



**Employee Relations Organizations Meeting
January 29th, 2021 – 10:00am to 12:00pm
Zoom Meeting**

Representatives Present:

ERC: Amber Carter, April Thompson, Jackie Cotton, Lyncie Crawford, Nathan Tipton, Robyn Taylor, Andrea Briggs, Janette Smith, Jean Perdicaris, Nury Magana, Joyce Hamilton

ESC: Blake Dingman, Daniel Hutchinson, Kimberlee Norwood, Stephanie Breuer, Dorothea Owens, Kaining Zhi, Bran Upchurch, Yin Su, Lisa Hall

Minutes Secretary: Kimberlee Norwood

Representatives Absent: Venus Claxton, Jackie Fox, Jasmine Bowles, Linda Johnson, Victoria Christian, Katora Jones, Selena Strong

Guest: Phuong Nguyen, Debbie Jackson

Meeting Agenda and Minutes

10:00am Welcome and Attendance – Debbie Long

Welcome new ESC Representatives: Selena Strong, Pharmacy ESC and Bran Upchurch, GME ESC

ERAB Representative Update

- Knoxville is carrying over ERAB reps from last year. Dorothea Owens and Katora Jones will remain for one year.

Meeting Minutes Secretary Announcement

- Yin Su is taking a new position in Office of Sponsored Programs, so Kimberlee Norwood will be the new ERO Minutes Secretary.

10:10am Set goals for ERC/ESC

- Last Friday of the month at 10 am has been selected for our meeting day and time with the ability to reschedule when needed.
- Don't get sick!

- Employee engagement sessions – provide more of those to keep us connected and assist with stress reduction. Promote what HR is doing.
- Do we want to sponsor an employee relations event, such as meet your representatives virtual party? ERO thinks this is a great idea for March.
- Way for ERO to communicate outside of the meeting times. TEAMS has been suggested and Lisa Hall says that it is a great tool. Lisa Hall will assist us in setting this up. February's meeting will include a TEAMS training session.
- Discussion about the new ESS time entry and submitting leave requests. Group discussed having difficulties with persons paid on multiple accounts and with overtime. This is a departmental issue, not really for ERO.
- A goal was set to work towards more opportunities for our long-distance employees to engage with us. Suggested an open forum for July.
- A goal was set to get to know more about UTHSC. At the beginning of monthly meetings representatives will give a 5-10-minute presentation about his/her/their area in order to get to know other's areas they represent. No more than 3 presentations will occur per meeting. Representatives are encouraged to pair with their ERC/ESC counterparts to reduce duplication in presentations.
- Debbie L. asked representatives to provide any feedback you receive on the virtual compliance training that was provided this year. This is a pilot year for one-stop-compliance training utilizing the K@TE system for regular employees. Students still use Blackboard for training.

10:40am Plan tentative agenda for 2021

- February – MS TEAMS training.
- March – Meet the representatives engagement event.
- July – Open online forum for constituents in place of meeting.
- November - tour new Nash, Crow, and Mooney buildings.
- Other months – presentation of specific work areas and other content to be determined.

11:30am Announcements

AFSA – Jean Perdicaris

- Lyndsay Pittman was promoted to Assistant Vice Chancellor for Enrollment Management. She served/serves as the Registrar for the past 2 ½ years. A search will commence for the position of Registrar shortly.
- Dr. Kristi Forman was recently hired for a new position, Director for Faculty Affairs.
- Dr. Lori Gonzalez, Vice Chancellor for AFSA, accepted a new position as Provost and Executive Vice President with the University of Louisville. She is returning to her home state, and we are thrilled for her. Dr. Cindy Russell, Associate Vice Chancellor for Faculty Affairs, will serve concurrently as interim Vice Chancellor for AFSA. A national

search will commence shortly. AFSA gave Dr. Gonzalez a virtual celebratory farewell sendoff Wednesday, 1-27.

- Dr. Chad Epps, Executive Director for CHIPS, passed away unexpectedly Friday, 12-18. It is a tremendous void. A virtual memorial was held 1-20; hosted by AFSA and was attended by colleagues the world over.

College of Dentistry – Blake Dingman

- Dentistry is transitioning residents from GME to dentistry.
- The new Dentistry building is coming along well. There is a live feed available on the website where people can view the progress.

Department of Physiology – Nathan Tipton

- Nash building renovations are complete on the first and second floor. Two more floors are ready to go with budget authorization from the state.
- New departmental video is 99% complete and will soon be uploaded for student and faculty recruitment for Physiology.

Facilities – Dan Hutchinson

- All facilities crews are back on campus.

Human Resources – Debbie Long

- HR is gearing up for more engagement initiatives. The ‘New Year New You’ series is currently running.
- Next HR Liaison meeting is scheduled for February 11th.
- Debbie Long has moved within HR from Employee Relations to Benefits.

Communications & Marketing – Amber Carter

- Please submit your selfie wearing red for Go Red for Women Campaign until February 3rd. Submit to communications@uthsc.edu. On February 5th, all submissions will be posted.

College of Nursing – Stephanie Breuer & Robyn Taylor

- Moving from 920 Madison to Crow building currently. Crow is now the College of Nursing building as renovations are complete. Adrian McClean has left for another university. Leneil Smith is leaving for another university. Angelica left for pharmacy.
- Mooney building renovations are almost complete and looking very nice.

Office of Research – Dr. Yin Su

- Structure is being updated and the website has been updated. Please visit the webpage to see more of what is going on in Research.

IT – Lisa Hall

- New ITS newsletter is available. These are archived and accessible on the website. It has great introductions, tips, and tricks to tools such as One Drive, TEAMS, etc. and a survey link for feedback and suggestions for future tips. <https://uthsc.edu/its/newsletter/>
- We have moved to ZOOM HIPAA for better security and safety. This prevents ZOOM bombing especially for large meetings. ZOOM recordings should go to One Drive or SharePoint because ZOOM will not certify their cloud.
- Team Dynamics is replacing Footprints for tracking service needs.
- We recently hired a Product Manager, Cord Williams to do product management.

Kimberlee Norwood - Long Distance College of Medicine Representative

- COVID-19 PSA - be aware that simple sinus issues such as congestion are a symptom of COVID-19. Encourage others to be mindful that if experiencing such issues to please keep distance and get tested to avoid unnecessary spreading of the virus.
- Next meeting February 26th.