



**Employee Relations Organizations Meeting  
August 27, 2021 – 10:00am to 12:00p  
HR Training Room & Zoom**

**Moderator:** Debbie Long

**Representatives Present:**

**ERC:** Jackie Cotton, Robyn Taylor, Linda Johnson, Jean Perdicaris, Jackie Fox, Janette Smith, Victoria Christian, Lyncie Crawford, Nathan Tipton, April Thompson, Andrea Briggs, Nury Magana

**ESC:** Venus Claxton, Yin Su, Stephanie Breuer, Rosalie Nelson, Kimberlee Norwood, Dorothea Owens, Kaining Zhi, Bran Upchurch

**Representatives Absent:** Amber Carter, Lisa Hall, Blake Dingman, Selena Strong, Katora Jones

**Minutes Secretary:** Kimberlee Norwood

**Guests:** Dr. Chandra Alston

**Meeting Agenda and Minutes**

10:00am Welcome and Attendance – Debbie Long  
Special Announcement

10:05am Representative Share – Jean Perdicaris, Assistant to the Vice Chancellor for AFSA Academic Faculty and Student Affairs, 12 Units, 111 Team Members. Dr. Cindy Russell recently named Vice Chancellor for AFSA. AFSA handles academic enrollment, commencement, accreditation, assists with new program development, new faculty hires, promotion and tenure, international affairs, human affairs and community engagement, and more. Jean has been with UTHSC for five years and has had 8 Supervisors in those 5 years. In the Hyman Building, 4<sup>th</sup> Floor, Suite 400.

10:20am Representative Share – Jackie Cotton, Financial Coordinator, Department of Finance Bursar's Office, Contracts Office, HSC Hub (formerly the Vol Shop), Institutional Compliance Office (state and federal laws and UT policies), Payroll, Procurement Services, Accounts Payable, Surplus Property, and General Stores are all departments that fall under the Department of Finance.

- A notable accomplishment of procurement services is they developed the Diversity Business Enterprise Program that provides outreach to small and minority businesses to help identify opportunities to work on our campus.

- What Jackie does: executive assistant providing support, worked 14 years in finance under Tony Ferrara. Manages Ferrara's calendar, purchase orders, campus charter plane requests, campus projects, employee searches, HSC Advisory Board, newsletter, website, project manager, and more.

10:35am Representative Share – Stephanie Breuer, Manager of Research and Scholarship in the College of Nursing (CON) along with Curtis Roby, Scientific Editor and Patti Smith, Grant Writer/Strategist.

- Have ten research faculty with 40% or more effort towards research.
- Stephanie does the Pre-award and Post-award person.
- Aids with review of sponsor guidelines, proposal requirements, create budget, create proposal package, reviews documents, and submits proposal to OSP for pre-award.
- Post-award duties include account set-up for incoming awards, outgoing subawards, monitor spending for compliance, and reviews effort of all paid personnel.
- Funding of CON research: 3 NIH awards, 2 HRSA awards, 4 NIH subawards, 2 PCORI subawards, and 4 industry sponsored awards.
- Research areas: stroke research, pediatric stroke research, maternal child development and telehealth, telehealth center developing, and sexual assault nurse examiners training program.

10:50am Representative Share – Andrea Briggs, Financial Coordinator

- Preventive Medicine Physician Assistant Program. Been with UTHSC 19 years. Assists Director of Administration, Felicia Lockett who is over 3 departments: radiology/oncology, preventive medicine, and physician assistant program.
- Preventive medicine is heavily grant funded. Goal is to improve human health through education, research, and public service. Established in 1939. 26 faculty, 7 post-doc fellows, and 39 staff members of diverse backgrounds. Located at 66 N Pauline.
- Ongoing research projects (i.e. CANDLE project and LookAhead), education (i.e. epidemiology program, Clinical Research certificate), and service (i.e. REACH – train care givers for dementia patients and BERD – statisticians for biostatistics).
- Preventive Medicine Administrative Team: Felicia Lockett, Director of Administration; Cardella Leak, Program Administrator; Andrea Briggs, Financial Coordinator; Monique Mills, Accounting Assistant; Debra Jackson, Grants Coordinator; Michon Anderson, Accounting Assistant; Kristen McKenzie, Administrative Coordinator and assistant to Dr. Karen Johnson; and Demetriss Gilliam, Human Resources.
- Physician Assistant Program is down a person and currently assisting them. PAP's first year is education and second year is clinical rotations.
- Gift cards need to be purchased through Andrea Briggs for campus purchases.

11:10am Round Table Announcements

Nathan Tipton – is leaving the College of Medicine and going to the College of Pharmacy as a scientific writer.

Chandra Alston –

- COVID challenges: tripled cases since June, If exposed to COVID, that is to be reported to HR through the COVID reporting form on the website; Tim Barton handles contact tracing from this form. Report even if working from home.
- Vaccinated individuals are not wanting to work with unvaccinated persons and vaccinated persons are having breakthrough cases. We are now back to masks on campus. HR receiving numerous emails from concerned employees about campus hygiene and space sharing. Supervisors can allow those that can work at home to do so.
- HR is looking to standardize the message centered around COVID and to have a standard of practice across colleges for strategic flexibility. Students are back on campus.
- Faculty have not had coworkers to rally around them or support them and have had to increase labs from one to three which extends their day. Faculty are fatigued and stressed with all the necessary accommodations.
- What do we do for employee wellness?, not just faculty. Looking to hire a Chief Wellness Officer. Please share any ideas around wellness. Deciding where to house where it will reach faculty, staff, and students. Everyone is doing a little something around wellness but no central coordination or data collection. Email ideas and suggestions to Chandra Alston.
- Kai Zhi asked about the policy on negative tests for returning after exposure and quarantine. He suggested 2 negative tests before returning.
- Will campus offer booster shots? UTHSC is attempting to acquire the booster vaccine but having the staff to administer may be the bigger challenge. Six interviews scheduled for Chik-fil-A and not one candidate showed for their interview. We have no medical assistants (MA) in UHS, those positions are posted and unfilled. Looking to use pharmacy students to administer.
- Chandra encouraged us all to recognize the world is changing and for us all to be patient and safe.

Jackie Cotton, ERC, Finance:

- Hyman elevator is out of service for two months at least.
- Search for CHiPs executive director has begun.
- Recruiting for a Procurement Services Specialist position.

Rosalie Nelson, ESC, Facilities

- Facilities have renovations and plans going on all over campus. Archibus upgrade underway. Office is alternating days but crafts are there daily.
- Senior Microbiologist position open for someone with experience with federal agencies to increase our compliance and increase level of projects.

Dorothea Owens, ESC and ERAB:

- Employee Relations Advisory Board – October Non-Exempt Employees Excelling Together Program – looking for more participants especially males. September 14<sup>th</sup> the Employee Satisfaction Survey will be coming out.
- TN.Perks.com – new employee discounts to register for.
- Everywhere you look, President Randy Boyd on tour right now. Everywhere.TN.edu/tours.

Graduate Medical Education has expanded to the 5<sup>th</sup> floor of 920 Madison Building.

Jackie Fox, ITS

- ITS takes requests to set up remote call forward for those working at home and for those whose phones were knocked out by the storms. Let IT know what phones and phone needs you have.
- Do not forget about Tech Connect and be sure to fill out the form completely.

Victoria Christian, ERC, Dentistry:

- Diwana Oliver is the new Administration Assistant, the first person you see when you come in. Cynthia Hightower is our new Admissions Administrator.
- Amanda Glascock is our new Revenue Cycle Coordinator in Insurance.
- Katrina Parnell was on the front desk as cashier and is now the Payroll Coordinator.
- Construction is moving along, and another elevator is about to be put in.
- Interviewing for a Shipping Coordinator.
- Back to full patient load with a waiting list.

Debbie Long, Moderator:

- ERC needs a non-exempt staff member from Pharmacy.
- Amber Carter has been promoted to the Hamilton Eye Center. She will remain in her ERO position for the remainder of this term.
- Reminder to report COVID positives and potential exposures.