East Tennessee State University

Digital Commons @ East Tennessee State University

University Council Agendas and Minutes

Agendas and Minutes

11-13-2023

2023 November 13 - University Council Agenda and Minutes

University Council, East Tennessee State University

AGENDA
University Council
Monday, November 13, 2023
East Tennessee Room
DP Culp Center
8:30 a.m. – 10:00 a.m.

1. Call to Order

2. Roll Call

3. Standing Items

    3.1. Approve minutes of the October 9, 2023 meeting

    3.2. Review agenda

    3.3. Consent agenda items:

    -Confined Spaces Access Policy – Hardy Scragg

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

    3.5. Sub-Council Reports – Budget & Strategic Planning Committee – Christy Graham

4. Action Items

    4.1. Old Business

    4.2. New Business

5. Information Items/Presentations

    5.1 CTE Update – Alison Barton

    5.2 New Phone System Implementation – Rob Nelson

6. President's Report

7. Announcements

8. Adjournment

The next meeting is scheduled for December 11, 2023 at 8:30 a.m.

University Council
Monday, November 13, 2023
East Tennessee Room

1. Call to Order

Provost 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. Joel Faidley, Mr. David Finney, Ms. Joy Fulkerson, Ms. Christy Graham, Dr. Adam Green, Dr. Lisa Haddad, Mr. Steven Hendrix, Dr. Mike Hoff, Dr. Chris Keller, Dr. Karen King, Dr. Dhirendra Kumar, Dr. Sam Mayhew, Dr. Kimberly D. McCorkle, Dr. Brian Noland, Dr. Rob Pack, Ms. Pam Ritter, Dr. Joe Sherlin, Mr. Mehmet Topyurek, Ms. Jess Vodden, and Mr. Trent White.

3. Standing Items

3.1 Approve Minutes of the October 9, 2023, Meeting

A motion was made to approve the minutes from October 9, 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 and seconded to approve the item on the consent agenda (listed below). The motion was approved.

      3.3.1   Confined Spaces Access Policy

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

Faculty Senate: Dr. Ginni Blackhart reported that the Faculty Senate has met with many key groups, including the General Education Task Force and the Academic Structure Task Force. They are scheduled to hear from Dr. Susan McCracken about the Community Engaged Learning Course Designation.

Council of Academic Chairs: Dr. Lisa Haddad reported that there have been several sessions of chair training this semester, and they have received good feedback. She asked council members to encourage chairs in their areas to attend these training sessions.

Staff Senate: Mr. David Finney reported that the Staff Senate Holiday Food Drive just concluded, but additional monetary donations would be accepted throughout the week.

SGA: SGA President Trent White reported that SGA will soon inform the student body that they will be adding a third concert, which will feature student and local artists.

3.5 Sub-Council Reports

Budget and Strategic Planning Committee: Ms. Christy Graham updated the Council on the work of the committee, which is currently in the data-gathering stage. They are creating sub-committees to examine different aspects of the budget.

4. Action Items

4.1 Old Business

There was no old business to come before the council.

4.2 New Business

There was no new business to come before the council.

5. Information Items/Presentations

5.1 Center for Teaching Excellence Update

Dr. Alison Barton, Director of the Center for Teaching Excellence (CTE), shared an overview of the work of the CTE. She mentioned several priorities, including internal and external communication initiatives to raise public awareness about the work of the CTE and the impact of good teaching. Some of the areas they are focusing on include discussion of tenure and promotion and faculty review, celebrations of good teaching, collaboration, and ways to seek external funding to offer focused and targeted faculty development.

5.2 New Phone System Implementation

Mr. Rob Nelson, Assistant Chief Information Officer, reported that ITS will implement a new app-based phone system called RingCentral over the coming months. This new system, which will replace the old Cisco phone system, will be installed incrementally across campus, and

specific communication will go out to each department before the new system is deployed in their area.

6. President's Report

President Noland announced that the ETSU Board of Trustees will meet on Friday, November 17. The board will review October revised budgets, which will finalize the budget for the year. Salary enhancement recommendations also come before the board: a proposed 4.5 percent across-the-board salary increase, with a $7,500 cap. Starting salary will be raised to $13.60 per hour, per board approval. Pay tables also will be adjusted. In addition, he announced that the university has followed a Huron recommendation to explore vacant positions at the institution, particularly those that have been vacant more than a year, to recapture the revenues to provide salary enhancements.

President Noland and several others from ETSU will go to Nashville this week for the Tennessee Higher Education Commission (THEC) meeting, where ETSU's proposed mechatronics program will go before THEC for approval. THEC will also present to its board budget recommendations for the next legislative sessions. The second phase of Brown Hall is third on the list. Funding for ETSU Bill Gatton College of Pharmacy will also go before the THEC board.

He invited the council to two major campus events today: the Veterans Day Ceremony and Holiday Lights Celebration.

Finally, he provided an update on the Voyager Enterprise Resource Planning (ERP) system. After consultation with ETSU's deployment partner (Highstreet) and much reflection, we have decided to reschedule the system's launch from January 1, 2024, to July 1, 2024. The transition to bi-weekly pay for employees also will take place on July 1, 2024.

7. Announcements

Melissa Nipper announced that Monday, November 13, is World Kindness Day and introduced the ETSU Campaign for Kindness, created to uplift the 2023-2024 Campus Read: *The War for Kindness*. She invited the council to stop by the Kindness Rocks event in the Culp Center in recognition of World Kindness Day.

8. Adjournment

Provost McCorkle adjourned the meeting at 9:37 a.m.

The next meeting is scheduled for December 11 at 8:30 a.m.

EAST TENNESSEE STATE UNIVERSITY

CONFINED SPACES ACCESS POLICY	
Responsible Official: Chief Operations Officer	**Responsible Office:** Environmental Health and Safety

Policy Purpose

This policy specifies the safety requirements, practices, and procedures developed by East Tennessee State University (ETSU or University) to implement the Tennessee Occupational Safety and Health Administration (TOSHA) Confined Spaces standard safeguarding ETSU employees, contractors, and students from the hazards of working in or entering into Confined Spaces on campus.

Policy Statement

ETSU is committed to providing a safe and healthy work environment for all members of the campus community by systematically identifying, evaluating, and classifying Confined Spaces on University premises, and by governing and controlling access to them.

I.   Identification and Assessment:

   A. The Office of Environmental Health and Safety (EHS) will regularly conduct surveys to identify all Confined Spaces within the university premises.
   B.   Entry supervisors will collaborate with EHS to ensure risk assessments of each Confined Space are conducted and hazards are well-understood.

II.   Access Control:

   A. Before entry into an area known or suspected to be a Confined Space the entry supervisor shall contact EHS and complete the Confined Space entry permit.
   B. EHS is responsible for implementing lockout and tagout systems, when necessary, and ensuring that Confined Spaces are adequately secured against unauthorized access.
   C. Entry supervisors will ensure that only trained and authorized individuals access Confined Spaces under their watch.

III.   Training:

   A. EHS will develop and implement the Confined Spaces training curriculum and ensure its continual update to comply with TOSHA standards and reflect best practices.
   B.   Entry supervisors will coordinate with EHS to ensure all staff entrants under their domain

have undergone the necessary training before accessing Confined Spaces.
   C. Certified outside contractors are responsible for implementing their own training regimen in compliance with TOSHA standards.

IV.   Equipment:

   A. Facilities Management will procure and provide essential safety equipment. They are also tasked with scheduling equipment inspections and maintenance.
   B. Authorized entrants must always use provided equipment and required monitoring instruments and report any malfunction to Facilities Management promptly.
   C. All electrical tools and lighting used in Confined Spaces must be of low voltage design (battery operated) or used with a ground fault circuit interrupter, and may be subject to additional safety requirements.

V.   Emergency Procedures:

   A. EHS will develop overarching emergency procedures prior to Confined Space entry and communicate these protocols to all departments.
   B. Entry supervisors will ensure that emergency procedures are followed strictly.

VI.   Documentation and Record Keeping:

   A. EHS Is responsible for maintaining a centralized system of logs for all Confined Space entries and equipment checks.
   B. Entry supervisors will ensure incident reports from their areas, including accidents or near-misses, are promptly documented and submitted to the EHS for review.

EHS will spearhead regular reviews of this policy to ensure optimal performance and adherence.

Authority: TCA § 49-8-203; OSHA/TOSHA Confined Space Standard 29 CFR 1910.146.

Previous Policy: 700.3 Confined Spaces

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

Terms should be listed in alphabetical order.

CONFINED SPACE(S):   Any space that is large enough for a worker to enter and perform work, has limited means of entry or exit, and is not designed for continuous occupancy. Confined spaces can include tanks, silos, vaults, pipelines, and more.

Policy History

Effective Date

      a.   Initial:

      b.   Revised:

Procedure

[Procedural requirements, Confined Space Entry Permit (CSEP), and comprehensive technical information.](#)

Anyone having questions may contact the Office of Environmental Health and Safety (423) 439-7784.

Procedure History

Effective Date

      a.   Initial: 2005

      b.   Revised: 7/20/2023

Related Form(s)/Policies

[Hazardous Energy (Lockout/Tagout)](#)

Scope and Applicability

Primary: INSERT CATEGORY

Secondary: INSERT CATEGORY

MEMORANDUM

TO: University Council

FROM: Mike Grim, Director, Office of Environmental Health and Safety (EHS); Chris Hurley, EHS Health and Safety Specialist; Harden Scragg, Attorney, Office of University Counsel.

DATE: November 13, 2023

RE: Consent Agenda: **Confined Spaces Access Policy**

I.   **Confined Spaces Access Policy.**

     A.   <u>Policy Purpose</u>.

          This policy specifies the safety requirements, practices, and procedures developed by East Tennessee State University (ETSU or University) to implement the Tennessee Occupational Safety and Health Administration (TOSHA) Confined Spaces standard safeguarding ETSU employees, contractors, and students from the hazards of working in or entering into Confined Spaces on campus. A copy of the policy is attached.

     B.   <u>Public Comment Period.</u>

          This policy was posted from for public comment from 10/25/23 through 11/08/23. No comments were received during the public comment period.

     C.   <u>Legal Review.</u>

          The Office of University Counsel completed its review of this policy on 10/24/23 and found no legal issues.

     D.   <u>Recommendation.</u>

     IN CONSIDERATION of all of the above, the Office of University Counsel confirms the requirements under the Policy and Development and Administrative Rulemaking Policy have been met, and the Office of Environmental Health and Safety recommends **APPROVAL** of the **Confined Spaces Access Policy**.

RINGCENTRAL

FALL 2023 INTRO

ROB NELSON

DO NOT CREATE A FREE RINGCENTRAL ACCOUNT

1. Physical phone or RingCentral App decision
2. Training (usually on Thursday)
   - Training recording link can be sent to users.
3. Welcome Email
   - 48 hours to respond.
   - Sign in with SSO
   - Set Voicemail Pin and Security question.
4. Physical phones deployed.

RINGCENTRAL WELCOME EMAIL

DOWNLOAD THE RINGCENTRAL APP

- https://support.ringcentral.com/download.html

RINGCENTRAL APP HOMEPAGE
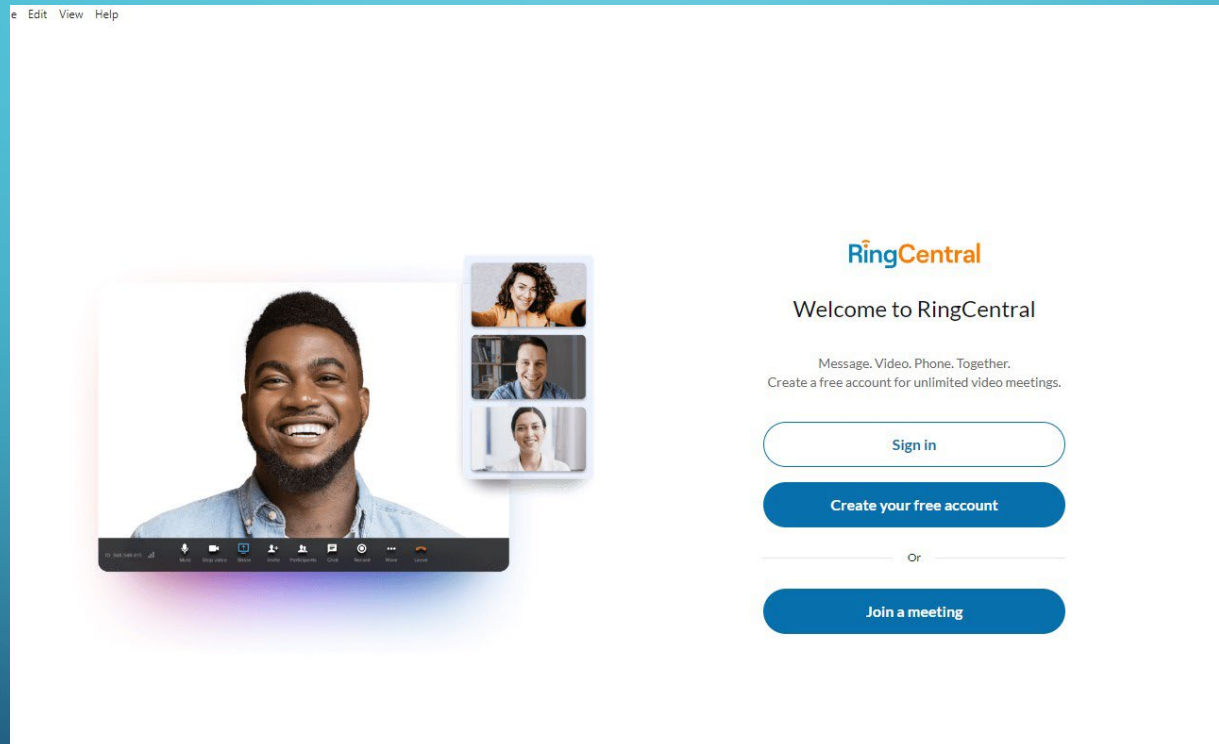
SIGN IN WITH SINGLE SIGN-ON (SSO)

DEMO APP AND QUESTIONS?

Essential to the student experience

Teaching @ ETSU

Our Purpose

EAST TENNESSEE STATE
UNIVERSITY
Center for
Teaching Excellence

"[T]o foster equity and success for all students by nurturing excellence in teaching."

CTE Touches All Strategic Goals

Access and Success
Supporting a strategic growth agenda that maximizes the student experience

Teaching Excellence
Ensuring excellence in the student-to-faculty environment and celebrating great teachers

Empowered Employees
Empowering employees to pursue excellence and innovation and helping them build fulfilling careers at ETSU

Research and Innovation
Enhancing research administration and supports and bridging the humanities and sciences

Equity and Inclusion
Creating parity across demographic groups and cultivating a sense of belonging

Community Stewardship
Providing educational opportunities within the community that benefit both students and the region

Fiscal Sustainability and Operational Excellence
Harnessing the power of people, processes and technology to achieve operational excellence

What the Public Really Thinks About Higher

The Chr... shows where people aren't...

"The public is far from convinced that colleges excel at their core mission of educating students."

SITE LICENSE ACCESS PROVIDED BY
EAST TENNESSEE STATE
UNIVERSITY

THE CHRONICLE OF HIGHER EDUCATION

GET MORE

NEWS | ADVICE | THE REVIEW | TOPICS ∨ | CURRENT ISSUE | VIRTUAL EVENTS | STORE ∨ | JOBS ∨
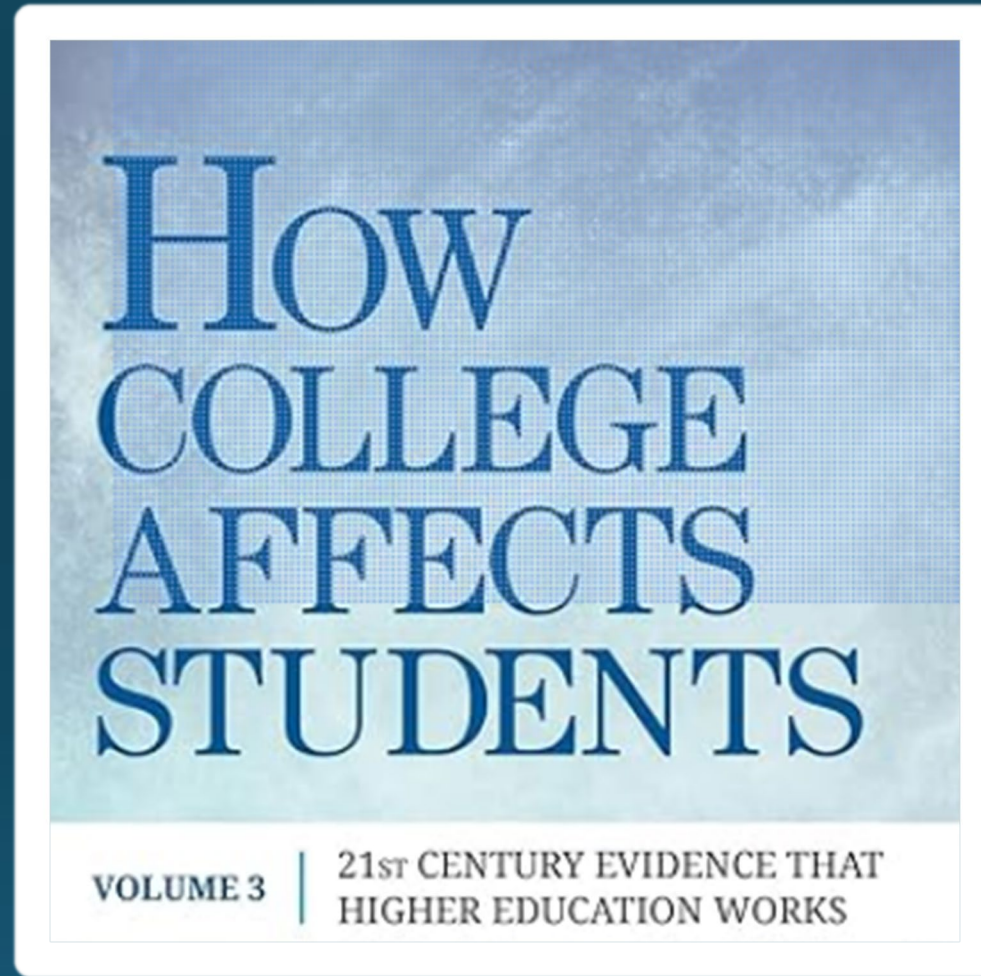
Americans Value Good Teaching. Do Colleges?

The evidence doesn't look good.

"In the words of one recent study, the first of its kind to examine teaching across a range of disciplines and institutions […], teaching is, more often than not, 'middling.'"

"Good teaching matters. It *really* matters."

"[G]ood teaching is the primary means through which institutions affect students."

"Leaving good teaching to chance ... perpetuates the narrative that teaching is not valued to the extent that it should be on college campuses."

HOW COLLEGE AFFECTS STUDENTS

VOLUME 3 | 21ST CENTURY EVIDENCE THAT HIGHER EDUCATION WORKS

What can we do?

Communicate with public:
Teaching @ ETSU

Communicate internally:
Teaching @ ETSU

T&P: "Good Teaching"

Celebrate Teaching

Collaborate Across Units

Funded Initiatives

Center for Teaching Excellence

Because every student deserves good teaching

Questions?