



<https://esc.utk.edu>

EXEMPT STAFF COUNCIL MEETING MINUTES

June 25, 2019
1610 University Avenue, Room 118

Present: Rex Barton, Tisha Benton (guest speaker), Jeannine Berge, Brad Briggs, William Bruhin, Leah Buffington, Jessica Cantu, Eric Carr, Tom Cervone, Linda Daugherty, Kevin Frye, Brian Gard (guest speaker), Elisha Hodge, Janet Jones, Johnny Jones, Mary Lucal, Heath Nokes, Charles Primm, Tammy Renalds, John Rich, Julie Roe, Teresa Sears, Nicholas Simson, Kaley Walker, Norma Wilcox, Wesley Wright

Absent: Michele Atkins, Brian Browning, Joe Christian, Deanna Flinchum, Elizabeth Greene, Keith Groves, Kimberly Hardaway, Kevin Lauer, Emily Miller, Susan Robertson, Rosie Sasso

Law Enforcement Innovation Center Tour
July 23, 2019
2:30 pm
No regular July meeting

Welcome: Rex Barton, ESC-Chair & IPS-MTAS Representative, welcomed everyone to the meeting.

Presentation: Tisha Benton, VC of Communications and Marketing

Ms. Benton introduced herself and presented an overview of Communications' service areas of WUOT and Communications and Marketing. She shared with the Council her priority for strategic communications planning and evaluating tools for campus partners' use. She stated that her goal is to develop agility in responding to campus news events while not losing focus of other stories on campus. Ms. Benton also shared that toolkits are being put together for the upcoming 225th anniversary of the University this fall, and that the department is looking forward to their 2020 campaign.

Eric Carr asked Ms. Benton about internal vs. external event communication distribution. She responded that they are evaluating the distribution frequency of TN Today, are in feedback gathering mode and developing tools to better respond to internal communication needs. Mary Lucal noted that the group is open to getting feedback from faculty and staff in considering what is helpful.

Leah Buffington asked if TN Today has the means to measure interaction. Ms. Benton responded that they are able to track opens, link clicks, etc. She also stated that they are interested in evaluating how to better distribute information, including opt-ins, and where they could host and maintain that information.

COMMUNICATIONS QUICK LINKS

Office of Communications and Marketing:
<https://communications.utk.edu>

Media and Internal Relations:
<https://communications.utk.edu/media-and-internal-relations>

Presentation: Brian Gard, Director of Emergency Management

Mr. Gard presented an overview of the Campus Emergency Management Program. He shared Emergency Management's goal of recovery after emergencies as a priority by developing COOPs (Continuity of Operations Plans) and their interest in building a resilient campus community through planning such as creating BEAPs (Building Emergency Action Plans).

Mr. Gard said that their planning process starts with hazard assessment, and noted that the highest campus hazards are weather events, fires, and lab accidents. He provided an overview of some of the initiatives Emergency Management has been rolling out including classroom door locks, smart fire panels and new building information posters. Mr. Gard also talked about the Stop the Bleed Kits located in AED boxes across campus including those in Neyland Stadium, Thompson-Boling Arena and the Student Union. He distributed safety preparedness folders with reference resources enclosed to the attendees.

Mr. Gard highlighted the new LiveSafe campus safety app, which is designed to help users manage their personal safety. The app features SafeWalk, which allows users to share their walk with friends to monitor their safety while en route and be alerted when they have arrived at their destination. He also noted that LiveSafe has a report tips feature that offers users an easy way to report campus safety issues. Reports will then be sent to the appropriate department like Facilities Services.

Mr. Gard indicated that Emergency Management is interested in providing departmental training, including specific request topic training. He talked about campus training exercises and emphasized the importance of reporting concerns about suspicious packages or bomb threats immediately to UTPD and/or 911.

Some other safety topics Mr. Gard addressed were disability considerations during emergency situations and the self-report process after campus-wide emergencies. He continued with an overview of resources available to campus partners, including those offered by UTPD's community relations, Environmental Health & Safety, and Emergency Management's training and materials.

Mary Lucal asked how often Mr. Gard recommends training for emergency situations. He responded that he recommends developing a response plan ahead of time and revisiting it annually, especially when there may be space changes or disability concerns. He also noted that they can do management level training as well as in-building space specific training.

Eric Carr asked how the data is collected in LiveSafe and other campus safety apps and if the data is monetized. Mr. Gard replied that he understands privacy concerns and that OIT should support how data is collected.

A copy of the presentation will be distributed with the final minutes.

EMERGENCY MANAGEMENT QUICK LINKS

Emergency Management: <https://prepare.utk.edu>

Campus Safety App: <https://prepare.utk.edu/app>

Emergency Response: <https://prepare.utk.edu/ep>

Commission Reports: There were no reports for all commissions since they do not meet in the summer. Regular commission meetings will resume with the academic year this fall.

Constituent issue: Emily Miller: Healthy Workplace

As the representative was not present the topic was tabled for the next meeting.

Other business:

- **Discuss potential Bylaws revisions and voting**
Rex Barton initiated a discussion about new members' eligibility to vote. It was determined there were enough current members present to vote. A vote was taken and all voted in favor of the Bylaws revision with none opposed and no abstentions.
- **Chair Election (2019/2020):**
Rex Barton asked for those interested in the position to come forward or to make nominations. Kimberly Hardaway was nominated. A vote was taken and all voted in favor of Ms. Hardaway with none opposed and no abstentions. As Ms. Hardaway was not present and the vote is pending her willingness to accept the position. If she does not accept the nomination then the new Vice-Chair will Chair the next meeting and call for a new vote for Chair.

- **Vice-Chair Election (2019/2020):**
Rex Barton asked for those interested in the position to come forward or to make nominations. Leah Buffington expressed interest. A vote was taken and all voted in favor of Ms. Buffington with none opposed and no abstentions.
- **2nd Vice-Chair Election (2019/2020):**
Rex Barton passed the vote for the 2nd Vice-Chair to the new Chair at the next meeting. Tom Cervone indicated interest in serving in this role.

HR Updates: Mary Lucal, Associate VC of Human Resources

- **UT Inclusive Leadership Academy & Uconnect**
 - Launch announcement of the UT Inclusive Leadership Academy, which is open to faculty and exempt staff, and Uconnect, which is open to nonexempt staff.
 - Each has a yearlong cohort, and she indicated there may be an opportunity for possible Council interactions with people from each cohort.
 - The model offers a consultant-trained certification for self-assessing multicultural perspectives and considering diversity and inclusion.
- **Hiring and Orientation**
 - Please try to send the new hire information that you have in a timely manner.
 - Be aware of payroll deadlines in sending in new hire information.
 - New faculty orientation will be Friday, August 2, 2019.
- **Background Checks Now Include Social Media Checks**
 - Social media checks have recently been added for exempt and non-exempt staff (not faculty).
 - Any final candidate will have a basic social media check along with the regular background check process. These checks will be disclosed to applicants as part of the authorization agreement.
 - Mary encouraged the Council to share information about the process with their constituents.
 - Eric Carr asked if the check was a public social media check. Mary Lucal replied that it is.
 - Nicholas Simson asked if the check was for all campuses. Mary Lucal replied that it is just for applicants that go through UTK HR at this time.
 - Tammy Renalds asked if they should dissuade search committee members from doing their own social media searches. Mary Lucal replied yes, and emphasized being cautious about conducting independent social media searches to prevent bias.
 - Mary Lucal asked for feedback about the process and clarified that the social media check process is strictly for potential job related issues.
- **New Veteran Connection Initiative**
 - Ms. Lucal shared that Casey Bain, HR recruitment business partner and veteran, is planning an event on campus to help those who employ veterans in their departments to better connect with issues and concerns for those employees.
 - Linda Daugherty suggested involving families of veteran employees in the event.

Other Business: Rex Barton noted commission reports and called for volunteers to serve on the commissions for the next term.

Next Meeting:

- No regular July meeting
 - Tour: Law Enforcement Innovation Center, Oak Ridge
 - July 23, 2019 at 2:30 pm.

Remarks: Rex Barton offered remarks as the outgoing Chair.