

EXEMPT STAFF COUNCIL
September 21, 2022
Held via Zoom
Minutes

Members in Attendance: Susan Lazenby (Chair); Anitra Barrett (Vice Chair); Alexa McClellan, Michelle Rigler, Mary Lee King, Elizabeth Smith, Kat Mortensen, Sandra Jones, Jordan Hicks, Kelly Griffin, Jason Harville, Sherry Marlow Ormsby, Sedrick Snowden, Terry Sanford

Others in Attendance: Bob Jackson, Director of Safety and Risk Management; Dr. Dawn Ford, Assistant Professor and Employee Wellness Coordinator; Laure Pou, Assistant Vice Chancellor for Human Resources; Julie Brown, Director of Employee Relations; Logan Rader, Administrative Support Specialist for Human Resources

Call to Order: Susan Lazenby called the meeting to order.

Safety & Risk Management: Bob Jackson, Director of Safety & Risk Management, shared a Risk Management presentation borrowed from UT System Insurance: *“Something happens, and then what?”* For instance, Mr. Jackson states that if an injured employee returns to work part-time during their recovery, it helps them recover mentally, and that drives their physical recovery. The contact information for Transportation Services, Workers Compensation, Safety Concerns, and Property Liability was shared. As a large campus, relative to other UT System institutions, UTC has a higher volume of employees and departments utilizing safety processes & procedures (e.g. workers compensation).

Risk Management is described by Mr. Jackson as “what are the bad things and how do we control them as much as possible?” What follows are some components of that: If you are involved with Camps, there is campers’ insurance that helps protect those that come to campus. UTC utilizes Inland Marine Insurance that protects from issues regarding anything that may happen to equipment on its way to campus. Certificate of Insurance is used when bringing events to campus and making sure they have quality insurance.

Property claims were briefly addressed, as Mr. Jackson instructed those in attendance to call him if they have any questions. The State of Tennessee Insurance Program recently found previous Automobile Crash Reporting to be inefficient, so they decided that whenever a crash occurs, employees must report it to [Debby Corey](#) within 24 hours of the incident. If that doesn't happen and it is discovered, a \$1,000 fee will be issued to

the department for neglecting to report the crash. Employees may contact Motorpool@utc.edu or utc.edu/motorpool for more information regarding vehicular incident reporting. When dealing with a non-life-threatening accident, take as many pictures as possible, don't leave the scene, and don't admit fault. Contact your supervisor, the TN Auto Accident Call Center, and CorVel if you are able.

TN Auto Accident Call Center: (855) 253-0629 / **CorVel:** (866) 245-8588

Workers Compensation covers all employees (full time, part time, student workers, and temporary workers). If a life-threatening injury occurs, call 911 and then call CorVel. Calling CorVel allows for a nurse on call to best assist you and ensure you are receiving the appropriate treatment. Additionally, employees are asked to call the Office of Risk Management so they can start the paperwork and utilize the proper resources. If the incident goes unreported for 3 business days, there is a \$500 fee for the department. Employees and supervisors will be asked to complete the [Workers' Compensation Procedures Report](#) and [Workers' Compensation Injury Report](#). CorVel will assign the injured employee a case manager to follow up so they can make sure everything is being taken care of. Per Mr. Jackson, supervisors need to be continually communicated with so they can keep in touch with CorVel and the state. Mr. Jackson illustrated where to find these forms for reporting online. If you have a question, send an email or call.

[Workers' Compensation Claim Procedures](#) | Gohar-Sheikh@utc.edu; (423) 425-4473

Employee Wellness: Dr. Dawn Ford is the Chair of the Commission on the Status of Women, and two of their priorities this year are to work with Facilities, Planning & Management to install at least one changing station and lactation station per building on campus. The commission is also working on communication strategies, specifically targeting those employees who access their emails very little or not at all. Laure Pou adds that Julie Brown and Logan Rader are working to make sure all employees can complete the McLean Survey, which was sent out to employees on September 14th and is open for three weeks. This survey is a UT systemwide effort to assess staff engagement. Ms. Pou encourages as many people to participate as possible. Individuals can visit Lupton 106 to complete that survey and get access to their email if needed.

Anitra Barrett asked Ms. Pou if the university maintains any rights to access employees' personal cell phones if those employees access their university email account on that phone. Ms. Pou expressed that it depends: If you use your cell phone to conduct university business, there could be a request for business-related activity (public records requests, legal records requests, etc.).

Dr. Ford then speaks to the topic of employee wellness activities and initiatives. Dr. Ford and her team aim to host some events in the Fall. They are pushing out

information to employees about events hosted by other departments, in addition to bringing a mammogram coach to campus in December. There are more activities in development, but they request feedback and suggestions from UTC employees. Ms. Lazenby suggests that Dr. Ford add events to the meeting minutes in the future to try to alleviate present issues with communication. Jason Harville asked if the engagement feedback requested in the McLean survey was specific to employees' experiences on campus or at the UT System level. Ms. Pou answers that it is specific to UTC for the most part, with the addition of a few questions regarding the system as a whole. The language changes along with the questions to make that known.

ESC Survey: Susan Lazenby discusses the ESC survey, a current project of the council to gauge employees' levels of engagement, concerns, and feedback among members' representative groups. This allows for specific questions to be shared with the council that divisions and departments on campus may have. Ms. Lazenby assures everyone that they are working on the responses they have and more will be discussed at the October ESC meeting. Ms. Lazenby presented a working spreadsheet with various examples, cross-matching them to the responsible area. Ms. Lazenby expressed appreciation that employees are participating in the survey, encouraging those members who have not yet sent the survey to their group to do so as soon as possible.

Bylaws: Anitra Barrett relayed a question from another staff member, bringing attention to the fact that the only people that can attend this meeting are ESC representatives. However, according to the bylaws, others in the past have been able to attend with approval. Ms. Pou adds that any aspect of the bylaws has been generated and approved by the committee in the past. However, she is unsure of the timeline on when that may have been done. Jason Harville suggests that he thinks the purpose of having a representative is to build a relationship and encourage dialogue with fellow employees to allow those that want to be heard to do so through the representative. Mr. Harville adds that opening the forum too widely would become nearly impossible for the committee to manage. Michelle Rigler agreed. Kelly Griffin asks if it could be amended to state that instead of someone reaching out to the council chairs directly, they could reach out to their representative, which will then be relayed to the chairs. Ms. Lazenby made a motion for that amendment to be made to the bylaws. Michelle Rigler seconded the motion. Two-thirds concurred.

Blue Ribbon Award: Laure Pou informs the council that [Ann Laster](#), Account Specialist for the Department of Performing Arts, is the July 2022 Blue Ribbon Award winner. The council congratulates Ms. Laster on the receipt of the award, and others are encouraged to nominate their colleagues.

Employee Wellness Resources: Laure Pou continued by sharing more on UTC's Employee Assistance Program (EAP). On September 2nd, communication was shared with the campus reminding everyone that September is National Suicide Awareness and Prevention month. Employees are given 5 free consultation sessions per concern, episode, or stressor each year. Along with community resources, Logan Rader will add those to the ESC Teams so that everyone can share them with their area.

Adjournment: Susan Lazenby motions to adjourn the meeting and Jason Harville seconds it.