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2023 March 13 -- University Council Agenda and Minutes

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AGENDA
University Council
Monday, March 13, 2023
Via Zoom
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
 - 3.1. Approve minutes of the February 13, 2023 meeting (attachment)
 - 3.2. Review agenda
 - 3.3. Consent agenda items:
 - 3.3.1. Compressed Gas Cylinder Safety Policy (attachment)
 - 3.3.2. Refrigerant Management Policy (attachment)
 - 3.3.3. ERP Backup policy (attachment)
 - 3.4. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations
 - 3.5. Sub-Council Reports – University Governance Organizations – Dr. Stephen Hendrix
4. Action Items
 - 4.1. Old Business
 - 4.2. New Business
5. Information Items/Presentations
 - 5.1. SACSCOC on-site reaffirmation visit – Dr. Cheri Clavier
6. President’s Report
7. Announcements
8. Adjournment

The next meeting is scheduled for April 10, 2023 at 8:30 a.m.

University Council
Monday, March 13, 2023
East Tennessee Room

1. Call to Order

Provost Kimberly McCorkle called the meeting to order at 8:30 a.m.

2. Roll Call

Melissa Nipper led the roll call. Members present were Dr. Joe Bidwell, Dr. Cheri Clavier, Dr. Joel Faidley, Ms. Joy Fulkerson, Dr. Adam Green, Dr. Lisa Haddad, Dr. Nick Hagemeyer, Mr. Stephen Hendrix, Dr. Leann Horsley, Dr. Karen King, Ms. Candy Massey, Dr. Sam Mayhew, Dr. Kimberly McCorkle, Dr. Tony Pittarese, Mr. Jeremy Ross, Ms. Pam Ritter, Dr. Richard Sander, Dr. Joe Sherlin, and Ms. Jessica Vodden.

3. Standing Items

3.1 Approve minutes from the February 13, 2023, meeting

A motion was made to approve the minutes from the February 13, 2023, meeting. The motion was seconded; the minutes were approved.

3.2 Review agenda

There were no changes to the agenda.

3.3 Consent agenda items

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

3.3.1 Compressed Gas Cylinder Safety Policy

3.3.2 Refrigerant Management Policy

3.3.3 ERP Backup Policy

3.4 Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations

Faculty Senate: Mr. Stephen Hendrix reported that the Faculty Senate was holding an election for the Faculty Trustee that will conclude at the end of April. He also noted that they are conducting internal elections for senators and leadership for the upcoming year. Finally, the Faculty Senate is working with Dr. Karin Keith and the Office of the Provost on policy updates.

Council of Chairs: Dr. Lisa Haddad reported that the Council is continuing its work on the handbook and website revisions and will ask for feedback on those in the next month. They are also working on a dedicated email address so that people will have easier contact with the Council. Lastly, they are formalizing the mentor/mentee process for new chairs.

Staff Senate: Ms. Joy Fulkerson reported that Staff Senate is working on communication pieces, website updates, and plans for increasing visibility for Staff Senate on campus. She reported that an internal Staff Concerns Committee is meeting and responding to staff issues that have been received. She also announced that there would be a staff social/staff awards program on May 16.

Athletics: Dr. Richard Sander addressed the recently announced change in the Men's Basketball head coach position, noting that they were currently in the process of identifying candidates and beginning the search for a new coach immediately. He also announced that they were making progress in the search for a new Volleyball coach. Finally, he noted that the Women's Basketball Team received an invitation to the Women's Basketball Invitational, which is an eight-team tournament in Lexington, Kentucky.

3.5 Sub-Council Reports

University Governance Organizations: Mr. Stephen Hendrix reported that they are beginning the process of reviewing all of the committees that report into the sub-council in order to review the rosters for membership to determine what committees need in terms of representation. This process should be completed within the next week and the next step will be sending notifications of vacancy to the campus. The goal is to have the committees staffed by the end of the semester. He also mentioned that a call would go out to all committees across campus asking them to complete an annual report, which is archived through Sherrod Library. Finally, the University Sub-Council for University Governance will meet next week to discuss procedures related to how students are selected to serve on various committees.

4. Action 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 SACSCOC on-site reaffirmation visit

Dr. Cheri Clavier provided an overview of what to expect during the SACSCOC reaffirmation visit to ETSU, scheduled for April 3-6, 2023.

6. President's Report

Since President Noland was attending a hearing in Nashville, he was unable to join the meeting to present a report.

7. Announcements

Ms. Pam Ritter reminded the Council that April 18 is the annual Day of Giving.

Dr. Sam Mayhew mentioned that there are two Admissions Open Houses coming up: March 25 and April 15.

8. Adjournment

Provost McCorkle adjourned the meeting at 9:09 a.m.



COMPRESSED GAS CYLINDER SAFETY POLICY

Responsible Official: Chief Operations
Officer

Responsible Office: Environmental Health and
Safety

Policy Purpose

This policy specifies the requirements for the safe handling and storage of compressed gas cylinders used to support ETSU campus operations.

Policy Statement

Compressed gas cylinders are used at ETSU primarily for academic, research and maintenance purposes. Compressed gases are typically stored under pressure in metal cylinders. These cylinders can present a variety of hazards due to their pressure and/or contents. Improper use, handling, storage, or transportation can cause injury, death, or physical damage to property.

Therefore, it is the policy of the ETSU Office of Environmental Health & Safety (EHS) to assist all ETSU departments in complying with gas cylinder safety requirements and regulations. This policy covers all ETSU employees, contractors, vendors, and visitors that handle and store compressed gas cylinders.

Authority: Focus Act § 49-8-203 et. seq; 29 CFR 1952.10 – State of Tennessee Occupational Safety and Health Standards; Federal Occupational Safety and Health Administration (OSHA) regulations in 29 CFR 1910.101

Previous Policy: Compressed Gas Cylinder Policy 700.31 (2019)

Defined Terms

A defined term has a special meaning within the context of this policy.

Policy History

Effective Date:

Revision Date: 02/04/23

Procedure

I. Gas Cylinder General Safety Procedures

Compressed gases present unique hazards. Depending on the particular gas there is a potential for simultaneous exposure to both mechanical and chemical hazards. Gases contained within cylinders can be toxic, flammable or combustible, explosive, corrosive, poisonous, or present a combination of hazards. Adherence to the following general procedures, therefore, is essential for the appropriate handling and storage of compressed gas cylinders:

- A. Compressed gas cylinders should only be handled by those familiar with the hazards and who are trained in proper handling techniques. Know and understand the gases and associated equipment before handling.
- B. Gas cylinder maintenance should only be performed by trained personnel.
- C. Gas cylinders must always be secured (chained, strapped, etc.) at, or slightly above, their midpoint, in an upright position, during their use, transport, and storage.
- D. The contents of a gas cylinder must be identified with a label that is clearly legible and visible at all times.
- E. The status of a gas cylinder (i.e., whether it is empty, full, in service/out of service) must also be identified with a label that is clearly legible and visible at all times.
- F. Gas cylinder manufacturer original labels must never be removed or defaced.
- G. Refer to the suppliers Safety Data Sheet to determine the proper personal protective equipment (PPE) and any other special requirements for the gas being used.
- H. Store gas cylinders in a cool, dry, well-ventilated, and fire-resistant area.
- I. Gas cylinders should be visually inspected on a daily basis for corrosion, leaks and/or cracks around cylinder valves, piping, and regulators.
- J. Only soapy water should be used to detect gas cylinder leaks; NEVER use an open flame to detect gas cylinder leaks.
- K. Before removing the regulator from a gas cylinder, ensure that the cylinder valve is closed and that the regulator has been relieved of gas pressure.
- L. When a gas cylinder is not in use, the cylinder valve must be kept closed at all times (whether the gas cylinder is charged or empty).

- M. Valve outlets should be pointed away from all personnel when the valve is being opened.
- N. Valve connections should never be forced; if the regulator has to be forced, then it is most likely the *wrong* regulator for the gas cylinder.

II Gas Cylinder Classifications

A. Flammable Gas Cylinders

1. These cylinders should never be used near open flames, heat sources, oxidizers, non-explosion proof electrical systems, or ungrounded electrical equipment.
2. Spark proof tools should always be available and in use when working with or on a flammable gas cylinder.
3. "No smoking" signs should be posted near the area along with a fire extinguisher.
4. Examples are: Acetylene, Butane, Natural Gas and Propane.

B. Asphyxiant Gases

1. Inert asphyxiant gases may cause suffocation by reducing the oxygen levels to less than 19.5% in an immediate area.
2. Only specifically trained and qualified persons wearing a self-contained breathing apparatus should respond to an asphyxiant gas leak.
3. Examples are: Argon, Carbon Dioxide, Helium, Neon, Nitrogen and Xenon.

C. Oxidizing Gases

1. These gases should be stored separate from flammable gas cylinders and combustible materials.
2. There should be a 20-foot separation or a five-foot tall barrier with a 30-minute fire rating separating the oxidizing cylinders.
3. All valves, piping, fittings and regulators shall be of a material and pressure rating compatible with Oxygen.
4. Examples are: Chlorine, Fluorine, and Nitrous Oxide.

D. Corrosive and Toxic Gases

1. Exposure to these gases should be kept as low as possible, and within the exposure levels established by OSHA and ACGIH.
2. Corrosive and toxic gases should be stored in an adequately ventilated area, preferably in a separate room without any other occupancy.
3. Examples are: Carbon Monoxide, Hydrogen Cyanide, Hydrogen Sulfide, Phosgene, Hydrogen Chloride, Hydrogen Fluoride, and Sulfur Dioxide.

E. Cryogenic Gases

1. To prevent thermal burns when working with cryogenic gases, appropriate (PPE) should be worn including eye protection devices (face shield and safety glasses or goggles), loose fitting insulated gloves, an apron and cuff-less pants.
2. These cylinders should be provided with a pressure relief valve.
3. Examples are: Liquid Helium, Liquid Oxygen, Liquid Hydrogen, and Liquid Neon.

III. Gas Cylinder Storage Guidelines

- A. All compressed gas cylinders should be secured to prevent them from falling, tipping, or rolling over.
- B. Straps or chains connected to a wall bracket is acceptable as well as a cylinder stand as a means to immobilize the cylinders.
- C. When not in use, all cylinders should be capped and all valves securely closed.
- D. Cylinder storage areas should be clearly labeled with the names of the gases stored in that location.
- E. Storage areas should be dry, cool, and well ventilated.
- F. Cylinder storage area temperatures should not be extreme and should never exceed 125 degrees Fahrenheit.
- G. Charged and empty cylinders should be stored separately.
- H. Separate oxygen cylinders from fuel-gas cylinders.
- I. Upon the arrival of new shipments, cylinders should be rotated so that the older gases are used first.
- J. Cylinders should be grouped by their hazard classification.
- K. Special precaution should be taken to store cylinders away from highly ignitable substances, corrosive materials, and fumes.
- L. Cylinders should not be stored near elevators, walkways, building exits, unprotected platform edges, or in locations where heavy moving objects could hit or fall on them.
- M. All compressed gas cylinders in service or in storage at the user's location shall be secured to prevent falling/tipping/rolling, and they shall be stored and used with the valve-end extended upward.
- N. If gases of different types are being stored at the same location, the cylinders should be grouped by types of gas, and these groups should be arranged to consider the gases contained.
Example: Flammable gases should be stored a minimum of 20 feet from oxidizing gases.

IV. Transportation of Gas Cylinders

- A. Users of compressed gas cylinders shall ensure that they are not dragged in an upright position or dragged or rolled in a horizontal position.
- B. A suitable hand truck, forklift, or similar material handling device designed for cylinder transport should be used.
- C. One must ensure that the container is properly secured to the device.

- D. Personnel should take cautious measures to ensure that the handled cylinders do not strike against each other or other surfaces.
- E. Dropping or striking may damage the cylinder valve, which could turn the cylinder into a dangerous torpedo with the potential to injure personnel, or damage property.
- F. Never lift a cylinder by the cap.
- G. Personnel transporting gas cylinders must be familiar with the hazards associated with the gases they handle and they must know what to do in the event of a release.

V. Lecture Bottles

Lecture bottles are very small compressed gas cylinders, typically 2-3 inches in diameter and 12-18 inches in height. While most gas suppliers offer lecture bottles for purchase, many will not accept the empty or partially full cylinders back for disposal. Lecture bottle disposal can be very costly, depending on the original contents.

ETSU researchers should only purchase lecture bottles that can be returned to the distributor. Most distributors, including the most commonly used sources at ETSU, do offer a returnable cylinder, although in some cases, these cylinders are slightly larger than typical lecture bottles. Also, keep in mind that distributors' policies toward lecture bottles are subject to change. In order to avoid costly disposal fees and potential hazards involved in emptying and cutting the cylinder, it is worthwhile to purchase a returnable cylinder, even if it is a bit more than what you need.

If you have unneeded lecture bottles, first call the manufacturer or distributor and ask that they pick up the cylinder for return. If they will not accept the cylinder, the [Office of Environmental Health and Safety \(EHS\)](#) (439-6028) can help coordinate the disposal with one of our vendors.

Effective Date:

Revision Date: 02/04/23

Related Form(s)/Links

[U.S. Dept. of Labor OSHA Compressed Gas Overview/Standards](#)

Scope and Applicability

Primary:

Secondary:



ENTERPRISE RESOURCE PLANNING SYSTEM BACKUP POLICY	
Responsible Official: Chief Information Officer (CIO)	Responsible Office: Information Technology Services (ITS)

Policy Purpose

The purpose of this policy is to specify procedures to prevent data loss from the Enterprise Resource Planning (ERP) system and assure data availability and integrity should ERP data restoration be required.

Policy Statement

Backup copies of data, software, and system images from the ERP system will be taken and maintained in accordance with acceptable procedures. Restoration procedures for data and machine images will be tested annually in accordance with the recovery time objective specified in ETSU's Business Continuity Plan (BCP) and an arbitrary test recovery point specified by the CIO. At least one backup location will be off-site in accordance with regulatory requirements and State policy (see Authority). Restore test reports will be submitted to the CIO for review; if needed, a timeline for implementing remediation steps will not exceed three months. Following remediation, restore testing will be repeated and results documented to ensure that remediation steps mitigated all identified issues.

Authority: FOCUS ACT, TCA § 49-8-203 et. seq; Tennessee STS Enterprise Information Security Policy 4.3 and 12.1; National Institute of Standards and Technology CP-4 and CP-10.

Previous Policy: TBR Information Technology Resources 1.08.00.00

Defined Terms

A defined term has a special meaning within the context of this policy

ENTERPRISE RESOURCE
PLANNING (ERP) SYSTEM

The software system used to manage core ETSU business processes and associated data

PATCHING	Updates to enhance security and performance of servers, software, or operating systems.
RESTORE TEST	A test of procedures for data or machine image recovery from backup.

Policy History

Effective Date:

Revision Date: Nov. 17, 2022

Procedure

1. Backup locations and detailed recovery procedures are outlined in the BCP.
2. At least one backup location will be on-site and another at least 50 miles from Campus.
3. Recovery from local and off-site backups of ERP data and machine images (restore tests) will be performed annually by the Enterprise Software and Systems Unit of ITS and a summary report provided to the CIO for review.
4. If mitigation of recovery steps is required, the ITS Office of Project Management will set up a timeline not to exceed three months, with re-testing to follow.
5. Daily data backups, as independent versions, will be maintained for a minimum of 90 days.
6. Machine images will be made prior to patching.
7. Machine images will be maintained for a minimum of 2 version copies.

Procedure History

Effective Date:

Revision Date: Nov. 17, 2022

Related Form(s)/Policies

[Enterprise Information Systems Update Policy](#)

[ETSU Information Security Policy](#)

Scope and Applicability

Primary: This policy applies to ETSU Information Technology Services; Offices of the CIO, Enterprise Software & Systems, and Project Management.

Secondary: This policy may apply to ETSU Information Technology Services; Offices of the CISO, Systems Support, and Information Security.



REFRIGERANT MANAGEMENT POLICY

Responsible Official: **Chief Operations
Officer**

Responsible Office: **Environmental Health
and Safety**

Policy Purpose

The purpose of this policy is to specify guidelines to be followed for the safe and compliant handling of ozone depleting refrigerants on campus.

Policy Statement

East Tennessee State University (ETSU) maintains refrigerant-containing equipment on campus. Chlorofluorocarbons contained in some refrigerants are considered ozone-depleting compounds that are damaging to the environment when improperly vented to the atmosphere.

The ETSU Office of Environmental Health and Safety (EHS) manages and monitors the use of ozone-depleting refrigerants in compliance with Sections 608 and 609 of the Clean Air Act Amendments, as codified in Environmental Protection Agency (EPA) Regulation 40 CFR Part 82 – *Protection of Stratospheric Ozone*. These regulatory requirements govern the installation, operation, service, and disposal/recycling of appliances containing 50 pounds or more of refrigerant gas.

To ensure compliance with EPA regulations and to promote proper refrigerant management practices, it is the policy of ETSU Facilities Management and EHS to:

1. Maximize the recycling of ozone depleting refrigerants and to minimize their release into the environment.
2. Utilize only EPA-certified technicians for servicing, repairing, maintaining, and safely disposing of refrigeration appliances on the ETSU campus;
3. Maintain proper records of refrigerant consumption, technician training certifications, and recycling and recovery equipment certifications;
4. Ensure proper repairs are timely made for units with significant leak rates; and

5. Require all employees and contractors whose job duties require the handling, ordering, repairing, servicing, maintaining, or disposing of ozone-depleting refrigerant or refrigeration appliances to assist by ensuring the proper paperwork and labelling is being completed when work is being performed.

This policy applies to all ETSU refrigerant-containing equipment and to ETSU employees, outside contractors and their representatives, or any company representative hired by ETSU to provide refrigeration services on university property as it pertains to ozone depleting refrigerants.

Authority: Title VI of the Clean Air Act (CAA); 40 CFR 82 Subpart F: *Protection of Stratospheric Ozone*; The Focus Act, TCA § 49-8-203, et. seq.

Previous Policy: 700.01 Refrigerant Management Plan (2008)

Defined Terms

A defined term has a special meaning within the context of this policy.

Policy History

Effective Date:

Revision Date: 12/09/2022

Procedure

Procedural requirements and technical information related to this policy can be found at:
[Refrigerant Management Plan](#)

Effective Date:

Revision Date: 12/09/2022

Related Form(s)

[More information on stratospheric ozone and ozone layer protection.](#)

Scope and Applicability

Primary:

Secondary: