

- Latoya Chavers is the new Student Affairs Coordinator for the College of Nursing.
- The office will be back two days a week in-person as of August 1st.

Lyncie Crawford, ERC, Graduate Health Sciences –

- GHS is open M-W-F and by appointment on T-TH in the coming weeks. Currently someone is in the office every Wednesday.

Katora Jones, ERC, Forensic Center –

- Currently recruiting for a Death Investigator and Administrative Specialist.

Jackie Cotton, ERC, Finance –

- The Payroll office is now in Hyman 205.
- Institutional Compliance Office is in Hyman 200.
- The office of Contracts, Accounting & Budget, and Procurement will be moving soon.
- Finance is gearing up for the fiscal year end and planning next years budget.
- Dr. Brown and Chancellor Swab have officially moved to the Mooney building.

Jackie Fox, ERC, IT –

- IT will be moving forward with the phone service change soon; this service will enable work calls to be conducted from a computer instead of the office phones. More information to come as this develops.
- Beware of the spam block call feature on your phone systems, some of these systems are blocking UTHSC numbers as spam.