

# Facilities Services Weekly

March 2, 2020

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT  
COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

**THE BIG  
ORANGE** Family  
CAMPAIGN

## THE FINAL COUNTDOWN!

The Big Orange Family Campaign ends this **Friday, March 6!** See the end of this newsletter for more information on how you can give today!

## Bullying in Higher Education: Keynote & Workshops -

UTK faculty, staff and students are invited to attend Dr. Leah Hollis's keynote on bullying and incivility in higher education this Friday, March 6 at 3p. Dr. Hollis will also facilitate several workshops focusing on these issues. Please see the flyer at the end of this newsletter for more details!

## 2020 TNAPPA Conference - Early Bird Pricing Until April 3!

This year's TNAPPA conference, hosted by Austin Peay State University, is now open for attendee registration! The conference will be held May 18 & 19 in Clarksville, TN. Early bird pricing is available now through April 3. For more information, please visit <http://tnappa.appa.org/>. To register for the conference, please contact Rebecca Alcorn at [ralcorn@utk.edu](mailto:ralcorn@utk.edu).

## Helpful Hint from the Haberdasher -

Remember: You do not have "old" uniforms until you have all of your new uniforms and they ALL fit.  
- Jim Tolbert

### FACILITIES OPERATIONS

#### Building Services:

- At Hodges Library, all floors have been treated with the Clorox 360 machine. The fourth floor men's has been restroom scrubbed and cleaned with all-purpose machine. The third floor was carpet cleaned under the carols on the south side. The fifth floor men's and women's restrooms were scrubbed and cleaned with the all-purpose machine. The sixth floor break room was high speed cleaned and buffed. On the ground floor, carpets were cleaned in OneStop, office areas and the break room.
- At Greve Hall, all floors were treated with Clorox 360 machine. The bathrooms on fifth floor were scrubbed out and cleaned with the all-purpose machine.
- At Haslam Business, the Clorox 360 machine was used in every room in the building. The second floor hallways were buffed, all rugs were pulled and shampooed and ground floor restrooms were both scrubbed and cleaned with all-purpose machines. Carpet spots in team rooms on the second and fourth floor were cleaned. The dock area on the ground floor was cleaned out and swept with the dock sweeper.
- At Melrose Hall, all floors in building G were treated with the Clorox 360 machine.
- At International House, every room was treated daily with the Clorox 360 machine and bathrooms on the ground floor were scrubbed out and buffed. The ground floor carpet was cleaned by the entrance area. Offices on ground were I-capsuled.
- The Clorox 360 machine was used to treat each floor at the Tyson House.
- At 2010 Lake Avenue, we cleaned the carpet.

**FS OPERATIONS CONTINUED ON PAGE 2**

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## FS OPERATIONS CONTINUED:

- At the Law College, we scrubbed and buffed the floors on the first and second floors.
- At the College of Nursing, we swept the stairwells on the first three floors.
- At Bailey Education, we scrubbed the floors.
- At Ellington Plant Science and Plant Biotech, we treated with the Clorox 360 machine throughout.
- At Food Science, we scrubbed the brick in room 102.
- At Plant Biotech, we cleaned the tile on the second and fourth floors.
- We cleaned the windows in the lobby of BESS Labs.
- At Dougherty, we treated the fourth floor with the Clorox 360 machine.
- At Austin Peay, we cleaned the carpet.
- At Nielsen Physics, we cleaned the carpet in 108 and 203.
- At Nuclear Engineering, we burnished the floors in 408 and the hallways.
- At Walters Academic, we have cleaned the carpet throughout the building.
- At Austin Peay, we burnished all floors and hallways.

## Lock & Key Services:

- Law College – Installed lock.
- Haslam Business – Changed codes and combination locks.
- Chi Omega Sorority – Rekeyed locks.
- Phi Mu Sorority – Repaired locks.
- Conference Center – Installed locks.
- Alpha Gamma Rho – Repaired locks.
- Alumni Memorial – Repaired locks and removed a lock.
- Mossman – Installed lock box.
- University Housing – Many recores and repairs.

## Sanitation Safety:

- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

## UT Office of Sustainability/Recycling:

### Recycling Totals for February 24 to March 1:

- Bottles/Cans: 2,800 lbs.
- Paper: 6,240 lbs.

- Cardboard: 17,600 lbs.
- Total: 26,640 lbs./13.32 tons
- Pallets: 140

### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 256,680 lbs./128.34 tons
- Paper: 234,700 lbs./117.34 tons
- Cardboard: 448,820 lbs./224.41 tons
- Manure Compost: 326,000 lbs./163.00 tons
- Food Compost: 317,146 lbs./158.57 tons
- Total: 1,583,346 lbs./158.57 tons

## ZONE MAINTENANCE

### Zone 2:

- Answering calls.
- Unlocking doors.
- Working on PMs.
- Working on performance reviews.
- Online OSHA training.
- Working on LED upgrade throughout the zone.

### Zone 4:

- We are installing stands with casters on non-mobile equipment in PCB.
- In Stokely Hall, we are replacing a wiring on the steam well.
- In Student Union Phase I, we are repairing water leaks.
- We are replacing cooler shelving as needed in all dining halls.
- We are checking roof areas in all dining halls.
- In Thompson-Boling Arena, we are repairing the dish machine.
- We are disconnecting unused equipment for removal in the Student Union.
- We are repairing a coffee maker in Hodges Library.
- We are repairing the ovens in all dining halls.

### Zone 6:

- We are maintaining environmental equipment, addressing work order issues and working on generator logging.
- We compiled information for weekly newsletter.

ZONE MAINTENANCE CONTINUED ON PAGE 3

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## **ZONE MAINTENANCE CONTINUED:**

- We are working on the Hesler, Dabney, Nielsen and Mossman roof repair coordinate contractor proposal.
- We are working on the Mossman equipment inventory and filter replacement.
- At Dabney-Buehler, we are working on staging filters for replacement project.
- We are continuing the LED lighting project.
- We are continuing air pressure checks in the Vivarium.
- Working on blow chill water strainers in the Penthouse.
- Taking critical freezer register inventory on the fourth and fifth floors.

### **Zone 7:**

- At AMB, we replaced lights on stage, completed PMs, worked on AHU 10 and worked shows.
- At Jessie Harris, we repaired the flush valve on a toilet, hung pictures in offices, replaced bad outlets and cleaned elevator tracks.
- At Fibers & Composites, we cleaned the elevator track, worked on the air compressor, repaired the intake air on fume hood and assisted the A/C shop with a chiller.
- At Senter Hall, we changed belts on the Leibert unit.
- At Min Kao, we are working on lights, changing some filters, working on furniture and working on a clogged coil.
- At Tickle Engineering, we are replacing lights in the building, replacing flush valves on commodes and conducting general maintenance.

### **Zone 8:**

- We will be meeting at JARTU to discuss our role in a lighting upgrade in the small animal surgery rooms.
- One-Call will continue to provide speedy customer service to the entire UTK campus.
- Our LED lighting projects at Plant Biotech and CRC Material Science continue to see progress towards their completion.
- Many of our buildings will be seeing a filter change as our prefilters get closer to their load capacities.

### **Zone 9:**

- Hopecote will be getting a water heater replacement.
- We will start changing filters in many of our buildings.
- Sororities continue to need attention with multiple calls each week.

- We are continuing our LED lighting upgrade at Middlebrook Pike.

## **COMMUNICATIONS & INFO SERVICES**

### **Communications & Public Relations:**

- UT Knoxville has many TRULY incredible employees who don't often get the praise they deserve, both within Facilities Services and outside of the department. We want to change that, but we need your help to do it. We'd LOVE to see your photos and videos of others around you who are working hard to make UT better every single day. If you see someone going above and beyond the call of duty or want to give a shout out to a fellow employee who works hard with little recognition, share it publicly on social media with the hashtag #NoteworthyUT. When we see it, we will share it from our Facilities Services pages so others can see what a great group of people we have here on campus. You can also send any shout outs directly to me, Sam Ledford, at [sjones80@utk.edu](mailto:sjones80@utk.edu) or text them to me at 865-297-3027. Don't have social media or a smart phone? Drop your noteworthy praises in a comment box, and we'll post them to social media for you! This "Praise" can be for other employees in your unit, supervisors outside your unit, UT employees in other departments, the Chancellor or anyone in between. Because our people are on campus every single day interacting with students, staff and faculty, we have the ability to impact our campus for the greater good by shining a little light on the faces behind the facilities. Our hope is that this hashtag and the sharing of these praises will encourage our team and those around us to engage with each other and understand how we all work together to support the University. Can't wait to see your photos and videos, and we are excited to share your stories.
- The Facilities Services website has been updated to reflect the recent FS 2.0 organizational changes to the department. Please check out the new look and content. If you see information for your unit that you feel should be updated, please contact Tim Baker ([baker41@utk.edu](mailto:baker41@utk.edu)).
- You can find the most recent issue of The Facilitator by visiting: <https://fs.utk.edu/facilitator>.
- The electronic employee comment box can be found at

COMM & INFO CONTINUED ON PAGE 4

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## COMM & INFO CONTINUED:

[tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

- Help us nominate our next Facilities Services Employee of the Month at [tiny.utk.edu/fseom](http://tiny.utk.edu/fseom).
- Help us to nominate our next Facilities Services Exceptional Team at [tiny.utk.edu/exceptional](http://tiny.utk.edu/exceptional).

## Employee Training & Development:

### Upcoming Training:

- Stop the Bleed Training dates have been scheduled for April 7 at 4p, April 15 at 9a and 2:30p and April 21 at 9a. If you have indicated that you are interested in attending this training, an email from Rebecca Alcorn concerning next steps will be arriving in your inbox soon.
- We will host the APPA Supervisor's Toolkit March 23 - 27 at the Facilities Services Complex in FSC 101/102. Please contact Rebecca Alcorn at [ralcorn@utk.edu](mailto:ralcorn@utk.edu) with any questions you may have.

### Training News:

- We have 1 new employee starting with Zone Maintenance this week. If you see him around, say hello and make him feel like a welcome member of the Facilities Services Family.
- Your 2020 OSHA Training can be accessed at any time at <https://tennessee.csod.com/samldefault.aspx>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training. Remember that this training is available throughout the year and can be completed at any time. Please contact the Training Unit with any questions you may have.

## IT Support and Maintenance:

- Helped several people with IRIS after an update affected their login settings.
- Moved two people in Construction to new desks.
- Performed scans on device which had a phishing attempt.
- Meeting room setup for Design team.
- Assisted in data transfer between a mobile device and desktop.
- Helped create a new PDF by data extraction.
- Updating a few pages on the web site.

## UTILITIES SERVICES

### Air Conditioning Services:

- Repaired 2 leaking steam coils at Dabney.
- Replaced freezer at Dunkin Donuts in Vol Hall.
- Repaired serving line cooler at Subway in Fred Brown.
- Repaired and serviced lab air compressor at Tickle Engineering.
- Began work on installation of 10 minisplits for heating and cooling.
- Repaired system to reach proper cooling at PCB freezer.
- Repaired multiple PTAC units at Greve Hall.
- Repaired large Aaon unit servicing the barn at CRC.
- Completed installation of two 5-ton heat pump systems serving suite area at the Softball Stadium.
- Replaced 50 hp motor for condenser water pump on No.3 at Plant Biotech.
- Removed 730 hp motor from No. 2 chiller to be sent off for warranty repair at Strong Hall.
- Performed bearing PM on all York centrifugal chillers across campus.
- Repaired Leibert unit at Fiber and Composites.
- Replaced expansion boot on heating water pump at Hess.
- Drained heat pump water loop to assist plumbing services with repairs of a water leak at Orange Hall.
- Replaced low limit switch for AHU 10 at Alumni Memorial.
- Relocated thermostat in room 170 at Hodges Library.
- Replaced damper actuator for AHY 4 at Allan Jones.
- Adjusting the outdoor pool temperature back to normal operations at the Student Aquatic Center.
- Continuing with the installation and programming of the new controls for the air handler project at Jane/Bailey.
- Checked out VFDs at JIAM.

### Electrical Services:

#### Security/Fire Alarm:

- The Security group installed readers at the JIAM, Bass, Radiation Safety and Joe Johnson building.
- The Security group responded to campus security calls.
- The Fire Alarm group disabled fire alarms at the Vet

COMM & INFO CONTINUED ON PAGE 5



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- School for contractors.
- Fire Alarm group assisted Masco with daily testing.
- Fire Alarm group assisted BST at Vol Hall on fire panel issues.
- Fire Alarm group assisted Simplex at Perkins Hall with an earth ground issue.
- Fire Alarm group worked with EHS for fire drills.
- Fire Alarm group replaced batteries at Strong Hall and Stokely Hall.
- Fire Alarm group took down A/V device for Student Life and remounted after the wall picture was installed.
- Fire Alarm group repaired a pull station at the College of Nursing.
- Fire Alarm group responded to fire alarm calls on camps.
- Fire Alarm group worked at TBA events doing fire watch.

### High Voltage:

- Daily TN 1-800 marking.
- Removed the forms and son-a-tube on pole bases. Set the t-bases on concrete pole bases. Prepped the piping inside the t-bases on Pat Head Summitt.
- Night shift checked the lighting and making a report on Joe Johnson Dr. and part of Volunteer and also removed the wire. A water leak washed out the gravel from under the concrete sidewalk and pole base.
- Checked the test drilling at Neyland Stadium.
- Reinstalled overhead fiber cable at the Solar house off Alcoa Hwy. for telephone services.
- Solar panel was flipped over and had a cracked lense at Temple Hall charging station. Took it down to replace when new one comes in.
- Worked the water line break at SERF. Ground was open around H.V. duct bank. Checking on possibly rerouting the power.
- A crew came in Saturday to check the 2 electrical manhole vaults near the water line break.
- Installed the 4 new pole lights on Pat Head Summit (just above the Rock) for the Rock lighting project.
- Started changing bulbs and ballast at Student outdoor pool

### Secondary Electrical:

- SERF water main electrical support.
- Lighting survey at Thompson Boling Arena.
- Condensate pump support at SERF.

- UPS repairs support at Min Kao.
- UPS repairs support at Haslam.
- ATS repair work at Hesler.
- Ground fault troubleshooting on main electrical service at TRECS.
- Add electrical equipment test area in Plumbing shop at FSC.

## Plumbing Services:

- Installed water meter at UT Golf Facility.
- Repaired water leak at Presidential Court bakery.
- Rerouted drains for soda machines at baseball concessions.
- Installed 2 bottle fillers at the Conference Center.
- Repaired shower drain at the Boathouse.
- Isolated water leak at Tom Black Track.
- Connected ice machine at the Conference Center.
- Removed old dryers and hooked up new dryers at Kappa Alpha.
- Repaired iron pipe leak at Communications.
- Re-piped water and drains at Thackston House.
- Repaired major water main break at Ferris Hall.

## Steam Plant:

- Replaced steam trap gasket on #5 boiler.
- Replaced eye-hey probes on #5 boiler.
- Washed Sullair Air compressor.
- Removed old drill press and iron worker.
- Greased condensate and feed water pumps.
- Welded patch on #3 boiler.
- Replaced lights in the high voltage rooms.
- Fixed shop lights.
- Replaced wire, switch, and outlets on overhead hoist

## **CONSTRUCTION SERVICES**

- Anderson Training Center: New flooring, paint and utilities for new tubs.
- Andy Holt Tower: Replace tile floor in P2 elevator lobby; Add receptacle to 604.
- Art & Architecture: New counter tops in 1st floor restroom; Repair pedestrian bridge; Repair carpet in 224.
- Austin Peay Building: Blinds 303D.

**CONSTRUCTION CONTINUED ON PAGE 6**

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## **UTILITIES SERVICES CONTINUED:**

- Auxiliary Services: Disconnect plate processor, new tile under machine, new electric service 115B.
- Ayers Hall: Water bottle filling station .
- Bailey Education: Signage for 5th floor.
- Biosystems Lab Building: Renovate classrooms 199A and 199B; Renovate restrooms.
- Birchfiel Geography: Remove sink and cabinets, patch surfaces 305; Add receptacle for monitor 406.
- Boathouse: Remove bridge.
- Brenda Lawson: Electrical engineering for broadcasting equipment G003.
- Campus: Window replacements- Perkins Hall; Eyewash replacements in several labs; Security locking for classrooms; Install license plate cameras; Repair damages from auto accident near Art and Architecture Building; LED lighting upgrades to outside lights; Replace University Seals.
- Clarence Brown Theatre: Provide emergency locking for assembly spaces.
- Claxton Education: Paint 231.
- Communications: ADA opener on door near Dean's office; Paint 107J and 107S; Signage for 91 and 107; Add receptacles to 53; Paint 421; Carpet 434; Renovate 227 and 447-offices and meeting room; Carpet 434.
- Conference Center Building: Paint and carpet in 2nd floor suites 209, 215, 224, 230, 231; Replace designs in carpet on 4th floor; Patch and paint 311F; Communication Room ground bars, lighting, emergency power circuits, door access control; Water bottle filling station.
- Dabney Buehler: Repair acid drains; Renovate lab 674 (casework, utilities and floor); Paint, clean floors and receptacle 302 and 304.
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Renovate 420 for breakroom.
- Dunford Hall: New shades on 2nd floor; Panic button for 2423 and 1st floor; Paint and carpet 4th floor corridor; Paint and carpet 2429; Paint and carpet 2332, 2333, 2424, 2425 and other misc. work.
- Early Learning Center: Remove tire mulch from playground (Lake Ave.); Additions to playgrounds at White and Lake Avenues; Repairs around amphitheater (Lake Ave.).
- Fab Lab (Jewel Building): Replace glass with frosted glass and security film in store front; Install exterior lighting and camera.
- Fleet Management: Renovate room for key boxes 108; Paint door from fuel island to shop orange.
- Food Science Building: Electric work 306; Paint orange in 4 areas.
- Goodfriend Tennis: Engineering for HVAC addition to court area.
- Greve Hall: Box in column and paint 612, 613, 633; Hanging rods for G006A.
- Haslam Business: Divide 329 and 330 into 3 offices; Paint main corridor on 6th floor.
- Hodges Library: Install window in door 235B; Install cyclorama, curtain system and additional electric in room 170; Remove vinyl and paint walls in private room in 1 Stop area.
- Hoskins Library: Access controls 200.
- HPER: Paint 376.
- Jessie Harris: Paint 102B, 102C, 102D, 102D1, 102E; Paint and blinds 332; Conduit for wireless access point on 4th floor.
- JIAM: Electrical modifications for 135 and 150; Replace helium recovery system; Connect vacuum pump to exhaust and add nitrogen to fume hoods 113; Mechanical analysis to determine capacities to add more fume hoods; Electric work and chilled water G026.
- Lindsey Nelson Stadium: Corrections for SFMO.
- McClung Museum: Replace doors 6, 7, stairwell; New doors on 64.
- McClung Tower: LVT in 1115; Paint and carpet 606A, 704, 709.
- McCord Hall: Remove wall separating 110 and 110A; Paint 110, 111, 112A and 113; Roller shades for 110, 111, 111A, 112A and 113; Ceiling work in 111A.
- Melrose Hall: Renovations to rooms on 1st floor E and F; Plaster repair and paint G-411.
- Morgan Hall: Renovations per POCA; Paint and carpet 302I and 314B; Corridor painting; Carpet, paint, wall repairs 325.
- Mossman Building: Electronic door lock override switches.
- Nielsen Physics: Replace spline ceilings on 6th floor.
- Nursing Building: Paint 237 and 329.
- Perkins Hall: Renovate 122 and 124; Add hanging and wall receptacles for new benches B058; Replace card access with standard locking 324.

**UTILITIES SERVICES CONTINUED ON PAGE 7**

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- Plant Biotech: Paint 111; Electric circuit for freezer 207.
- Sigma Chi Fraternity: Install sink, toilet and fire alarm device.
- SMC: Carpet and paint 607, 617, 618; Paint and electric 436; Paint 301 and 330; Paint 329; Receptacle for monitor 211; Repair pedestrian Bridge.
- SERF: Snorkel 320; Receptacle and cooling water for growth chamber 335; New receptacle 503; Renovate 510 and 512A; Renovate 217 and 218; 30-amp electric circuit 538; Cabinetry and connections for new lab 506; Paint and carpet 601 and 602.
- Sherri Parker Stadium: Corrections for SFMO; Redo concrete ramp; Replace door and frame to maintenance shop.
- Steam Plant: Concrete pad by existing brine tank.
- Stokely Hall: Furnish and install hose reel near Fresh Market.
- Strong Hall: Ceiling mounted dust collector B010.
- Student Services: Remove cubicles for renovations 111B, 111R, 111J.
- Student Union: Signs for various areas; Emergency locking.
- Taylor Law: replace sound panels 237; Restroom sign 42A.
- Thackston School House: Renovate for Pediatric Language Center.
- Thompson-Boling Arena: Corrections to fire doors.
- Tom Black Track: Add water line at main gate; Raise drain to ground level.
- TREC: Renovate studio 8/10; Add door to 204; Replace carpet with artificial turf 222; Replace door 008A; Remove aluminum from ceiling 001.
- Tyson Alumni House: Paint 110.
- Vet Med Center: Replace fire doors.
- 1610 University Av.: Make office in 211; Receptacle and data for new desk location; Build recess in wall for Smart TV; Paint 220.

## Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices



## **This year's Big Orange Family Campaign will run from February 10 to March 6.**

The campaign will push to enhance a culture of philanthropy and family among faculty and staff through increasing participation as donors. As staff there is a solid history of giving back in many ways, including financial support. The university's collective support is essential to show corporations, foundations and individuals that faculty and staff believe in the mission and vision of this university. Gifts and pledges will make a strong statement to the region and our alumni that the university is worthy of support.

If you have made a gift to any fund at UT since July 1, 2019, THANK YOU! You have already participated in the Big Orange Family Campaign and will receive a special thank you postcard through campus mail.

If you have not contributed, a team leader for your unit will be coming by to talk to you about the Big Orange Family Campaign in the coming weeks. You can also give online or change your payroll deduction anytime at [giving.utk.edu/family](http://giving.utk.edu/family).

### **Facilities Services Team Leaders**

**Campus Executive Committee:** Rebecca Alcorn & Sam Ledford

**Arena, Building Services Custodial Athletics:** Sandra Britt

**Plumbing Services:** Chip Pennoyer

**Electrical Services:** Edward Jeter

**Lock & Key Services:** Ed McDaniel

**Construction Services:** Rick Gometz

**Administrative & Support Services:** Dean Wessels

**Steam Plant:** Frank Wyrick

**Air Conditioning Services:** Wally Beets

**Zone Maintenance Section A:** Mark Wagner

**Zone Maintenance Section B:** Mark Wagner

**Landscape Services, Sanitation Safety, Rapid Response Team:** Jason Cottrell

**Building Services:** Gordon Nelson

**Exempt Staff:** Dan Smith

### **Facilities Services Specific Funds**

Our department has four funds that you can give to through this campaign:

**The Facilities Services Student Assistant Scholarship Fund (FACIL\_05)** - The newly formed Facilities Services Student Assistant Scholarship Fund benefits current student assistants working within our department. The fund is meant to provide a scholarship opportunity for students who are receiving real world experience at Facilities Services in their chosen field of study. The second scholarship will be awarded for the 2019-2020 academic year.

**The Chuck Thompson Outstanding Employee Award (THOMP\_C05)** - Mr. and Mrs. Richard C. Thompson, son and daughter-in-law of a former Assistant Director of the Facilities Services Department, have established a \$15,000 endowment with the University. The income from this endowment will be used to make two (2) annual cash incentive awards for non-exempt employees of the Facilities Services Department in the name of Charles F. (Chuck) Thompson.

**The Bob Evans Memorial Scholarship Fund (EVANS\_B02)** - This scholarship is open to candidates who are children, grandchildren, step-children or step-grandchildren of individuals who are currently employed or retired from the UT Knoxville Facilities Services Department.

**The John Parker Scholarship Endowment (PARKER\_J)** - Mrs. Martha Parker has established the John C. Parker, Sr. Memorial Scholarship Endowment in memory of Mr. Parker. The scholarship is given to a student who is a legal dependent of a Facilities Services employee (current, retired, or deceased).

You can designate your donation to one of these funds by writing the fund's name on your donation card or by entering the fund's name online at the payroll deduction website. Please remember that if you do not specify a fund with your donation card then your gift will go to a general UT fund.

If you have any questions about the campaign please contact Sam Ledford at 297-3027 or [sjones80@utk.edu](mailto:sjones80@utk.edu). More information can also be found at the Big Orange Family Campaign website at [giving.utk.edu/family](http://giving.utk.edu/family).



# Bullying in Higher Education: Keynote & Workshops with Dr. Leah Hollis

## *Keynote*

**Date:** Friday, March 6, 2020

**Time:** 3:00 – 4:30 pm

**Location:** Student Union # 262

UTK faculty, staff, and students are invited to attend Dr. Leah Hollis's keynote on bullying and incivility in higher education. Dr. Hollis will also facilitate several workshops that engage participants in case studies and discuss ways to combat bullying on our campus. The workshops are listed below for your convenience in planning. RSVPs are required. Look for information by email.

**Organized By UTK's:**  
Office of the Vice Chancellor for  
Diversity & Engagement  
Office of the Provost  
Chancellor's Commissions for  
Women, LGBT People, and Blacks  
Council for Diversity & Interculturalism  
Teaching & Learning Innovation  
Human Resources

## *Workshops*

**Thursday, March 5 - Student Union #272C (Ballroom C)**

- Staff : 10:00am - 11:00am
- Deans/Directors/Department Heads: 3:00pm - 4:00pm

**Friday, March 6 - Stokely Hall #119 A/B/C**

- Campus Administration: 9:00am - 10:00am
- Faculty: 1:15pm - 2:15pm

**Contact:**

**Joan Heminway, CFW**  
jheminwa@utk.edu

**Stef Benjamin, CFB**  
sbenjam1@utk.edu

