

EXEMPT STAFF COUNCIL
September 20, 2023
Held via Zoom
Minutes

Members in Attendance: Susan Lazenby (Chair), Mary Lee King, Kat Mortensen, Sandra Jones, Michelle Rigler, Elizabeth Johnson, Elizabeth Smith, Alexa McClellan

Others in Attendance: Stephanie Cona, Digital Content Manager for Communications & Marketing; Brett Fuchs, Associate Dean of Students

Call to Order: Susan Lazenby called the meeting to order at 10:00 AM.

UTC Events Calendar (Stephanie Cona): The Division of Communications & Marketing has been collaborating with campus partners to create a new calendar system for UTC. This effort is an attempt to centralize all university event planning into a one-stop-shop. The new [calendar](#) contains feeds that include all upcoming campus events such as MocSync events, Athletics promotions, Library programs, academic dates, and more. The calendar is also integrated with UTC's online mapping system, displaying locations of specific events. Individual users, including students, can customize their own event email feeds, including filters for specific event types being displayed at all times. The page is complete with a Frequently Asked Questions page as well as video tutorials regarding the calendar's use.

CARE Team Updates (Brett Fuchs): The [UTC CARE \(Case Assessment Review and Evaluation\) Team](#) is comprised of three multi-disciplinary teams, which exist to prevent, mitigate, and reduce crisis situations from occurring within the University community. These teams include the Students of Concern Team (SOC), Behavioral Intervention Team (BIT), and Threat Assessment Team (TAT).

The [Community Member of Concern Form](#) is intended for members of the UTC community to share information regarding other members who exhibit signs of concern. These signs can and will often include relatively innocuous or abnormal factors when taken by themselves (e.g., student begins periodically missing class when they previously had good attendance), but they can also include more troubling matters (e.g., suicidal ideations), and these allow the CARE teams to assess if something deeper is going on with a particular community member and their wellbeing. Response methods from the CARE team vary on a case-by-case basis depending on the level of concern being reported.

If the concern is highly severe and there is an immediate threat to self, others, or property, members of the community are urged to immediately contact UTC Police at (423) 425-4357 or 911. Although referrals are reviewed on a regular basis, the

community member of concern form is NOT designed as an emergency response notification process.

These types of offices and campus prevention programs are typically born out of a crisis or string of local and national crises. However, UTC takes a more social work-oriented approach in order to avoid and prevent escalation of these issues to a higher level of concern. The CARE system is intended to apply to all UTC community members, not just students. Further, these reporting methods are not designed with disciplinary action in mind. The central focus of this process is to make sure that people are safe, feel welcome, and are protected on campus. Members of the UTC community are encouraged to report any concerns to the CARE Team by any means.

If employees relay to you that they are the victim of any Title IX-related incident, you are also obligated to report it accordingly due to our status as mandatory reporters. Again, these processes are all designed with support being the top priority.

The CARE Team maintains a collection of one-stop folders and pamphlets for individuals and departments to have on-hand at any time, so please contact Brett-Fuchs@utc.edu if you are interested in obtaining them for your respective areas.

Other Matters:

- Annual Enrollment for 2023 is taking place October 1-13. If employees are making changes to their benefit elections to take effect in January 2024, they are required to make them during this period via Edison, which can be accessed through the [IRIS Web Portal](#) using your UTC ID and password. Members of the ESC will continue conversations aimed at exploring appropriate alternatives to the Annual Enrollment window for State of TN Higher Education employees.
- Yasmine Key will be joining the ERC meeting in October to provide updates regarding University Health Services. Chancellor Angle will be joining the November meeting to provide general university updates.
- [Annual compliance training](#) for UTC employees is due December 31, 2023 for the calendar year.

Adjournment: The meeting was adjourned at 10:53 AM.

Next Meeting: Wednesday, October 18, 2023