PRESENT


ABSENT

Eric Amos, Tom Cervone, Marcus Hilliard, Julie Roe, Kevin Thompson, Kaley Walker

1. WELCOME

Elisha Hodge, Chair and IPS MTAS Representative, welcomed everyone to the August meeting. She noted that the meeting is the last she would chair as Tom Cervone, Chair-Elect, will transition to the position. She shared her appreciation with the group for their support while serving.

Ms. Hodge welcomed Dr. Lisa Yamagata-Lynch, Ombudsperson, to the meeting. The Ombudsperson was recently made an Ex Officio member. She reminded the group that Chancellor Plowman would be joining the group to guest speak during the September meeting, and welcomed observers from the IPS Leadership Academy.

2. UPDATES
   a. Human Resources Update – Dr. Mary Lucal, Associate Vice Chancellor, Human Resources

   Dr. Mary Lucal greeted the group and began her update by praising Ms. Hodge’s service to the Council as Chair.
Dr. Lucal continued her update by noting several surveys that will be sent to the system and campus communities. The first, a system-wide engagement survey by McLean & Company, will launch on September 14. She asked the group for their participation and to help spread the word to their constituents. The second survey, from Great Places to Work, has been postponed. More information will be announced at a later date.

Dr. Lucal then highlighted PerkSpot, a new discount program for State of Tennessee employees through Partners for Health. PerkSpot is a portal that offers discounts on things like car rentals, movie tickets and restaurants.

Dr. Lucal next discussed the new Paid Parental Leave (PPL) policy benefit, which provides six weeks of paid leave for births and/or adoptions. She shared that there have been questions about when the benefit took effect, and clarified that the effective date of the new leave was July 1, 2021. Births and/or adoptions that took place on or after that date are eligible for use of PPL. For questions about Paid Parental Leave contact HR Compensation.

Dr. Lucal closed her update by noting that a UTK campus community needs assessment survey will be launched soon. She said Dr. Darrell Easley, Director of Employee Relations and Learning & Organizational Development (L&OD), was charged with the effort to see if HR is developing and providing the kinds of leadership and professional development activities that are meaningful to staff. She asked the group for their participation to help guide the work that L&OD is doing.

Ms. Hodge asked Dr. Lucal for a COVID-19 update. Dr. Lucal responded that she hoped everyone was aware of the update to the mask policy that Chancellor Plowman recently announced. UTK continues to offer vaccination clinics, contact tracing, testing at the Student Health Center, and support to those who have questions or need assistance. The University is not providing housing for students who need to isolate or quarantine this year, so students are expected to develop their own plan.

Ms. Hodge noted that, at the Employee Relations Advisory Board (ERAB) meeting the previous day, a request came up around reinstalling barriers and separating devices on campus. She reported that President Boyd said he would send the request information to Brian Browning, Acting Associate Vice Chancellor for Finance & Administration, for further conversation. Ms. Hodge reported that news about the mask mandate update was received well at ERAB and that the mandate will continue to be re-evaluated. Beth Kurtz shared additional information from Chancellor Plowman’s recent update, noting that her area is one that helps put updates out. She said updated data can be found on the UTK Coronavirus website.
3. COMMISSION REPORTS
   a. Commission for Blacks – Elisha Hodge

   No report was given for the Commission. Ms. Hodge invited anyone interested in representing ESC on the Commission to contact her.

   b. Commission for LGBT People – Tom Cervone

   No report was given for the Commission. Bonnie Johnson noted the Commission will meet next week, and the latest project from the last year was focused around proposing an LGBTQ+ focused living and learning community within Housing.

   c. Council for Diversity and Inclusion – Tom Cervone

   No report was given for the Commission.

   d. Commission for Disability – Emma Burgin

   Emma Burgin reported that the Commission met yesterday and has double the amount of members from last year. She noted that the increase in membership will allow their committees to do work, and that the Commission is looking forward to being more active this year. She noted that they are putting together awareness campaigns and events with other organizations like Student Disability Services and FUTURE.

   e. Commission for Women – Amber Mathes

   No report was given for the Commission. Amber Mathes noted that the Commission next meets in September.

   f. Faculty Senate – John Goddard

   No report was given for the Faculty Senate.

4. CONSTITUENT QUESTIONS

   a. UTIA & UTK Merger (follow-up question)

   Q: “I’m Looking for document from UT that listed college rankings before merger (UTIA & Rest of Campus UTK)."
The primary reason given to merge was a higher ranking of the surviving entity, UTK.

UTK and UTIA ranked separately was not satisfactory, so the Trustees solution was to merger and hope for a better ranking and more grant money etc.

Evidently they thought merging would be better than investing more into the two existing colleges.

It will soon be two years. How much has UTK’s ranking improved and more importantly, show me what we gained that we could not have gotten with two colleges?? What benefits did UTIA get that could have only been gotten with the merger? Not total gains, but gains that would not have happened without a merger?”

A: Dr. Tim Cross, Senior Vice President and Senior Vice Chancellor, provided a response to the question, which was distributed to representatives before the meeting.

b. Job Family Compensation Structure & Performance Reviews

Q: “What is the impact, if any, of the new UT Job Family Compensation Structure on job function & other expectations re: 2021 performance reviews? For example, should employees whose positions were effectively reassessed at a higher level be evaluated against their previous standards or the new ones as if they had been promoted? And should employees re-assessed at a lower level be judged by lesser standards, with the same performance as the previous year warranting higher scores?”

A: Dr. Lucal responded that the Job Family Project, or Compensation Project, was intended to move us to market pay. She suggested that the constituent speak with their supervisor and leadership as the Project slotted position descriptions into a job family role. It did not promote individuals or analyze for exempt status. An employee’s performance should be evaluated based on the work as described in their current position description. She noted that the constituent should receive clarification from their department.

c. Limited Mask Requirement

Q: “Why is the limited mask requirement of the recent UTK Updated COVID Guidelines targeted only to academic spaces/events (i.e., classrooms & labs) without regard to all indoor areas including staff workplaces, particularly given the equal vaccine access for students as faculty & staff? It appears to imply that the University believes there is sufficient cause for concern, but is prioritizing student over employee health?”
A: As President Boyd and Chancellor Plowman announced yesterday, masks are now required in all indoor public spaces, except in private offices and residence halls and while individuals are actively eating, drinking, or engaging in fitness activities. This new mask mandate will be in effect for the next two weeks. System and campus leadership will re-evaluate the situation by September 7.

The announcement was an expansion of the mask requirement previously announced on August 2, which covered all classrooms, laboratories, and required indoor academic events.

d. Nepotism Policy

Q: “I have been asked several times this week what is UT’s “nepotism” policy? I am unaware if we have one and was unable to find it on the policy webpage. We have a new staff hire in the department that turns out to be the spouse of the department head and some staff members are a little concerned.”

A: Dr. Lucal noted that the policy in question is System-wide Policy HR0115 - Employment of Relatives. She explained that the policy states that there cannot be a direct line of supervision in place between relatives. She asked if the constituent could bring further conversation in the department and get reassurance there is a management plan in place. Johnny Jones noted that the question came from one of his constituents. Dr. Lucal suggested Mr. Jones contact Jennifer Donley, Assistant Director of Human Resources for the College of Arts & Sciences, for assistance.

e. Digital VolCards and GET App Permissions

Q: “In the latest Rocky Top they mentioned Volcards are going digital. They seem to be using a 3rd party app called GET from Cbord and under android it requests these permissions:

GET Mobile: Campus ID Card Management (The CBORD Group, Inc.)
Showing permissions for all versions of this app
This app has access to:
• Camera
• take pictures and videos
• Photos/Media/Files
• modify or delete the contents of your USB storage
• read the contents of your USB storage
• Storage
• modify or delete the contents of your USB storage
• read the contents of your USB storage
• Location
• precise location (GPS and network-based)
• approximate location (network-based)
• Other
• receive data from Internet
• full network access
• control vibration
• run at startup
• view network connections
• control Near Field Communication
• prevent device from sleeping
• control flashlight
• Updates to GET Mobile: Campus ID Card Management may automatically add additional capabilities within each group.

My question is: What is the University policy on the rights of privacy for employees and exposing information to a 3rd party while not on campus or during work periods. These permissions once accepted will be available to Cbord and University 24/7. The app is not easy to turn on and off. This is a reoccurring issue as the University adopts a new app and does not discuss what information is being collected and by whom. Data access and control become an issue. Is this data in the public record? Can it be requested by law enforcement? If you think certainly not, then it should be easy to point to the data policy that will keep these things from happening.

If the University moves to requiring this app, then are they going to provide work devices?

To give you a point of refence the DUO app that is used to handshake the netid 2FA security needs less permission.

Duo Mobile (Duo Security LLC)
Showing permissions for all versions of this app
This app has access to:
• Camera
• take pictures and videos
• Other
• receive data from Internet
• view network connections
• full network access
• prevent device from sleeping
• control vibration
• run at startup
I understand these are hard things to navigate and many people think that we already give tremendous amounts of data to companies like google and apple through our private personal choices. I believe there is a fundamental difference when an employer requires the use of apps like this.”

A: Bill Strickland, Director of Operational Services for the VolCard Office, responded to the concerns by reviewing GET app permissions and data privacy. He explained the camera permission enables photo upload so users can upload their own photos for their ID cards, location is enabled for food ordering, flashlight for low light photos, vibrations for notifications, and near-field communication (NFC) for mobile credentialing. Mr. Strickland said anyone concerned about specific permissions within the GET app can go into their device settings and remove that privilege. Once the app is installed and the mobile credential is created the app places the digital ID card in the device’s wallet, and the app can then be deleted. The digital card will work without the app.

Mr. Strickland next reviewed data privacy. He offered assurances that data is secure and not stored or transmitted elsewhere. The data comes from the VolCard’s software (CBORD) database and data is not transmitted or stored on the vendor’s servers. He said that the VolCard Office goes through security audits like other campus offices. He said some of the data is public like name and NetID, but not sensitive data including images. He said the VolCard Office has assisted UT Police with transaction locations during criminal investigations like residence hall door access information.

Mr. Strickland then responded to the question about providing work devices, noting that if someone was concerned about the app, he would consider that as an exception. Those employees can opt to obtain a physical ID card from the VolCard Office. No devices will be provided unless an employee’s department opts to issue them a mobile device. Removing individual privileges will prevent some parts of the GET app from functioning correctly, but should not affect use of the digital VolCard ID. He said Mike Henderson, VolCard Technology Supervisor, said that the only thing deleting the app would prevent is using the digital ID cards at food and laundry trucks on campus as using them may require a special barcode only the app can use. Blake Reagan asked if contracts are in place for food and laundry trucks.

f. Staff Parking

Q: “I’m curious if it is the purview of the committee to consider parking for staff. We were charged for a year to park during remote work when we weren’t supposed to come in and now we are of course still being charged and required to be back. It always felt odd but now even more so that we must pay to park at our workplace (after taxes I presume). I’d love to know if there’s any way to approach this on the committee.”
A: Dr. Lucal responded that staff must pay for parking in that Parking Services is an auxiliary service. The University has debt for parking lots and garages, and those facilities require upkeep. She also noted that during remote work staff had the option to return their passes but, if they chose to do so, they might not be guaranteed a spot in their original lot if they picked it back up again. She suggested the Council invite Mark Hairr, Director of Parking & Transit Services, to a future meeting.

Dr. Lucal also noted that the current tiered parking fee structure based on salary level came from the Employee Relations Advisory Organization (ERAO) including the ESC. A discussion about parking availability and comparing parking fees outside of campus took place.

g. Student Worker Wages

Q: “Are student workers assigned to various colleges and institutes also being paid the increased amount of $13 per hour?”

A: Dr. Lucal responded that the minimum hiring rate of $13.00 per hour only applies to regular staff positions. She said she encourages departments to analyze their student hiring rates and highlighted that federal work study rates are going up.

Dr. Lucal noted that the $13.00 rate for staff is not a stopping point. Janet Jones asked about compression for those making close to the new minimum hourly rate and equitability for those who are affected. Dr. Lucal responded that modest compression adjustments have been made but departments can choose to do more during their merit and market cycle. Ms. Jones said her area tried to do that but it was difficult due to having a large department and limited money.

h. FMLA Policy Language

Q: “The FMLA policy is still the same. The language in the section related to childbirth and adoption reads, “If both spouses are employees of the university, their combined total available leave is four (4) months.” This language is inconsistent with State law. I initially brought it to UT HR in January 2019, and they said they were working on changing it then. Please provide a status update on the amended policy.”

A: Dr. Lucal responded that Compensation applies the four months of leave provided under the Tennessee Parental Leave Act (TPLA) as separate four-month entitlements for each employee, and employees are not asked to split the four months. She cited the system-wide Family Medical Leave Policy (HR0338) has not yet been changed, so the information is not yet reflected on the UTK HR website. However, use of separate leave is worked through with eligible employees.

Dr. Lucal said she would relay the question to the System to ask for an update as the question has been raised before.
5. OTHER BUSINESS

a. Employee Relations Advisory Board (ERAB) Report

Ms. Hodge reported that during the ERAB meeting yesterday Brian Browning asked representatives to share news about the NEXT (Non-Exempt Employees Excelling Together) Conference scheduled for October 20.

Ms. Hodge next reported that President Boyd discussed his recent evaluation, which was above 90% and involved participation from around one hundred stakeholders. She reported he noted comments from the evaluation included requests for him to visit campuses more often, and said he will be doing campus day visits with each of the system campuses.

Ms. Hodge additionally reported that she presented the mileage reimbursement presentation originally provided by UTIA to ESC in response to a constituent question. She said there was additional information from one of her constituents who provided statutory language from various statutes across Southern states regarding reimbursement for consideration. She reported the presentation was well-received and would be presented to System leadership and the Tennessee Department of Finance and Administration, as part of their mileage reimbursement review. She said the information included in the presentation will be very helpful to them and could be a good basis for mileage reimbursement comparable to that of other Southern states. She closed her report by affirming that ESC can affect change through their efforts.

6. REMINDERS

a. Next meeting: Tuesday, September 28, 2021, 2:00 p.m. ET (note time change)

b. Please email constituent questions to Elisha Hodge (elisha.hodge@tennessee.edu) or Jessica Cantu (jlcantu@utk.edu).
Responses to Questions Regarding Gains from Re-Unification

- **How much has UTK’s ranking improved and more importantly, show me what we gained that we could not have gotten with two colleges??**

The National Science Foundation’s (NSF) Higher Education Research and Development (HERD) Survey is the primary source of information on R&D expenditures at U.S. colleges and universities. The survey collects information on R&D expenditures by field of research and source of funds and also gathers information on types of research, expenses, and headcounts of R&D personnel. NSF HERD rankings can impact the decision-making of funding agencies such as the NSF, as well as prospective faculty and students. Thus, higher HERD rankings can translate to greater extramural funding, and higher quality faculty and students. Extramural funding supports our research programs, enables us to improve our facilities and laboratories, and sustain and expand our outreach programs to assist the agricultural sector and rural communities across the state and nation. Furthermore, extramural funding is the lifeblood of our graduate programs. About 65 percent of graduate students in The Herbert College of Agriculture’s graduate programs are funded with assistantships. Among those graduate students on assistantship, 85 percent are funded by grants and contracts. Without this grant and contract funding, we would not be able to offer competitive assistantships to attract the best and brightest graduate students into our graduate programs, nor be able to sustain our graduate programs. Thus, combined reporting of funding and research personnel for ranking purposes is a win-win for both the Institute and the University of Tennessee to the extent that it enhances HERD rankings.

The FY20 HERD rankings (which will include research activities from July 1, 2019 to June 30, 2020) will be released later in the year and will provide an updated view of the effect of the combined reporting of R&D expenditures and research personnel. However, to provide a snapshot of our most recent rankings as separate entities, the last reported data for FY2019 and back to FY2015 are shown below. Based on the prior 10 years of R&D expenditures, UT Knoxville is ranked 97th, while UTIA is ranked 175th. The totals are also presented to give you an idea of how our R&D funding would have appeared for each of the past 5 years. Notably, our funding as a combined reporting entity would have been $319,089,000 in FY19. While we can’t predict exactly how our relative ranking will change in FY20 and subsequent years because this partially depends on the R&D expenditures of other universities, it is interesting to compare ourselves with nearby (in terms of ranking) land grant institutions. Notably, if our R&D reporting had been combined, we would be nearing rankings of Iowa State University and University of Nebraska, Lincoln, both well known for their agricultural programs. These two universities’ programs have been ranked by US. News and World Report as number 37 and number 51 for best universities for Agricultural Sciences (Source: Top Agricultural Sciences Universities in United States - US News Best Global Universities).

R&D Expenditures for FY 2015-2019, UT Knoxville, UTIA, and Other Example Land Grant Universities
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<tr>
<td>U. Tennessee, Knoxville</td>
<td>97</td>
<td>173,533</td>
<td>183,268</td>
<td>203,800</td>
<td>259,607</td>
<td>247,693</td>
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<tr>
<td>U. Tennessee, Knoxville, Institute of Agriculture</td>
<td>175</td>
<td>67,059</td>
<td>69,136</td>
<td>70,192</td>
<td>70,305</td>
<td>71,396</td>
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<td>Totals</td>
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<td>240,592</td>
<td>252,404</td>
<td>273,992</td>
<td>329,912</td>
<td>319,089</td>
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Other Example Land Grant Institutions that Would Potentially be Nearby in Rankings

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<td>Iowa State U.</td>
<td>73</td>
<td>306,125</td>
<td>328,385</td>
<td>323,584</td>
<td>361,206</td>
<td>358,474</td>
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<tr>
<td>U. Nebraska, Lincoln</td>
<td>79</td>
<td>284,438</td>
<td>294,856</td>
<td>302,204</td>
<td>308,053</td>
<td>316,820</td>
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Source: Higher Education Research and Development Survey (HERD) | NCSES | NSF

Our aspirational institutions listed by the University of Tennessee Office of Institutional Research and Assessment (OIRA) include the land grants Michigan State University (35th, $725.7 million FY2019), Purdue (40th, $663.9 million FY2019), University of Georgia (55th, $477.5 million FY2019), University of Florida (26th, $928.6 million FY2019) and University of Wisconsin (8th, $1,297.3 million FY2019). As can be noted, with combined reporting of UTK and UTIA R&D expenditures, we certainly move closer to funding levels reported by some of our aspirational institutions. (Source: Peer Institution Listings-Peer Institutions | Office of Institutional Research and Assessment (utk.edu)).

While administrative reporting lines have changed with the merger, it is important to note that The University of Tennessee Institute of Agriculture (UTIA) continues to serve students and clientele across the state and nation through The Herbert College of Agriculture, The College of Veterinary Medicine (CVM), AgResearch and the associated Research and Education Centers spanning the state, UT Extension, with its state specialists and offices in all 95 counties, The Smith International Center, The State Botanical Garden, and other UTIA-based services. The education, research, and outreach provided by UTIA remain a critical part of the mission of the University of Tennessee.

- **What benefits did UTIA get that could have only been gotten with the merger? Not total gains, but gains that would not have happened without a merger?**

VC/VP of UTIA Tim Cross has been a member of Chancellor Plowman’s cabinet since the summer of 2019 and is an active participant in campus decision making. In addition, UTIA leadership has been actively involved in the campus strategic visioning process.

Clearly, it would be very difficult for UTIA to move up in the NSF HERD rankings in the order of magnitude that UTIA can achieve through combined reporting with UTK, and certainly the
converse is likely true as well. While the longer-term benefits for UTIA’s research, outreach, and educational programs that will likely accrue from the combined R&D expenditure reporting and potential rise in the rankings were discussed above, the unification process also brought much introspection **about ways in which UTIA and UTK could work better in concert**, while **not diminishing the uniqueness** of the research, outreach and education provided by either part of the overall organization. As part of this self-study process, working groups comprised of faculty, staff, administrators, and students, made recommendations about how the processes, services and facilities that support the research, outreach, and educational missions of the Institute and The University of Tennessee could be improved and support functions more fully integrated across both parts of the University. Below are several working group recommendations and action plans that have resulted.

- **Change in NSF HERD Rankings**
  - The National Science Foundation has responded positively to our request that UTK and UTIA research expenditures be reported as one. This will occur for the FY20 NSF HERD survey.

- **New Research Opportunities for UTIA Faculty**
  - All Knoxville faculty now have access to enhanced Research Development services to hone large (>$3 million) research and education proposals. For example, our next NSF Research Traineeships (NRT) proposal, for $3 million, will represent a collaboration among UTIA, CAS and TCE faculty, with a UTIA faculty member serving as the lead PI.
  - We have formed one (bioinformatics) and will form three or four more communities of scholars across both campuses to defined shared research infrastructure opportunities and needs.
  - We are co-investing in 4-7 collaborative seed projects as part of the *OneHealth* Initiative to make us more competitive for external funding. All projects include faculty from both Knoxville campuses (one also includes faculty from UT Chattanooga).

- **Streamlining Services to Support Research and Extramural Funding**
  - The Research Integrity and Assurance team now supports UTIA research conflicts of interest and research misconduct compliance functions. Effective 2021 the two separate conflict of interest committees will merge into one.
  - Methods to enhance greater coordination of services provided by sponsored programs functions are being explored.
  - A unified advancement report for total campus funds raised (incorporating UTIA goals and funds raised into total UTK goals and funds raised) is being provided. This unified reporting will assist in bolstering the university’s NSF HERD rankings).

- **Improvement of Facilities and Services for Students, Faculty, and Staff**
  - In order to increase availability and quality of collaborative spaces for students, a walk-through is being conducted by Facilities Services to identify potential solutions with an immediate focus on the short-term such as additional seating, tables, or repurposing of existing spaces.
  - As part of the Master Plan process this year, Finance and Administration and Facilities Services will study longer-term solutions to improve collaborative spaces for students on the west campus.
OIT has a plan for improving wireless access both inside and outside of west campus. OIT is identifying next steps and costs and recommends proceeding once a full scope of work is complete. A 4–6-month timeline to complete the improvements is anticipated once the project commences. This plan includes improvement of wireless inside access inside buildings on the west campus and also common outdoor spaces near buildings.

In addition, OIT is planning to improve audiovisual capabilities in several conference rooms/indoor meeting spaces on the west campus.

OIT has helped secure funding for CVM - Avian, Exotic and Zoological hyflex instructional lab setup. This setup will allow expanded access to surgery and instruction, overcoming physical space limitations, as well as allowing distance access to recordings.

A small dining concept will be present in the new Energy & Environmental Science Education Research Building (EESRB). In the near term, the recommendation is to ensure that Mabels continues to serve the west campus with sufficient hours and offerings. Longer-term, and as part of the Master Planning process this year, a study of other dining options based on demand will be conducted to better serve west campus. To obtain input from faculty, staff, and students in the Herbert College and College of Veterinary Medicine regarding dining services, meeting spaces, and outdoor gathering spaces, a survey is planned for 2021/2022.

**Improvement of Parking & Transportation Issues**

- UT CVM students will continue to be allowed to park in staff areas to help alleviate parking issues.
- Added bus transportation will be added to the overall T service plan for Fall 2021 to assist students going between the campuses during peak time periods (A T Neyland Express route in combination with the special peak-time Ag Express route). Planning is also underway to consider improved routes and better signage and information about the routes.
- Additional bicycle racks on the UTIA campus will soon been installed at the Surge Building, COVM, EESRB, and the UT Gardents.
- Potential for a parking garage on the periphery of campus with shuttle service that may assist with UTIA commuter parking demand is being discussed. The UT Parking staff will coordinate closely with the UTIA General Services staff and other UTIA stakeholders on any needed parking designation changes in the future.

Benefits for UTIA outside of the positive results of the working groups include:

- UTK transferred the budgetary and hiring authority for the Herbert College of Agriculture to VC/VP Cross. VC/VP Cross oversees the budget, with operational decisions managed by Dean Caula Beyl.

- UTK provided funding for five new graduate teaching assistants in the Herbert College of Agriculture, effective November 1, 2019.
• UTK provided funding to raise Dean Beyl’s salary to be comparable with peer institutions.

• Chancellor Plowman committed close to $1 million for the Tennessee RiverLine project, a region-wide, multi-generational initiative directed by Associate Professor Brad Collett in the UT College of Architecture and Design and Herbert College of Agriculture. In addition, Chancellor Plowman led the advocacy for the Tennessee Valley Authority to commit an additional $1.2 million for the Tennessee RiverLine project.

• Prior to the pandemic, Chancellor Plowman held office hours at several locations including Pendergrass Library to provide greater access to UTIA students, faculty, and staff.

• Following Tim Cross’ retirement announcement, Chancellor Plowman held listening sessions with the UTIA leadership team, faculty and staff who are represented in UTIA Advisory Board and UTIA/CVM Caucuses, and external stakeholders.