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2023 January 09 – University Council Agenda and Minutes

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AGENDA
University Council
Monday, January 9, 2023
East Tennessee Room
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
 - 3.1. Approve minutes of the December 12, 2022 meeting (attachment)
 - 3.2. Review agenda
 - 3.3. Consent agenda items:
 - 3.3.1. Mercury Management Policy (attachment)
 - 3.3.2. Longevity Policy (attachment)
 - 3.4. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations
 - 3.5. Sub-Council Reports – Quality and Effectiveness Sub-Council – Dr. Cheri Clavier
4. Action Items
 - 4.1. Old Business
 - 4.2. New Business
5. Information Items/Presentations
 - 5.1. Overview of brand standards & procedures – Jess Vodden
6. President’s Report
7. Announcements
8. Adjournment

The next meeting is scheduled for February 13, 2023 at 8:30 a.m.

University Council
Monday, January 9, 2023
East Tennessee Room

1. Call to Order

Provost and Senior Vice President for Academics Kimberly D. McCorkle called the meeting to order at 8:30 a.m.

2. Roll Call

Melissa Nipper led the roll call. Members present were Ms. Bridget Baird, Dr. Ginni Blackhart, Dr. Joe Bidwell, Dr. Bill Block, Dr. Cheri Clavier, Dr. Joel Faidley, Ms. Joy Fulkerson, Dr. Adam Green, Dr. Lisa Haddad, Mr. Stephen Hendrix, Dr. Mike Hoff, Dr. Leann Horsley, Dr. Keith Johnson, Dr. B.J. King, Dr. Karen King, Ms. Candy Massey, Dr. Sam Mayhew, Dr. Kimberly McCorkle, Dr. Arpita Nandi, Dr. Rob Pack, Dr. Tony Pittarese, Ms. Pam Ritter, Dr. Richard Sander, Dr. Janna Scarborough, Dr. Joe Sherlin, and Ms. Jessica Vodden.

3. Standing Items

3.1 Approve minutes from the December 12, 2022, meeting

A motion was made to approve the minutes from the December 12, 2022, meeting. The motion was seconded; the minutes were approved.

3.2 Review agenda

Dr. Kimberly McCorkle announced that the President's Report would be removed from the agenda since President Brian Noland is traveling on university business. She also announced that the General Policy update by Drs. Mark Fulks and Kay Lennon-McGrew would be tabled until the next meeting since the internet in the meeting room was down and they were unable to present via Zoom, as planned.

3.3 Consent agenda items

A motion was made and seconded to approve the two items on the consent agenda (listed below). The motion was seconded and approved.

3.3.1 Mercury Management Policy

3.3.2 Longevity Policy

3.4 Call for Voluntary Reports

Council of Academic Chairs: Dr. Lisa Haddad reported on upcoming chair training.

Staff Senate: On behalf of the Staff Senate, Joy Fulkerson thanked Facilities for their work to mitigate the damage during the inclement weather over the holiday break.

Athletics: Dr. Richard Sander encouraged council members to attend games and noted the recent success of the Women's Basketball team.

IT: Dr. Karen King reported that the Voyager implementation was progressing as planned, and HR sessions were going smoothly. She noted that there will be a formal kick-off the week after spring break.

3.5 Sub-Council Reports

Dr. Cheri Clavier reported that the Quality and Effectiveness Sub-Council has transformed over the past few months into the QEP Assessment Committee. The committee has almost completed the Quality Enhancement Plan, which is due to SACSCOC on February 20, 2023. Dr. Clavier noted that they are on target to meet that deadline and are looking forward to the on-site visit in April 2023. She noted that they will organize preparation sessions for those who are involved in the visit.

4. Standing Items

4.1 Old Business

There were no old business items to discuss.

4.2 New Business

There were no new business items to discuss.

5. Information Items/Presentations

5.1 Overview of brand standards and procedures

Ms. Jessica Vodden presented an overview of ETSU's brand standards and procedures. She discussed the three Cs of effective branding: consistency, clarity, and character. She also mentioned risk management considerations, including trademarks and licensing, endorsements and associations, and tax liabilities.

She highlighted some of the elements in the creative refresh that the Office of University Marketing and Communications (UMC) has implemented and pointed out some common mistakes people use when using the logo. She reminded the Council that anything that uses the ETSU logo must go through identity approval, and departments should work only with licensed vendors when ordering merchandise.

For an overview of brand standards and a list of resources available, Ms. Vodden highlighted the new brand standards page at etsu.edu/brand.

Dr. McCorkle asked Ms. Vodden to speak about standard signature lines on emails. Ms. Vodden pointed out that university email accounts are state accounts, therefore employees should refrain from putting information that is political or a personal viewpoint. If employees wanted a branded signature line, templates are available on the Marq template system maintained by UMC.

5.2 General Policy Update

This presentation was tabled until the next meeting.

6. President's Report

This item was removed from the agenda.

7. Announcements

Legislative Update: Ms. Bridget Baird reminded the Council that the Tennessee Legislative Session begins tomorrow (January 10, 2023) at noon. The State of the State Address has not yet been scheduled. Ms. Baird requested that when the Council receives the Legislative Report, please review it and let her or Tammy Ward know if there are any issues that could potentially impact ETSU.

Admissions Update: Dr. Sam Mayhew updated the Council on the drop for non-payment. He noted that going into the weekend, the numbers were comparable from spring to spring, even with five fewer registration days. At the time of the meeting, there were 778 drops compared to 772 last year.

Moon Shot for Equity: Dr. Keith Johnson announced that several workshops were planned and would be announced for the Moon Shot for Equity initiative. In addition, the Students of Color Symposium is scheduled for February 27, with more information coming soon.

Dr. McCorkle's Updates: On behalf of the President and administration, Dr. McCorkle thanked staff and faculty for their efforts to mitigate and isolate the damage to campus caused by the freezing temperatures in December. Dr. Sherlin noted that approximately 15-20 students in Buc Ridge were impacted by the damage. Dr. Johnson noted that the fountain at Borchuck Plaza was destroyed and mentioned that they were using this time re-envisioning what the fountain could look like as it is built back.

Dr. McCorkle mentioned that an announcement about ETSU's next Chief Financial Officer would be coming soon and thanked those who were able to participate in open sessions with each candidate.

Finally, she thanked Dr. B.J. King for her years of service at ETSU. This meeting was Dr. King's last University Council meeting.

8. Adjournment

Provost McCorkle adjourned the meeting at 9:22 a.m.



MERCURY MANAGEMENT POLICY	
Responsible Official: Chief Operating Officer	Responsible Office: Environmental Health and Safety

Policy Purpose

This policy specifies the proper storage, disposal, and clean-up procedures to be followed for mercury-containing equipment and when mercury is spilled or otherwise released into the environment.

Policy Statement

The ETSU Environmental Health and Safety (EHS) Office is responsible for managing mercury waste disposal and cleanup according to state and federal regulations and the ETSU [Hazardous Waste Management Policy](#).

Mercury is regulated by the State of Tennessee and the federal Environmental Protection Agency (EPA) as a hazardous waste. Exposure to excessive levels can permanently damage the brain and kidneys. Mercury is a persistent environmental threat (especially to waterways) and cannot be dumped down the drain into sanitary or storm sewers, or disposed of in regular landfill trash. All mercury waste should be disposed of according to the procedures specified in this policy.

Mercury spills from broken thermometers are expensive to clean up and present a hazard to faculty, staff and students in laboratory areas. EHS strongly encourages the replacement of mercury-based thermometers with alternatives such as digital or alcohol-based thermometers.

Authority: Focus Act, TCA § 49-8-203 et. Seq; Tennessee Mercury Product Disposal Control Act, TCA § 68-211-2; 40 CFR Part 273.

Previous Policy: Mercury Management Plan 700.17

Definitions

Mercury (Hg) Mercury is a naturally occurring element that is found in air, water, and soil. It exists in several forms: elemental or metallic mercury, inorganic mercury compounds and organic mercury compounds. Elemental or metallic mercury is a shiny, silver-white metal and is liquid at room temperature. If heated, it is a colorless, odorless gas. Elemental mercury is used in thermometers, fluorescent light bulbs and electrical switches.

Policy History

Effective Date: 01/09/2023

Revision Date: October 11th, 2022

Procedure EHS can be contacted at [\(423\) 439-6028](tel:4234396028).

A. Mercury Spills

1. Mercury is regulated by the EPA as a hazardous waste.
2. If a mercury spill occurs, contact the Office of Environmental Health and Safety (EHS) *immediately* at extension 9-7784 or 9-7900. EHS has the proper equipment specifically designed to cleanup dry and liquid mercury.
3. Keep people away from the spill area to limit mercury exposure and to prevent the spread of contamination.
4. EHS maintains an inventory of mercury spill kits that consist of items such as mercury absorbent powder, nitrile gloves, dust pan, scraper, shoe covers, and sealable bags. Utilizing the spill kit's contents, carefully try to prevent the mercury from spreading and divert the mercury away from drains, cracks, and crevices. Do not let the mercury touch your skin. If needed, contact EHS to obtain a mercury spill kit.

5. Do not use a vacuum cleaner to clean up a mercury spill. The vacuum will vent vaporized mercury into the air and increase the risk of exposure by inhalation.
6. Do not use a broom to clean up mercury. It will break the mercury into smaller droplets and spread them around, increasing the risk of exposure.
7. Do not pour or rinse the mercury down a drain. It may lodge in the plumbing and cause future problems during plumbing repairs. If discharged, it will pollute septic tanks, sewage treatment plants, and, eventually, waterways.
8. Clothing that has come into direct contact with mercury should be discarded. Consult EHS on proper disposal. Mercury may contaminate washing machines and pollute sewage drains.
9. Shoes contaminated with mercury should be discarded to further prevent the spread of contamination by walking around. Again, consult EHS on proper disposal.
10. Mercury collected from a spill must be managed as hazardous waste.

B. Mercury as a Hazardous Waste

1. Mercury waste from broken thermometers must be managed according to all federal and state regulations, as well as ETSU's [Hazardous Waste Management](#) and Mercury Management Policies.
2. Mercury waste must be properly labeled with an orange ETSU Hazardous Waste Tag and stored in a sealable container. These tags are supplied by the Office of Environmental Health & Safety.
3. Mercury waste must be segregated from other waste streams when stored for later pickup. The Office of Environmental Health & Safety Office must be notified for a hazardous waste pickup using the form found at: <http://healthsafety.etsu.edu/static/pickupform>.

C. Mercury as a Universal Waste

1. Universal wastes are EPA regulated wastes, but are not hazardous waste if properly recycled.
2. Mercury-containing equipment is a device or part of a device that contains elemental mercury integral to its function. Examples include thermostats, batteries and fluorescent light bulbs.

4. A structurally sound container must be used for storage and properly labeled. The best practice is to use the original box or container. The container must have the accumulation start date clearly marked, be kept closed, and separated from other waste streams. These waste containers must be removed to Central Receiving with 12 months of the start date.
5. Contact the Office of Environmental Health & Safety Office at extension 9-7784 to request a Universal Waste label or submit a request to:
<https://www.etsu.edu/facilities/healthsafety/service-request.php>.

Procedure History

Effective Date: 01/09/2023

Revision Date:

Related Form(s) & Materials

[Hazardous Waste Pickup Form](#)

[Information/Service Request Form](#)

[ETSU Hazardous Waste Management Policy](#)

Please visit <https://www.epa.gov/mercury> for more information on all mercury related topics.



Longevity	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

Policy Purpose

This policy specifies eligibility, amount, procedures, and schedule for payments made to full-time and part-time employees for longevity of service.

Policy Statement

I. Eligibility.

Subject to continued approval and funding by the state legislature and as required by state law, ETSU will award an annual longevity payment to eligible full-time and part-time employees who have completed 36 months of Eligible Service with a state agency or institution in recognition of their extended service.

Regular part-time employees who are scheduled to work 1600 or more hours (82.1% FTE or more) in a year and who have 36 months of Eligible Service are also eligible to receive longevity payments.

Any regular full-time employee who is temporarily working a reduced work schedule of not less than 50 percent of full-time and for a period not to exceed six months, shall continue to receive service credit for longevity purposes during that period of less than full-time service and will incur no change to their Longevity Anniversary Date.

II. Longevity Anniversary Date.

Each employee is assigned a Longevity Anniversary Date. A Longevity Anniversary Date may be adjusted for two reasons:

- A. A break in service was created because the employee terminated and was re-hired by a state agency or institution; or
- B. The employee was on leave without pay at East Tennessee State University for a major fraction of a month.

III. Payments.

ETSU will follow the rate established by the state legislature annually. Beginning 36 months after an eligible employee's Longevity Anniversary Date, the eligible employee may receive a longevity payment for each year of creditable service up to the maximum provided by law. The gross dollar value of the longevity payment is considered as eligible salary for purposes of calculating retirement benefits.

IV. Limit on Number of Payments Per Year.

There is no provision for pro rata payment of longevity, e.g., completion of a partial year of service. At least one full year must elapse between longevity payments when a break in service has occurred, and normally only one longevity payment is paid within a 12-month period.

V. Employees Who Retire or Separate from the University.

A. Academic Year Faculty

Retiring faculty on academic year appointments must complete contract year obligations to be eligible for longevity payments. Faculty who are on an academic year appointment and have a mid-academic year longevity date will receive longevity pay if they complete the equivalent of a full academic year by the Longevity Anniversary Date. For example: A faculty member's longevity date was established as January 5 (the beginning of the spring semester). He or she retires on December 19 (end of the fall semester). Since the faculty member completed a full year of instruction or research, he or she would receive the longevity payment. Conversely, a faculty member retiring on December 19 whose longevity date has been adjusted to March 1 due to unpaid leave of absence or other break in service would not be eligible to receive longevity pay.

An academic year faculty member who has a September Longevity Anniversary Date may leave the University at the end of the academic year and be considered to have completed a full year of service. In this case, the faculty member may receive two longevity payments in the same Fiscal Year, i. e., in September prior to leaving and again in June upon leaving. Otherwise, there must be one full year between longevity payments.

B. Fiscal Year Faculty and Staff

Faculty and staff on 12-month appointments must complete a full 12 months of service before receiving their next longevity payment. If a separating employee is still in active payroll status on their Longevity Anniversary Date, a longevity payment shall be made even if the employee

is no longer actively working. For example, employees who are on terminal leave when their Longevity Anniversary Date occurs will receive their longevity payment.

Authority: T.C.A. § 8-23-206
Previous Policy: PPP-15 Longevity

Defined Terms

A Defined Term has a specific meaning within the context of this policy.

Academic Year The academic year begins one week before the first day of fall semester classes and ends one week after spring graduation.

Fiscal Year The fiscal year begins July 1 and ends on June 30.

Eligible Service Services must be with the State of Tennessee, which includes agencies, offices, departments, or other state subdivisions as defined by state law including other state institutions of higher education.

Longevity Anniversary Date This date is established for all employees who are eligible or potentially eligible to participate in the program. The Longevity Anniversary Date is the date used to (1) calculate the required 36 months of creditable regular state service at or above 82.1% and (2) to pay subsequent longevity payments each year.

All periods of Eligible Service as defined above are considered when establishing the employee's Longevity Anniversary Date.

To ensure proper longevity credit, the employee should request prior service credit through the Office of Human Resources.

Policy History

Effective Date: 01/12/2023

Revision Date:

Procedure

Procedure History

Effective Date: 01/12/2023

Revision Date:

Related Form(s)

Scope and Applicability