

## **Staff Advisory Committee**

**January 16, 2020**

**Members Present:** Kathy Faulkner, Amy Foster, Kim Fox, Carrie Harris, Susan Henry, Michelle Holm, Kim Meredith, Matt Nisbet, Robert Scantland, Angie Wells

**Members Absent:** Shana Eads, Phyllis Miller

**Others Present:** President Oldham, Lee Wray, Dr. Leslie Crickenberger, Donna Schrock, Amanda Beaty, Becky Blalock

### **Summary:**

Approval of Minutes (October 31, 2019)

Purchasing Cleaning Supplies (E. Wheeler, K. Abbott, J. Scarlett, J. Hull, D. Wallis)

Comments Received in Idea Box

Comments by the President

### **Proceedings:**

Chairperson Carrie Harris called the meeting to order at 1:00 p.m. in the President's Conference Room. Susan Henry made a motion to approve the minutes. Kim Meredith seconded. Motion APPROVED.

Emily Wheeler presented the Purchasing Policy as it relates to cleaning supplies and other personal use items. Judy Hull pointed out that in Procurement manual section 8A it states departments and employees cannot purchase personal items from TN Tech Funds and in the Procurement manual under prohibited purchases it lists; items for personal use. The policy has not changed nor has it been updated.

Janice Scarlett mentioned that she has always questioned the purchases of cleaning supplies when she reviews Pro-card records. There are items that have been purchased and have been needed by the department, to clean the department, but as far as cleaning your own space or in the office, it has never been allowed.

Wheeler commented that a lot of the questions last meeting had to do with what does SSC do for your area and what do they not do for your area. SSC is obligated to clean our spaces including horizontal surfaces, like desks, but they will not move your papers around to clean. Our recommendation is, if you do not feel that you are getting the service level that you need from SSC then we encourage you to talk with SSC and Facilities. You will need to put in a workorder

every time you have that issue. If that doesn't remedy the situation then you are encouraged to meet with them and review what the terms of that contract are.

Wheeler passed out a document (attached) that is a baseline starting point of personal items that are not allowed to purchase with University funds. There will be situations where one department is not the same as another so there may be times when exceptions do apply. This document will be in the Business Office Training folder on the shared drive, on the Purchasing website and in the manual.

Wheeler shared that Dr. Stinson and the President have discussed and agreed on a hold harmless for any purchases related to the cleaning nature of supplies made before December 1, 2019. This means you will not have to use your personal funds to pay back those items. They will send out an e-mail to us, the bookkeepers and Pro-card holders.

Question and Answer on cleaning supplies: Becky Blalock asked if their bottled water they use for recruiting and orientation, is that not allowed? Hull replied that recruiting type events will still need a written exception and do that before you purchase the items. A Request for Food Purchase for specific events is ok but if it is a blanket Request for Food Purchase than an exception memo is also necessary. You can e-mail Judy Hull to see if an exception is needed.

Amy Foster asked about boxed tissue. She has always bought those for the student lounge, office and classrooms. Wheeler said they are not allowable for reimbursement if they are in your own personal offices. The student lounges could possibly be an exception and needs further discussion. Wheeler recommended the hand sanitizer units in the hall. They can be purchased through the warehouse/SSC and can be refilled through a workorder. Your department will be charged.

Foster also mentioned they have several student groups in their department that meet after hours and they are always asking for cleaning supplies. Susan Henry mentioned that it is ok to get brown paper towels and cleaner from under the bathroom sink. Wheeler suggested that they notified SSC so they can come by and clean up after an event. Kim Meredith also indicated that they are a high traffic area and wanted confirmation that they can ask SSC to leave paper towels and cleaner. Wheeler confirmed and also commented that when the SSC contract was negotiated particular attention was given to the types of products they use. They are the least minimally impactable for people with allergies and that is why we need to use their products.

Meredith asked if it was in their contract to clean daily or weekly? Judy Hull stated that the contract follows a national standard schedule of what they would do and how often, ex: trash and sweep daily, dust surfaces not as often. The contract is in Eagle Buy if you want to look at the contract.

Wheeler commented that Janice is continuing to do her reviews of September, October and November and those are all in the hold harmless period. Is there anything you purchased after December 1 and going forward? Kathy Faulkner purchased Kleenex and a couple other items for their 2 + 2 offices. Wheeler said that will have to be addressed when Janice does her review of that purchase.

Susan Henry passed out a paper with the replies to the 3 items in the Suggestion Box that were submitted last meeting (attached). At one time we had two Suggestion Boxes, one was taken down and no one evidently missed it. This time when she checked there were no suggestions in the one remaining box. Do you think we should remove the box since the person won't know the answer anyway? Student Affairs has a Complaint form, you do need to leave your name and T number on it so they can reply. The President's Chat is also a place to ask questions.

There was discussion that we could put a sign in place of the box to instruct people on where to go to make a suggestion. The Student Affairs has the form on their website. Unanimous suggestions come through Internal Audit and HR as well. The box was put in place before technology was used as it is today. We should keep the wording as suggestion and not complaint. It was suggested to get with Student Affairs to see if they would mind hosting the Suggestion form going to them. It will be revisited next meeting.

President Oldham discussed the Legislative session. It should be a short session and an election year. We are tracking a bill that proposes a method of paying student athletes and one that is a student gun carry bill.

The Campus Master Plan was kicked off this week. An update to the current Campus Master Plan that was completed in 2014. It is laid out in 10-year increments and at 5 years we have completed most of the 10-year plan. There are a lot of projects that will continue and to make sure they are still inline with the long-term vision. There will be open meetings for the campus to participate in and have input on the Master Plan.

Current Capital Projects: Student Fitness Center is near completion. We anticipate being in sometime in April. We are tentatively planning a "soft" open house the weekend of April 3<sup>rd</sup> & 4<sup>th</sup>. Lab Sciences building is just a few months behind the Student Fitness Center. We will be utilizing the large lecture hall building this next fall. We will use it for classes and moving in the rest of the building sometime in October.

The Engineering Building is under design and programing is in place. We anticipate the legislature allocating the rest of the construction funds this spring. We raised over \$5 million dollars in private funds for the building and expect to break ground a year from this April. There is a Landscape project behind the University Center. There will be a plaza with a firepit and tables. Similar to the Centennial Plaza. Construction will start as soon as graduation is over and the work will be done over the summer.

Dixie Avenue, Peachtree, Stadium will all be under renovation and redesign. Peachtree should be done by the time we finish the Science building. Dixie will take a little longer and will be working with the City to increase safety and make it more esthetically pleasing.

There are searches going on for Vice-President of Research and Economic Development, Vice-President of Student Affairs and Associate Vice-President of Facilities.

President Oldham mentioned there was a Board meeting coming up in March and will be presenting to them a Flat Rate Tuition plan. Any full-time undergraduate student would pay one

flat tuition rate. It does not include specialized academic course fees but does include general maintenance fees and mandatory fees. It will be a change but the whole idea is to encourage the students to graduate on time. They will carry less student loan debt into the start of their career.

Thank you to all who volunteered for Hoot at The Hoop. It was a great event and received a lot of great comments on it. We awarded Jake Hoot the first Wings of Kindness Award. It is a way to recognize individuals or groups who go out of their way to show kindness to other people. Kindness is in the fabric of our campus and the world needs a little more kindness right now. We will find a lot of other individuals to recognize this year.

Other such matters: President Oldham's suggestion box is always open. Susan Henry asked where the new Engineering building going? Oldham replied that it will go where the band practice field is now and relocate the band practice field to the grassy area in front of the Bryan Fine Arts Building.

Carrie Harris reminded us that we needed to vote for a vice-chair and asked for nominations. After hesitation Angie Wells was the lone nominee. Matt Nisbet made a motion to vote Wells as vice-chair. Michelle Holm seconded. Motion APPROVED.

Henry made motion to adjourn. Wells seconded. Motion APPROVED. Adjourned at 1:45 p.m.

Donna Schrock, Recorder