



From The Top

TN CUPA-HR Spring 2007 Workshop

TN CUPA-HR is coming to West Tennessee! Please join us on May 8, 2007 in Jackson for an informative workshop and a great networking opportunity with your human resource peers in Tennessee. For all current workshop information, please visit the TN CUPA-HR website at:

<http://www.etsu.edu/humanres/cupahr/Spring2007Workshop.htm>

Date/Time/Location

May 8, 2007

West Tennessee Research and Education Center

Jackson, Tennessee

9 a.m.—3:30 p.m.

<http://westtennessee.tennessee.edu/>

Registration:

\$20/per person—Includes lunch and all materials.

Deadline to register is April 27, 2007.

Registration Form:

<http://www.etsu.edu/humanres/cupahr/Spring2007RegistrationForm.pdf>

Accommodations:

Please contact a hotel in the Jackson area.

State rates are available.

Directions:

<http://westtennessee.tennessee.edu/location/index.htm>



Spring 2007 Workshop Agenda:

- | | |
|---------------------|---|
| 9 a.m.—9:30 a.m. | Registration and meet the vendors |
| 9:30 a.m.—9:50 a.m. | Welcome and Logistics |
| 10 a.m.—10:50 a.m. | FMLA
<i>OR</i>
OSHA |
| 11 a.m.—11:50 a.m. | Writing an Affirmative Action Plan
<i>OR</i>
Temporary Help Pool |
| 12 Noon—12:50 p.m. | Lunch and Business Meeting (Election of Officers) |
| 1 p.m.—1:50 p.m. | Best Practices in Training
<i>OR</i>
CUPA Salary Survey Roundtable |
| 2 p.m.—2:50 p.m. | Hiring and Retaining the Right Employee
<i>OR</i>
Tax Deferred Income |
| 3 p.m.—3:30 p.m. | Meet the Vendors and goodbyes |

Tennessee CUPA-HR
Spring Workshop
May 8, 2007
Jackson, Tennessee



REGISTRATION FORM (Please Use One Form For Each Participant)

Full Name Nickname for Badge

Title

Institution/Company

Address

City State Zip Code Telephone

Email Fax

Registration Fee: \$20.00/per person - Includes lunch and all materials

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

- | | | |
|---|----|--|
| <input type="checkbox"/> 1A Family Medical Leave Act | or | <input type="checkbox"/> 1B Tax Deferred Income |
| <input type="checkbox"/> 2A Writing an Affirmative Action Plan | or | <input type="checkbox"/> 2B Setting up a Temporary Help Pool |
| <input type="checkbox"/> 3A Developing a Training Program | or | <input type="checkbox"/> 3B CUPA-HR Salary Survey |
| <input type="checkbox"/> 4A Employment – Hiring and Retaining
the Right Employee | or | <input type="checkbox"/> 4B OSHA |

Registration begins at 9:00 a.m. and the Workshops are from 9:30 a.m. until 3:30 p.m. (*all times Central*). The workshop will be held at the West Tennessee Research and Education Center (formerly called the West TN Experiment Station), 605 Airways Blvd., Jackson, TN.

Registration Deadline April 27, 2007

Please return this completed form and a check (*sorry, no credit cards accepted*) made payable to **TN CUPA-HR** to:

Dan Trentham, Treasurer
600 Henley Street, Suite 115
Knoxville, TN 37996
Phone: 865-974-4341 Fax: 865-974-3559
dan.trentham@tennessee.edu

Meet A New TN CUPA-HR Member!

Dr. JaCenda Davidson joined TN CUPA-HR “for the endless opportunities it will provide me to stay connected and share with colleagues in the higher educational human resources profession, as well as network and grow as a professional.” Please meet JaCenda:

JaCenda R. Davidson is the Employee Relations Manager for the Office of Personnel Services at Sewanee: The University of the South. The University is located atop the Cumberland Plateau between Nashville and Chattanooga, Tennessee. Sewanee’s physical environment, which includes a 10,000-acre campus, provides an unparalleled place in which to study and reflect, and has, over its history, become a meeting place for some of America’s most respected literary figures. It is home of the well-known Sewanee Writers’ Conference, the Sewanee Review, and holds the copyrights to Tennessee Williams’ body of work, which was left to the school by the playwright.



Dr. JaCenda R. Davidson

She holds a Bachelor of Science and Master of Arts degree in Organizational Management. She received her BS from Covenant College, located in Lookout Mtn, GA, and her MA from Trevecca Nazarene University located in Nashville, TN. She also holds a Doctor of Education degree in Leadership and Professional Practice from Trevecca.

Dr. Davidson serves on the Executive Board of Women in Higher Education in Tennessee (WHET) as the American Council on Education (ACE) State Coordinator. The ACE Network state coordinators lead the efforts of the ACE Network (formerly the National Identification Program), a national grassroots network of state organizations for women in higher education. State coordinators organize state planning committees that sponsor programs to identify qualified women leaders, develop their leadership in a variety of ways, advance them into administrative positions in higher education, and assist them with staying power.

It Works for East Tennessee State University and The University of Tennessee

As "baby boomers" retire, institutions are seeking methods to reduce the "brain drain" and allow retirees to remain active and vital. The retirement associations at East Tennessee State University and The University of Tennessee provide retirement organizations that do just that. These associations are used as vehicles of communication, activities/events, volunteerism, fundraising, scholarship support and continued campus involvement.

At the March 11-14, 2007 CUPA-HR Southern Conference in New Orleans, four of our TN CUPA-HR members presented the concurrent session titled: *Vital Retirement: Creating Impact with Your Retirees*. Diana McClay, Associate Director, Human Resources, East Tennessee State University; Dr. Connie Baskette, Executive Director, Benefits and Retirement, The University of Tennessee; Brian Rowe, Benefits Specialist, Benefits and Retirement, The University of Tennessee; and Richard Ashley, Training Manager, Human Resources, East Tennessee State University shared information on their respective retirement associations. They provided a detailed review of the benefits and best practices of retirement associations at East Tennessee State University and The University of Tennessee to assist attendees in returning to their institution and establishing a retirement organization with IMPACT! Attendees also received a retirement organization "Starter Kit" with helpful samples of ETSU and UT retirement association information and publications.

To view the power point presentation and download the "Starter Kit" visit <http://www.etsu.edu/humanres/etsura.htm> . The power point presentation specifically focuses on: (1) The development of a retirees association including: Bylaws, Board of Directors structure, committee structure, mission, communication methods, activities/events, volunteerism, fundraising, scholarship support, etc. (2) The benefits of a retirees association to the university administration and to university retirees. (3) The use of a retirees association as a vehicle of communication between institutions, legislators, vendors, etc., on behalf of institutions/retirees. (4) The intensified need for a retirees association due to the retirement of the "baby boomer" generation. (5) A detailed review of the retiree programs and best practices at ETSU and UT.



Dr. Connie Baskette & Brian Rowe



Diana McClay



Rich Ashley

CUPA-HR Links

CUPA-HR National Website
CUPA-HR Southern Region
TN CUPA-HR

www.cupahr.org
<http://www.cupahrregions.org/southern/>
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. The newsletter is published quarterly. Digital photos are encouraged to go with news items. If you have a submission for “It Works for ...” please submit that with a photo.

TN CUPA-HR Chapter Officers

Karen D. Queener, SPHR, Co-President
Director of Human Resources and Affirmative Action
Pellissippi State Technical Community College

Jennifer Hunt, Co-President
Director of Human Resources
Maryville College

Dan Trentham, Treasurer, President-Elect
Assistant Director, Retirement Services
The University of Tennessee

Diana McClay, PHR, Secretary
Associate Director of Human Resources
East Tennessee State University

Coming Events

April 16, 2007 – The Executive Committee of TN CUPA-HR will meet at 3 p.m. in the CUPA-HR headquarters in Tyson Place on Kingston Pike in Knoxville. To learn more about the Tennessee Chapter, visit the website at: www.etsu.edu/humanres/cupahr.

May 21, 2007 - The Executive Committee of TN CUPA-HR will meet at 3 p.m. in the CUPA-HR headquarters in Tyson Place on Kingston Pike in Knoxville. To learn more about the Tennessee Chapter, visit the website at: www.etsu.edu/humanres/cupahr.

November 8-10, 2007 – Mark your calendars to attend the CUPA-HR National Conference in Baltimore, MD. For details on the conference visit: <http://www.cupahr.org/conference2007/index.asp>

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. As an added incentive, new members to the Tennessee Chapter will receive half-priced dues for the first year. New members can join for as little as \$50 to \$250 depending on the size of the institution's budget. 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 or contact the Tennessee Chapter Membership Co-Chairs, West Tennessee—Russell Epperson, Freed-Hardemann, repperson@fhu.edu, or East Tennessee—Libby Whitaker, Lincoln Memorial, libby.whitaker@lmunet.edu. They would be happy to answer any questions regarding CUPA-HR. A membership form is attached for your convenience.

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

AIG/VALIC, Belmont University, Bryan College, Crichton College, East Tennessee State University, Freed-Hardemann University, Lee University, Lincoln Memorial University, Maryville College, Memphis Theological Seminary, Pancoast Benefits, Pellissippi State Technical Community College, Rhodes College, Sewanee-The University of the South, Southern Adventist University, and The University of Tennessee.

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 Crystal Gilland, Human Resource Assistant, Senior, Office of Human Resources, East Tennessee State University.

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 July 1, 2006 – June 30, 2007

Dues for the membership year are payable on July 1, but not later than December 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 _____

Dues rates for membership (please check one):

Institutional Budget in Millions	Yearly Dues
_____ Small 0-24.99 million	\$100
_____ Medium 25-199.99 million	\$250
_____ Large 200+ Yearly Dues	\$500
(Institutions receive an Introductory Offer of ½ Price First Year Membership)	
_____ Individual Membership	\$25
_____ Corporate Membership	\$100 (additional members: \$25 each)

TN CUPA-HR Treasurer, c/o Dan Trentham, Assistant Director, Retirement Services, The University of Tennessee, Benefits and Retirement Services, 115 Conference Center Building, Knoxville, TN 37996 Voice: 865.974.4341; Fax: 865.974.3559; E-mail: dantrentham@tennessee.edu