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## Spring Workshop April 14, 2009

University Center  
University of Tennessee  
1502 West Cumberland Ave.  
Knoxville, TN



**Registration Fee:**  
TN CUPA-HR Members \$50  
Non-Members \$60

Deadline for Registration is April 10, 2009!

Save \$10 if you register by March 31, 2009!

### Spring Workshop

We have created a conference website where we will list the most updated information regarding the conference, including directions, parking, and hotel information.

The website address is:

<http://www.etsu.edu/humanres/cupahr/events.html>





## Keynote Speaker



Timothy B. McConnell

Timothy B. McConnell, shareholder in the Knoxville office of Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC, concentrates his practice in the area of employment law and manages the employment law practice for the Knoxville office. His experience includes representing and advising employers in all aspects of employment litigation, including matters arising under Title VII of the Federal Civil Rights Act, the Tennessee Human Rights Act, the ADA, ADEA, FMLA, OSHA, the Tennessee Public Protection Act and the Tennessee Workers' Compensation Act. His employment litigation practice also consists of representing clients in cases filed in both federal and state courts and in matters pending before the Equal Employment Opportunity Commission and the Tennessee Human Rights Commission.

In addition to his employment litigation practice, Mr. McConnell's practice also focuses on:

- providing management and employee training programs on various employment law-related topics, including workplace harassment, the Family and Medical Leave Act, the Fair Labor Standards Act and the Tennessee Drug-Free Workplace Program; and
- counseling and advising employers through reviewing and auditing employee handbooks and policies as well as day-to-day advice on employment law-related issues.

## Election

An election of officers will be held at the Annual Meeting on April 14, 2009 in Knoxville, TN. Election to office shall be by a simple majority of votes cast by eligible voting members.

### Slate of Officers:

- President-Elect, Mr. Richard Ashley, Training Manager, East Tennessee State University
- Secretary, Ms. Judie Martin, Manager of Operations, The University of Tennessee, Institute for Public Service
- Treasurer, Ms. Joan Bates, Director of Human Resources, Cleveland State Community College

Current President-Elect, Ms. Ann McElrath, Director of Human Resources, Lee University, to assume the role of President

Current President, Mr. Dan Trentham, University of Tennessee, to assume the role of Past-President

## New Chapter Bylaws

New (replacement) Chapter Bylaws will be voted on by our membership at the upcoming April 14, 2009 meeting in Knoxville, TN. Below please find explanatory comments highlighting several of the more significant changes. The Proposed Bylaws are posted at <http://www.etsu.edu/humanres/cupahr/bylaws.html#proposed>. In accordance with our current Bylaws these changes are being communicated in writing to Chapter members at least 30 days prior to our meeting on April 14.

Comments on new Bylaws:

1. The National Office of CUPA-HR provided these standard bylaws and recommended we adopt them, with appropriate adjustments pertinent to our chapter.
2. Art. IV., Sec. 3.B. Changing the dates for dues to be paid to August 1 but not later than January 31 (from July 1 and December 31), will allow organizations whose fiscal years begin on July 1 to have some time to get their new budgets in place prior to due dates.
3. Art. V., Sec. 1. This was worded to allow employees of governing boards such as Tennessee Board of Regents, who are members of CUPA-HR national and chapter, to hold chapter office.
4. Art. V., Sec. 3. Terms of office changed from two years to one year. Terms of office of one year may facilitate the nomination process for all officer positions. The one position where two years would help gain experience is the President's position, but the year spent as President-elect should provide the necessary experience, especially if the President-elect serves as the program chair as provided by the new bylaws.
5. Art. VII. Limitation of Liability, Indemnification and Insurance. This section was written by the attorney for CUPA-HR national office.

## New Member Welcome – John Carbonell

John Carbonell joined TN CUPA-HR for the networking opportunities with other human resources in the field of higher education. He also joined to share in the ideas and strategies for meeting the challenges of human resources in the academic arena.

John has been in human resources management for over 15 years, in both the public and private sector. He is currently the Assistant Vice President for Business Services and Human Resources for Union University. Union is a private, coeducational liberal arts-based university offering bachelor's, master's and doctoral degrees. The 290-acre campus is located in Jackson, TN with additional campuses in Germantown and Hendersonville. Union University currently enrolls nearly 3,800 undergraduate and graduate students and employs over 420 full-time faculty and staff.



John was previously the Director of Human Resources for the Florida Institute of CPAs in Tallahassee Florida and for the Family Research Council in Washington, D.C. He has also held human resources management positions with the Benova, Inc., the Florida Medical Association, the Florida Department of Education, and the City of Tallahassee.

John is a graduate of Florida State University and is currently working on his MBA at Union. He is a certified as a Senior Professional in Human Resources (SPHR) by the Human Resource Certification Institute (HRCI).

John is currently a board member of the West Tennessee Society of Human Resource Management and was the 2006 President of the Big Bend SHRM in Florida. He is a member of the national SHRM.

John enjoys spending time with his wife, Diane, and their seven children (two girls and five boys).

**College and University  
Professional Association  
for Human Resources  
Tennessee Chapter**



**APPLICATION FOR MEMBERSHIP**

**Tennessee College and University Professional Association for Human Resources  
TN CUPA-HR**

Membership Period August 1, 2009 – July 31, 2010 (*pending adoption of new bylaws*)

Dues for the membership year are payable on August 1, but not later than January 31. Dues for joining during the second half of the membership year shall be one-half of the regular annual amount.

**Person(s) desiring membership should complete this application and submit payment of dues to the Treasurer (address below). Make checks payable to TN CUPA-HR.** This form serves as an invoice.

Please complete this section for each member (use additional sheets as necessary). Each institution may designate an unlimited number of institutional representatives to participate in Chapter activities but must designate on the form below one person as a key representative to vote on official Chapter business matters.

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Key Representative?  Yes  No

**Dues rates for membership (please check one):**

**\$100 per institution (up to 5 members; each additional member is \$25 each)**

**OR**

**\$25 Individual Membership**

**\$100 Corporate membership (additional members: \$25 each)**

Please send to:

TN CUPA-HR Treasurer, c/o Richard Ashley, Training Manager  
 East Tennessee State University  
 Box 70564  
 Johnson City, TN 37614-1707

Phone: 423- 439-6133

Fax: 423-439-5830

Email: [ashleyrc@etsu.edu](mailto:ashleyrc@etsu.edu)

Tennessee CUPA-HR  
 Spring Workshop  
 April 14, 2009  
 Carolyn P. Brown Memorial University Center  
 Knoxville, Tennessee



**REGISTRATION FORM (Please Use One Form for Each Participant)**

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Full Name Nickname for Badge

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\_\_\_\_\_

Title

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\_\_\_\_\_

Institution/Company

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\_\_\_\_\_

Address

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\_\_\_\_\_

City State Zip Code Telephone

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\_\_\_\_\_

Email Fax

**REGISTRATION DEADLINE APRIL 10, 2009**

**REGISTER by March 31, 2009 and get a discount! (Lunch and all materials included)**

**\*\* \$40/ person TN CUPA-HR members    \*\* \$50/ person Non-TN CUPA-HR members**

**After March 31, 2009: \$50/ person TN CUPA-HR members    \$60/ person Non-TN CUPA-HR members**

Please indicate your interest in the following *concurrent* sessions (**choose two**):

- |  |    |   |
|--|----|---|
| <p>_____ <b>1A Educating Employees about Retirement</b><br/>                 Presenter: TIAA-CREF Representative</p> | or | <p>_____ <b>1B Strategic Planning 101</b><br/>                 Presenter: Dr. Greg Sedrick (UTSI)</p>                   |
| <p>_____ <b>2A 403(b) Updates</b><br/>                 Presenter: Mr. Clint LeGeyt (ING)</p>                         | or | <p>_____ <b>2B Best Practices in Background Screenings</b><br/>                 Presenter: Ms. Julie Bigler (Kroll)</p> |

Workshops will also include **two** General Group Sessions (everyone participates)

- |   |   |
|---|---|
| <p>1) <i>Pursuing a Healthy Campus</i><br/>                 Presenters: Mr. Steve Cyboran (Segal)<br/>                 Mr. Alan Chesney (UTK)</p> | <p>2) <i>Employment Law Updates</i> (during lunch)<br/>                 Presenter: Mr. Tim McConnell<br/>                 (Baker, Donelson, Bearman, Caldwell, &amp; Berkowitz, PC)</p> |
|---|---|

Registration begins at 8:30 a.m. and the Workshops are from 9 a.m. until 3:15 p.m. (*all times Eastern*). The workshop will be held at the Carolyn P. Brown Memorial University Center, 1502 W. Cumberland Ave., Knoxville, TN. Please indicate any dietary restrictions on the back of this form.

**Registration Deadline April 10, 2009 (Early Registration deadline March 31, 2009);**

Please return this completed form and a check (*sorry, no credit cards accepted*) made payable to **TN CUPA-HR** to:  
 Rich Ashley, Treasurer  
 East Tennessee State University; Box 70564  
 Johnson City, TN 37614-1707  
 Phone: 423-439-6133 Fax: 423-439-5830

**CUPA-HR Links**E-mail: [ASHLEYRC@mail.etsu.edu](mailto:ASHLEYRC@mail.etsu.edu)

CUPA-HR National Website

[www.cupahr.org](http://www.cupahr.org)

CUPA-HR Southern Region

<http://www.cupahrregions.org/southern/>

TN CUPA-HR

[www.etsu.edu/humanres/cupahr](http://www.etsu.edu/humanres/cupahr)

## To Submit News

Send news items to Diana McClay, Associate Director, Office of Human Resources, East Tennessee State University, at [mcclayd@etsu.edu](mailto:mcclayd@etsu.edu). The newsletter is published quarterly. Digital photos are encouraged to go with news items.

## Chapter Membership

The Chapter is eager to welcome new members. There are numerous advantages to membership in TN CUPA-HR among them tremendous networking opportunities with HR professionals working in colleges and universities throughout the state. Institution membership is \$100 per year and individual memberships are available for \$25 per year!

For information on membership to the Tennessee Chapter see the website at [www.etsu.edu/humanres/cupahr](http://www.etsu.edu/humanres/cupahr) or contact the Tennessee Chapter Membership Chair, Russell Epperson, Freed-Hardemann, [repperson@fhu.edu](mailto:repperson@fhu.edu).

A membership form is attached (page 5) for your convenience.

TN CUPA-HR Chapter Membership currently includes the following institutional and corporate members:

Bethel College, East Tennessee State University, Freed-Hardemann University, Jackson State Community College, Lee University, Maryville College, Memphis Theological Seminary, Pellissippi State Technical Community College, Rhodes College, Southern Adventist University, Tennessee State University, The University of Tennessee, TICUA Benefits Corp., and Union University.

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**The TN CUPA-HR Newsletter is published quarterly.**

**The newsletter is written by Diana McClay, Associate Director, Office of Human Resources, East Tennessee State University.**

**The newsletter is designed by Tara Swiger, Human Resource Assistant, Senior, Office of Human Resources, East Tennessee State University.**