EXEMPT STAFF COUNCIL MEETING
The University of Tennessee at Chattanooga

July 21, 2008
Fortwood Room, University Center

Members Attending: Jim Bowman, Cindy Carroll, Amy Davis, Jean Dake, Michelle Morales, Linda Rivers, Valara Sample.

Others in attendance: Lindsay Pardue, representing Jennifer Hoff; Dan Webb, Director, Human Resources; Melanie Sadler, Administrative Specialist, Human Resources.

Call to Order: Mr. Bowman called the meeting to order.

Minutes: Motion was made and seconded to approve minutes of the June 16 meeting.

Guest: Chief Bob Ratchford, Campus Law

The Salvation Army has announced plans to increase the number of beds from 40 to 80. Plans also call for a 15-foot setback from the street and increasing the size of the courtyard. The property is currently zoned commercial, although they may seek re-zoning to residential, in keeping with the surrounding community.

The Salvation Army houses displaced families and federal work release prisoners. Chief Ratchford said work release prisoners are closely monitored at all times, which requires that they check out when leaving the facility and call when arriving at work. Displaced families stay for a limited duration, usually 1 month, but may apply for an extension if they can show they are actively seeking employment or attending school. The recent closing of the Union Gospel Mission has increased numbers at the Salvation Army. They also operate a community center in East Lake.

Approximately 125 red phones have been installed in classrooms for emergency use. Staff will be connected to UTC’s police dispatcher by dialing 911 or 4357 (HELP). Calls cannot be made off campus and incoming calls cannot be placed; however, the dispatcher has a list of all phones and locations and can phone the room if necessary. Blue phones located on campus connect automatically to the dispatcher.

Faculty, staff, students may sign up online for a free text messaging system; however, some cell providers may charge for the cost of a text message. Individuals must have a UTC email account to receive text messages. At this time messages can be sent to only one phone but a meeting is scheduled to discuss increasing the number.

The system provides notice of immediate and impending danger, such as tornado, chemical spill, acts of violence, etc. Campus Law Enforcement, Safety & Risk Management, and University Relations are the only departments with the capability to relay notices.
Video surveillance has been increased at UTC Place with 234 cameras positioned in parking lots, hallways and entry doors and there are plans to increase the number of cameras on the North Campus. Additional cameras will also be installed in the University Center; 15 are currently in operation. UTC Place cameras can be viewed remotely and Chief Ratchford said parents inquire about security at Orientation. A Police Officer and 4 Security Officers have been assigned to Place, who are responsible for patrol and monitoring the housing complexes.

Ms Rivers expressed concern that security personnel are aware that the Children’s Center is located in two different off-site locations at Battle and Brown Academies. Chief Ratchford said his officers are aware of this and he might schedule a visit of the sites for them.

A member asked if there was a policy regulating noise levels in the University Center. Chief Ratchford said his department does not have a decibel meter and there is no specific policy. Anything that interferes with the working of the university, whether it is noise or a disrespectful student, warrants a phone call to Campus Police.

A comprehensive Emergency Planning Strategic Task Force comprised of Hamilton County Sheriff’s Department, Chattanooga Police Department, Homeland Security and District Attorney will meet soon. An emergency drill will be conducted followed by a debriefing to determine ways to improve the response. Responding to an emergency at UTC is more difficult than responding to a high school or Chattanooga State, because the campus is wide-open.

A new position of Deputy Chief is being advertised, which Chief Ratchford says will assist him in budget, personnel and emergency management. Two Police Officers are being hired and should be in place by the start of school.

Guest: Sgt. Jeremy Morrison, Campus Law

Sgt. Morrison is the only nationally certified DRE (Drug Recognition Expert) for a college or university in the nation. He is an instructor for R. A. D. (Rape Aggression Defense), which is a hands-on self defense course for women, based on martial arts but includes basic knowledge and increases self-esteem. It was developed in 1989 by a Virginia Police Officer, whose wife fought off her attacker. There are currently 8,000 R. A. D. instructors in the United States and Canada and over 300,000 women have completed the course. No men are allowed in the course except for those in law enforcement who have completed a background check and are R. A. D. certified.

Three courses for staff have been presented which Sgt. Morrison said were not well received. Another course is scheduled from 1 - 5 p.m. on three consecutive Mondays in Sept – October and participants will receive 12 hours training credit for attendance. Three courses per semester are being scheduled. Ms Carroll expressed interest in helping to advertise the program.

Students are enrolled in R. A. D. courses separate from staff and attendance has been good. It is discussed during Orientation and Campus Law Enforcement has been working with sororities to promote.
Sgt. Morrison is also the webmaster for the department. He said staff may leave an anonymous tip to report a crime, personal or property, at [www.utcpolice.org](http://www.utcpolice.org). Two tips have led to arrests for theft and a child sex abuse case, where the suspect was transported to Mobile, Alabama.

A member said she frequently arrives at work in the early morning and asked about security at that time. Sgt. Morrison said officers are on patrol 24 hours a day in 3 shifts and an overlapping shift. He advised members to call HELP to report any suspicious activity. Campus Law maintains a database with photos of individuals who have been barred from the campus and will be arrested if they enter campus again. The department has a bike patrol, which is used during special events and parties, and those officers are seen as being more approachable.

Sgt. Morrison said several complaints have been received about music from external speakers at the Yellow Deli as late as 11:30 p.m. Ms Sample said the music was audible at UTC Place.

**Training**

Mr. Webb said a campus TAG (Training Advisory Council) Retreat is scheduled for early August with Linda Hendricks, UT Vice President for Human Resources. Ms Hendricks started her career at UT, where she worked in Development for 14 years before assuming positions at Vanderbilt and Duke. UT Policy HRO 128 establishes the goal of 32 hours of training per year for every University employee; senior administration at UTC as well as throughout UT system wants training that is perceived as adding value.

**Holiday & Administrative Closing Calendar**

Mr. Webb reminded members that December 22 - 24 and December 26, 2008 would be observed as Administrative Closing and December 25, 2008 and January 1, 2009 as Holidays. The university will reopen on Friday, January 2, 2009.

The HROs have recommended, based on previous years that the university close Friday, December 25, 2009 through Friday, January 1, 2010.

Mr. Webb asked members their preference to present at the next HRO meeting. Option 1 is to observe December 25, 2009 through January 1, 2010 as Holidays. Option 2 is to observe December 21 - 25, 2009 and January 1, 2010 as Holidays.

Members unanimously voted for Option 2.

**Picnic**

Food will be prepared for 600 people at this year’s picnic and servers will be used to control portions.

**Adjournment:** Motion was made and seconded to adjourn.

Respectfully Submitted,

Melanie Sadler
Administrative Specialist, Human Resources