

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga
Wednesday, March 21, 2018
Fortwood Room, University Center

Members attending: Holley Beeland, Twyler Boykin, Eddrick Brooks, Amy Davis, Christine Estoye, Delon Flanagan, Angie Johnson, Julie Russ, Barbara Webb

Others in attendance: Laure Pou, Executive Director, Human Resources; Melanie Sadler, Administrative Specialist, Human Resources.

Call to Order: Ms Estoye called the meeting to order.

Minutes: A motion was made and seconded to approve the minutes of the February 21st meeting.

Chancellor's Blue Ribbon Award: Carla Mason, Sr Custodian, Facilities Planning & Management, is the January 2018 recipient.

Guest: Bob Jackson, Director of Safety & Risk Management

Emergency Services combines the departments of Safety & Risk Management and Campus Police under one umbrella. Safety & Risk Management oversees several functions to include fire safety systems, emergency preparedness, risk management (or insurance), and OSHA compliance for workplace safety. In addition to internal reporting responsibilities, external agencies they report to include the EPA and OSHA.

Many resources are available online and through workshops for students, staff, and faculty. *SafeMocs* is a series of blogs, similar to Facebook posts, providing weekly safety hints for home and work. YouTube videos are available but not actively used. An in-person training series, titled *Know What to Do*, included a hands-only CPR course and AED training will be offered next month. *Monitor Weather like a Pro* will be offered in late April or May. Mr. Jackson said 30 AEDs are located across campus.

Know What to Do posters are action-based scenarios. These posters were recently shown to student groups who also stated a preference for just the opposite - a poster that was focused-based. Members reviewed the posters and made suggestions including consideration of color-blind individuals when selecting colors for posters. Mr. Jackson added that his office is developing table tents and other promotional ideas and has a plan for locating posters throughout campus.

Building maps denote locations to hide in case of a tornado but restrooms and closets are almost always the best place to shelter. Departments may contact Safety for suggesting locations where they might seek shelter in case of a tornado or active shooter or for assistance in selecting a topic for different role-play scenarios. Safety can also assist departments who travel with students in developing a travel emergency plan. Active shooter plans are already in place for buildings where students congregate.

Campus notifications can be released through a variety of means including text alerts, fire systems pushing messages to speakers, VOIP phones that act like an intercom system, and buildings with beacons. In case of an active shooter, a text message would alert staff to lock doors. Mr. Jackson asked staff to notify his office if they are not receiving text messages, because their area may have a "dead spot" preventing text messages from coming through. UTC alerts are

optional for students but Mr. Jackson said his office is collaborating with Vice Chancellor Yancy Freeman to sign up students.

A member asked if it was possible to hold monthly fire drills. Mr. Jackson said monthly drills are conducted in Housing but not many are done in academic buildings but would like to.

Alternative vehicles or street legal golf carts can be purchased and serviced by Facilities. Safety will provide a new policy later this year to limit the use of non-street legal golf carts.

Members were asked to provide topics of other trainings they would like to see offered. Comments and suggestions may be addressed to safety@utc.edu but employees should not use email for immediate issues as it is not monitored 24/7.

ESC Elections and Retreat

Ms Sadler reported that a small subcommittee met to review current representational groups and made a few changes. Electronic ballots will be dispersed within a week or two to exempt staff. A member asked if Ellucian employees would be eligible to vote and Ms Pou responded that they are not UTC employees.

A retreat will be held May 22nd for all incoming and outgoing representatives and alternates. Chancellor Angle and members of the Executive Leadership Team are scheduled to join members for lunch and following lunch will provide an update of their division.

ERAB Meeting

Ms Estoye announced that Ms Martin was scheduled to attend the Employee Relations Advisory Board meeting in Knoxville on March 20th. The meeting was canceled due to lack of agenda items.

Other Issues

Ms Estoye shared a thank-you card from Kathy Taylor, who recently retired as Benefits Specialist.

Next Meeting

The ESC will meet April 18th at 10:00 in the Fortwood Room, University Center.

Adjournment

The meeting was adjourned.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources