



**Employee Relations Organizations Meeting
June 25, 2021 – 10am to 11am
Zoom Meeting**

Representatives Present:

ERC: Amber Carter, Lyncie Crawford, Linda Johnson, Nathan Tipton, Andrea Briggs, Janette Smith, Debbie Long, Linda Johnson, Jean Perdicaris, Jackie Cotton, Rosalie Nelson

ESC: Blake Dingman, Kimberlee Norwood, Venus Claxton, Dorothea Owens, Kaining Zhi, Yin Su, Bran Upchurch

Minutes Secretary: Kimberlee Norwood

Representatives Absent: Robyn Taylor, Vickie Christian, April Thompson, Jackie Fox, Nury Magana, Joyce Hamilton, Katora Jones, Jasmine Bowles, Daniel Hutchinson Stephanie Breuer, Selena Strong, Lisa Hall

Guests: Vikki Massey, Executive Chief Information Officer

Meeting Agenda and Minutes

10:00am Welcome and Attendance – Debbie Long

10:05am New IT Service Site “UTHSC TECHCONNECT” – Vikki Massey, ITS Deputy CIO

- Available July 26, 2021
- IT service and project management tool
- One home for all things IT (tutorials, service requests, and more)
- Will replace Footprints
- Enhanced matrix and reporting
- Help Desk has been rebranded to Service Desk
- Vikki provided a demonstration of the new site including service catalogue and knowledge base. Looks nice!
- Testers will be contacted soon to do their testing.

10:30am Linda Johnson, College of Health Professions

- Speech and Hearing Program
- Audiology and Speech Pathology, 100% Graduation rate

- Physical Therapy, 100% graduation rate
- Looking for a Sr Associate Dean
- Has meeting rooms available for all to use: Dean's Conference Room and Dean's Library, each seat up to 25 people
- Offered to assist with CONCUR training for anyone needing it

10:40 am Dorothea Owens – Director of Analysis and Planning

- This is a new position created for analytical forecasting for strategic planning within the College of Medicine.

10:45 am Kimberlee Norwood, MA – Medical Educator in the Office of Medical Education

- OME responsible for all aspects of medical student education from curriculum to policies.
- Assist medical students, Director for Heartstrings, Coordinator and Co-Director for Longitudinal Scholars' Program, Director Preparation to Clerkships Week, clerkship onboarding, student requirements (CPR, etc.), away rotations and visiting students.
- Open positions: Office Manager/Assistant to Associate Dean and Office Assistant

Announcements:

Jackie Cotton, ERC, Finance – Has anyone begun mail service? Andrea Briggs says not yet. We are speculating that with the call to return to work July 1st, mail services probably will start back up shortly after.

Jean Perdicasis, ERC, AFSA – returning to campus July 1st. her department 3-5 days a week. Julie Sutch is retiring June 30th. Search committee for Director of CHIPS has been formed.

Rosalie Nelson, ESC, Facilities - many changes with archibus (Lacy Scott) when a problem is reported would have to say billable or nonbillable and that has been changed to better identify problem type. Problems will be categorized by problem. Logistics was the mover, now it is a furniture choice: assemble, disassemble, move, or new. This is a work in progress. Please utilize the description box.

Yin Su, ESC, Research - OSP + Me is resuming and is posted on the campus calendar. Everyone can register for an online discussion.



Debbie Long, ERO Coordinator – assigned staff lists are being updated. HR Sick Leave enrollment ends June 30th. HR is still utilizing an in-person rotation in the office. The HR front office remains open from 8a-2p Monday through Friday.

Dorothea Owens, ESC, Medicine – return July 1st but possible hybrid schedules may come later. The Scholars' program, 2nd cohort begins in September and CoM is taking applications now from individuals in the college of medicine. Musical offices

Nathan Tipton, ERC, CoM3 – Charles Hicks is new operations manager.

Blake Dingman, ESC, Dentistry – construction is ongoing on the new College of Dentistry building. College is currently onboarding 27 residents.

Amber Carter, ERC, Communications - Board of Trustees meetings are top of the list right now, this has engaged the majority of the department's attention.

Jackie Fox, ERC, IT – proposal for new phone system. Calls can be made from computer and an application on phone will show as a call from UT.

Bran Upchurch, ESC, GME - had a successful in-person orientation this year.

Linda Johnson, ERC, Health Professions – Linda Ross retires June 30th. Dr. Zees and his mother are leaving at end of June.