

# Facilities Services Weekly

**November 29, 2021**

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

## Zoom Briefing Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent briefing, visit <https://youtu.be/SEYSby3LBEA> if you missed any of the previous briefings, they can be found at the links located on page 4 under Communications & PR.

## 13th Annual Toy Drive

The 13th annual toy drive honoring the memory of Ryan McDonald will be held November 15 to December 10th. For more information, see the flyer at the end of this newsletter.

## Staff Performance Review Series

Human Resources and the Office of Equity & Diversity are excited to share the Staff Performance Review series is underway! As a reminder, staff performance reviews are due annually on March 31 each year. Attached you will find information about three upcoming workshops with virtual sessions available in December, January and February. Performance review topics will focus on employees, leadership, and also Diversity, Engagement, and Inclusion in our everyday work. Registration is now available in K@TE at <https://kate.tennessee.edu/>. More information can be located on the flyer at the end of this newsletter.

## FS Fundamentals

The Facilities Services Department would like to invite you to our December workshop - Facilities Fundamentals: Winterize Your Home. You'll hear from our Plumbing Services team just what you need to do to appropriately winterize buildings for long term or seasonal vacancy. Listen in as they discuss the importance of winterizing, the components of a plumbing system, and the tools/supplies needed to complete this important process. You'll also have the opportunity to ask questions related to your plumbing needs. This workshop will take place December 10 from 9am - 10am. Sign up at [tiny.utk.edu/FSFundamentals](https://tiny.utk.edu/FSFundamentals).

## Internal Positions Open

We currently have several open positions! A few notable positions include the following:

**E010116 - IT Technologist II**

**E017230 - Landscape Aide I**

**E017211 - Worker's Comp/FML Specialist**

**E017211 - Buyer**

**E017214 - Sr Electrician I**

**E017214 - Line Installer**

**E017214 - Sr Line Installer**

**E017218 - Welder I**

**E017218 - Plumbing Specialist I**

**E017224 - Carpenter I**

**E017224 - Plumbing & Heating Specialist I**

**E017224 - Electrician II**

If you are interested in applying, visit <https://hr.utk.edu/staff-positions/> and click the "Staff Positions for Internal Candidates" link.

## ADMINISTRATION

### Special Projects:

- Polo shirts have been gone through and are in the process of being picked up and/or delivered to the units/subunits/work teams. We are still waiting on some shirts to arrive, so if you didn't receive yours, please be patient

and we will get them to you as soon as we are able.

- Work continues with campus EOC processing isolation forms and performing space tracing and room closures.
- Serving on the Culture Committee
- Planning of upcoming events and food distribution.
- TCO Inventory
- Evaluation software demos for Archibus Replacement

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## **FS WEEKLY CONTINUED:**

Committee

## **FACILITIES OPERATIONS**

### **Building Services:**

- Student Union: G1 floors were auto scrubbed. Two carpets in the seating area were cleaned. All faux flowers and area around them on G1 were cleaned. Stairwells 5, 6, 8 and 9 were detailed.
- Nuclear Engineering: 3rd and 4th floors were buffed. All stairwells were swept.
- Ayres Hall: 1st floor was buffed. All halls were auto scrubbed.
- Walters Academic: Leaves were removed, classrooms were detailed and carpet was cleaned in room m413.
- Hesler: Elevators were mopped.

### **Landscape Services:**

- Vandy: Support of stadium perimeter security and tailgate setup/cleanup
- Snow removal equipment: Check equipment and prep for the winter season
- Ice Melt product: Receive and unload two trucks of product for the winter season totaling 88,000 lbs
- Tom Black Track: Begin excavation support for storm water infrastructure repairs
- Tickle Engineering: Provide excavation for drain pipe replacement at washout station (cont.)
- First Impression Projects: Install plant material for winter installation (cont.)
- Campus wide irrigation systems: Winterization of all systems (cont.)
- Winter tree planting: Map out areas on campus for winter planting and order trees (cont.)
- Leaf removal (cont.)
- Zeanah Engineering: Monitor landscape contractor during installation (cont.)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings (cont.)
- Fleming Warehouse: Clean-up of vegetation and prep for life safety improvements (cont.)

- Concord Street Site: Demolition clean-up and fence repairs (cont.)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

### **Sanitation Safety:**

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

## **ENERGY MANAGEMENT**

### **UT Office of Sustainability/Recycling:**

#### **Recycling Totals for November 22 to November 28:**

- Bottles/Cans: 2,980 lbs.
- Paper: 3,120 lbs.
- Cardboard: 15,510 lbs.
- Agriculture Waste: 25,050 lbs.
- Food: 20,300 lbs.
- Total: 69,960 lbs./ 33.48 tons
- Pallet: 90

#### **Recycling Totals for Fiscal Year 22:**

- Bottles/Cans: 154,040 lbs. / 77.02 tons
- Paper: 154,080 lbs. / 77.04 tons
- Cardboard: 225,630 lbs. / 112.82 tons
- Agriculture Waste: 380,613 lbs. / 190.31 tons
- Food Waste: 259,485 lbs. / 129.74 tons
- Landscaping Waste: 298,300 lbs. / 149.15 tons
- Greasy Waste Water: 113,600 lbs. / 56.80 tons
- Total: 1,108,952 lbs. / 554.48 tons

### **Sustainability Report:**

- 20 Volunteers assisted on Nov 22 and 23 for warehouse workdays and pregame set up
- 8 volunteers for Compost Facility Nov. 23, 2021
- 3 volunteers for Food Recovery for Nov. 27 Game- 1595 lbs were recovered
- 9 volunteers assisted up for second shift Stadium Sweep for Nov 27 game
- 8 volunteers assisted for Nov 27 game and picked up litter in tailgate areas.

**FS WEEKLY CONTINUED ON PAGE 3**

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## **FS WEEKLY CONTINUED:**

### **ZONE MAINTENANCE**

#### **Zone 1:**

- Staying caught up on work orders in the residence halls.
- Had a small drip at South Carrick over the holiday break that got repaired. Thanks to the Plumbing Shop for having employees on call.
- We had two employees here over the holiday to make sure residence halls stayed caught up and warm with no issues.

#### **Zone 4:**

- Removing ceiling tile in Student Union Phase I.
- Repairing hot well at Stokely.
- Cleaning machine rooms at Rocky Top Dining.
- Repaired dish machine at Mable's.
- Repaired sandwich grill in Student Union Phase II.
- Repaired steam table at Anderson Training.
- Repairing coffee maker at Haslam.
- Repairing freezer at PCB.

#### **Zone 5:**

- At Neyland Stadium, we checked and made repairs as needed after South Alabama and ahead of Vandy.
- At Football Complex, we checked and adjusted chemicals in pools and worked on installing new LED lights in Smokey.
- At Allan Jones, we checked and adjusted chemicals in pools and made repairs after swim meet
- At Regal Soccer, we checked and made repairs and completed winterization.
- At South Stadium, we placed new signage for COVID.
- At Lindsey Nelson Stadium, we checked and made repairs and completed winterization.
- Throughout zone, we conducted general building maintenance.

#### **Zone 6:**

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Continue QR Code initiative.
- Hesler head house vent fan replacement.
- Unlock doors.
- Air filter changing zone wide.

- Dabney control valve replacement.
- General LED lighting project.

#### **Zone 7:**

- Alumni Memorial Building: General maintenance, greased bearings AHU number 1, 4, 8 and 9, replaced exit signs that are not working, replaced two lights in tunnel and posted new COVID signs.
- Ferris Hall: Conducted daily walk throughs and weekly walk throughs. Serviced AHUs.
- Perkins Hall: Conducted daily walk throughs and weekly walk throughs. Serviced AHUs. Repaired light in 3rd floor men's room.
- Tickle Engineering: General maintenance and building rounds.
- SERF: Routine building checks, replaced broken lights & ballasts, replaced ceiling tiles, assisted A/C shop as needed, assisted contractors as needed and assisted other buildings in zone as needed.
- Nuclear Engineering: Routine building checks, assisted other buildings in zone as needed.
- Min Kao: Working on lights, working on restrooms and conducting building checks.
- Jessie Harris: Posted new COVID signs, weekly building check, daily equipment check and roof/leaf check.
- Senter Hall: Posted new COVID signs, weekly building check, daily equipment check and roof/leaf check.
- Fibers & Composites: Posted new COVID signs, weekly building check, daily equipment check and roof/leaf check.
- Dougherty Engineering: General maintenance, daily equipment check and posted new COVID signs.
- Zeneah Engineering: General maintenance, posted new COVID signs and daily equipment check.

#### **Zone 8:**

- We had a new heater installed in the Ceramics Annex building.
- We have been replacing bad steam traps and piping in the Plant Biotech building.
- We have been clearing most of our November monthly Archibus requests this week.
- Our One-Call will remain here and on call throughout the holidays, operating 24/7-365 days a year.

**ZONE MAINTENANCE CONTINUED ON PAGE 4**

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## ZONE MAINTENANCE CONTINUED:

### Zone 9:

- We have working on various water fountains in our zone.
- All COVID signage had been changed throughout the zone due to the federal mandates.
- We will be wrapping up all of our Archibus work requests for November this week.

### ZM Specialties:

- Created and scheduled monthly chiller inspection PM for Zone Maintenance work teams for all centrifugal/water-cooled chillers
- Evaluating CMMS replacements
- Scheduled annual sprinkler inspection PMs for buildings due in June-September 2022
- Completed 4th floor ultrasonic leak detection at Buehler
- Transported lifts to various campus locations
- Closed windows at Art and Architecture for smoke evacuation plan
- Replaced glass at Lambda Chi Alpha fraternity

### Lock & Key Services:

- Student Union – repair exit device
- Allan Jones Aquatic – replace exit device
- Dunford Hall – rekey locks
- Zeanah Complex – installing cores, cutting keys, assisting as needed
- On Campus – assisting as needed
- Front Office – processing key request, key pickup and drop off
- University Housing – recores and repairs, assisting as needed

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- Don't forget to send work team photos to Sam whenever you have them. Send them to [sjones80@utk.edu](mailto:sjones80@utk.edu) or via text at 865-771-1531.
- Most recent zoom briefing links:
- 8/26/21: [https://youtu.be/mrnEbV\\_55Ic](https://youtu.be/mrnEbV_55Ic)
- 9/9/21: <https://youtu.be/okbZLPBxPXY>
- 9/23/21: <https://youtu.be/MSMAzso8ZsA>
- 10/7/21: <https://youtu.be/NvJoxXci3cU>

- 10/21/21: <https://youtu.be/nbYfGu-jNN8>
- 11/4/21: <https://youtu.be/SEYSby3LBEA>
- 11/18/21: <https://youtu.be/PNio82pWlCE>
- The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](https://tiny.utk.edu/fscommentbox).

### Employee Training & Development:

#### Upcoming Training:

- **Train the Trainer** will take place Wednesday, December 1 in FSC 102 and Friday, December 10 in FSC 101.
- **Computer Basics Training** - If you or one of your employees is interested in this introduction to computer use, please email the Training Unit at [fstraining@utk.edu](mailto:fstraining@utk.edu) with the names of those who would like to attend, as well as their shifts. (The class is open to all shifts, and we will schedule as needed to cover those.)
- **2022 ICS 300 & 400 Training** - ICS 300 is scheduled for January 12 & 13 and ICS 400 training is scheduled for January 19 & 20. This training will take place at Facilities Services.

#### Training News:

- **Don't forget to complete your 2021 OSHA, UTK 2021 Compliance Training, Bias and Diversity Training and Heat and Cold Exposure Management 2021** (if applicable) as soon as possible! This training can be found 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.
- **External Training Completions** - If you participate in any training not done through K@TE, make sure you let Training know so they can give you proper credit for it. The university does recommend that you receive 32 hours of external training annually (HR 128). Last year, we had our highest number of staff hitting their goal for training hours, and while we don't realistically expect the same numbers as last year, we do want to see our team continue to put time and effort into receiving training for their professional and personal growth.
- **The 2021 Training Calendar is available online!** Visit <https://fs.utk.edu/comminfo/training/> to view upcoming training dates, times and information throughout the year. The calendar is located below the "Login for online training" link. Check back often as new

COMM & INFO CONTINUED ON PAGE 5

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## **COMM & INFO CONTINUED:**

events and opportunities are added often!

### **IT Support and Maintenance:**

- New Laptop Installations and Setup
- Inventory
- Recycling Electronics
- Be looking for a new version of Windows to show up soon. Windows 11 may be pushed out like current windows updates. The main change you will notice is an update to the menu system. Contact Jim McCarter at [jvm@utk.edu](mailto:jvm@utk.edu) with any questions.

## **UTILITIES SERVICES**

### **A/C Services:**

- Trouble shot Phoenix controls for room 320 of Hesler. (Bad Transformer)
- Verified heating valves in room 529 of Hesler.
- Fire watch and HVAC support during the football game.
- Replaced hot water actuator on VAV that serves room 213 of Min Kao.
- Trouble shot heating issue in room 615 of SERF. (Flow issue)
- Adjusted Hot water actuator on VAV that serves room 105 of Business Incubator.
- Replaced faulty hot water valves in room 625 and AHU 2 on east skybox.
- Replaced phoenix control card and power supply for lab 320 at Hesler.
- Verified all operations on AHU N1 and AHU S1 at Plant Biotech after new coil installation.
- Replaced faulty discharge air sensor for VAV that serves room 517 west skybox.
- Verified operation of Air Handler 8 in the penthouse of Hodges Library.
- Cooling tower testing and chemical addition.
- Closed loop testing and chemical addition.

### **Electrical Services:**

#### **Security/Fire Alarm Group:**

- Monthly fire pump testing across Campus.
- Repaired devices and cleared alarms at Greve Hall, Austin Peay, Geier Hall, Vet School, Laurel Hall, and Student Union I.

- Disabled/Enabled devices for the Plumbers at Plant Biotech.
- Disable/Enable fire alarm for MASCO pump repairs at Vol Hall, Taylor Law, and Morrill Pump House.
- Fire Watch for game at Neyland Stadium.
- Fire Watch for game at TBA

#### **High Voltage:**

- High Voltage
- Daily 1-800 marking.
- Pumping electrical manholes on Campus.
- Monthly maintenance on both substation on Campus.
- Worked game for Electrical, Fire watch, TV truck lot and sidelines.
- Tailgating- Set up 2 light towers, yellow jackets, 2 spider boxes with cords, smaller generator and ext. cords for VIP toilet trailers - Went to pick back up on Wednesday 11/24/21
- Tailgating- – set up temp power both location – 2 light towers, 2 spider boxes with cords, yellow jackets, smaller generator and extension cords. For VIP toilet trailers. LAST GAME
- Reported new bucket truck leaking oil. Contacted Stowers and ask them to check out before driving it to them. Met said yes leaking and okay to drive. Took it to them.
- Checked on locates and marked needed area for Vet School.
- Checking and cleaning the electrical shop area- throwing away trash and wire spools.
- Interviews at FSC.
- Met with GC for schedule and plan to remove cam locks from field. Met with Electrical demo company and talked about temp. power needed for locations at Neyland Stadium.
- Attended the 1 year walk through at the Reese Chiller. Talked about issues with outside lights. Besco is working on the issue.
- Continued taking out old metal bulbs and ballast in front parking lot. Installing new LED fixtures to the poles at Kingston Pike Building.
- 2nd- pregame- worked the TV truck lot. Hooking up and monitoring temp power to the trucks.
- 2nd- Game- worked the TV truck lot motoring the power

UTILITIES SERVICES CONTINUED ON PAGE 6



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## **UTILITIES CONTINUED:**

to the trucks during the game and unlocked the power after they finished.

- 2nd- Worked fire watch in Zeneah Engineering during and after the game

### **Plumbing Shop:**

- Plumbing Shop
- Pumped steam vaults on campus.
- Campus Tennessee One Calls
- Wastewater testing.
- Repairing and testing fire hydrants.
- Replaced steam traps at Plant Biotech.
- Installed steam heater at Ceramics.
- Pre-Game Prep at Neyland Stadium.
- Repaired steam leak on heater at Neyland Stadium.
- Replaced steam trap at Law College.
- Replaced pumps at Plant Biotech.
- Replaced shower valve at Hess Hall.
- Replaced broken drain on first floor and unstopped 3 drains at the Aramark food court at TBA.
- Repaired 2" water heating line leak at TREC.
- Repaired leaking backflow at Food Science.
- Repaired leak in first floor ceiling at Geier Hall.
- Repaired heating water leak in wall by elevator at Carrick Hall.
- Repaired broken 3" shut off on water line at Gate 7 at Neyland Stadium.

### **Steam Plant:**

- Removed remainder of 6" pipe.
- Replaced steam trap on high pressure gas heater.
- Drained and cleaned containment area at fuel oil tanks.
- Test ran 2MW generator.
- Worked on logic for DA tanks.
- Worked on area lighting.

## **CONSTRUCTION SERVICES**

- Alumni Memorial Building: Fire Marshal POCA list
- Art and Architecture: Renovate Ewing Gallery; Laser cutters in 3rd floor Print Center; 2 receptacles in 236
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247

- Bailey Education: Renovate 5th floor lobby; Paint and carpet A414; Paint A417
- Band Practice Facility: Replace switch on fans in pavilion
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Campus: Replace University Seals; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects; Refurbish outdoor basketball courts behind Fraternities
- Ceramics Annex: Green space and waterproofing
- Claxton Building: New signage at breezeway; Rework Dean's suite 344L
- Communications: Renovate 302B; Paint 473
- Dabney Buehler: New HVAC units 550, 552, 553; Replace fume hoods in 408, 507, 508, 607, 608
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab; Painting 508
- Dunford Hall: Paint and electric 2432
- Early Learning Center (Lake): repair Gazebo floor
- Environmental Landscape Laboratory: Hang white board and monitor 114
- Equity and Diversity: Add a peep hole to entry door
- Facilities Services Complex: Install interior cameras
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Food Science Building: Renovate 215 for Creamery kitchen
- G7 Parking Garage: Replace transformer and electric panels
- G11 Parking Garage: Replace exterior door on level 1
- Greve Hall: Renovate G005 for Smokey's Pantry
- Haslam Business Building: Paint the building interior; Additional electric circuits 514 and 540; Painting 522A; Replace sound panels in 201, 203, 302, 303, 403
- Hesler Biology: Roof leak repairs above room 515
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605; Renovation for UT Press
- HPER: Clean tennis courts
- Jessie Harris: Renovations 336, 337, 341; LVT and paint in suite 229
- Jewel Building: New garage door for basement; Add 2 cameras

UTILITIES CONTINUED ON PAGE 7

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- JIAM: Add cup sink to hood in 216; Connect glove box to exhaust 256; Electric for chiller Go26; Install utilities to ventilated cylinder cabinet; Wash exterior of windows
- Kingston Pike Building: Install Opticool rack system; Renovate 135 into on-line studio
- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513; Paint and flooring 612 and 701; Paint 923; Shelving work 108
- Middlebrook Building: lighting retrofit in 129
- Morgan Hall: Renovations per POCA
- Neyland Thompson Sports Center: Renovate 118 for new cryotherm tubs
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list
- Nursing: Fire Marshal POCA list
- Perkins Hall: Fire Marshal POCA list; Replace window a/c unit 220; Classroom renovations
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Remove connecting doors and add corridor door 511; Exhaust for equipment 522; Utility work and drains for polisher in 309; Electric and air in 108; Electric and chilled water 321
- Sherri Parker Stadium: Corrections for SFMO
- Sigma Nu Fraternity: Ladies restroom repairs
- SMC: Paint several offices; Paint and furniture 312; Signage for 2nd floor
- Student Health: Repair flooring seams on 1st floor; Replace back entry door adding ADA operator
- Student Rec and Fitness Center: Replace lighting
- Taylor Law: Replace sound panels 132, 135, 136
- Thompson Boling Arena: Move card reader
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Drive Services Building B: Renovation 101 for sculpture studio
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Install dock lights
- Vet Med Center: Roller shades in Pendergrass Library
- Zeanah Engineering: Install plaques
- 1610 University Ave.: Repair crack in building brick veneer
- 1815 Highland Avenue: Security system
- 1817 Melrose Avenue: Carpet the stairs
- 22nd Street Duplex: Various repairs for doors and wall

## FACILITIES SERVICES Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Supply Room)
- Hodges Library 1st Floor Service Hallway
- SERF Outside of Room 426
- The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](https://tiny.utk.edu/fscommentbox).



To suggest an additional box location, or for more information, please contact Sam Ledford at [sjones80@utk.edu](mailto:sjones80@utk.edu).

## Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

CONSTRUCTION CONTINUED ON PAGE 8



Donate to the 13th Annual  
**TOY DRIVE**

HONORING RYAN MCDONALD

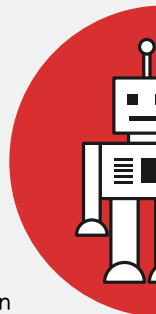
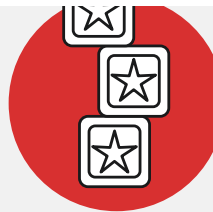
**November 15 - December 3, 2021**

The 13th annual toy drive honoring the memory of Ryan McDonald will be held November 15 to December 10. Ryan was tragically killed during a shooting at Central High School in 2008 when he was 15 years old.

The toy drive aims to inspire hope for area children dealing with difficult times during the holiday season. To honor Ryan's memory, as well as his aspirations to become a children's counselor, toys are collected by Roger McDonald every year in his nephew's name. The toy drive benefits Helen Ross McNabb and Child & Family of Tennessee.

To donate, bring unwrapped new toys to the collection box near the front entrance of the Facilities Services Complex at 2040 Sutherland Avenue.

Donations can also be given at several drop-off locations on the UTIA campus. For more info, contact Roger McDonald at 865-705-9994 or [jmcdona3@utk.edu](mailto:jmcdona3@utk.edu)





## **Staff Performance Review Series**

HR, along with campus partners, is developing a Staff Performance Review Series. The purpose of this series is to provide knowledge, resources, and support for the staff performance review experience... from the technical to the practical. The series can be taken in its entirety for a comprehensive view of the staff performance review process and ongoing performance dialogues at UTK, or a la carte, as on-demand refresher courses.

Starting in December 2021, virtual sessions will be available with a focus on employees, leadership, and also Diversity, Engagement, and Inclusion in our everyday work. Other sessions will roll-out in 2022. Registration is now open in K@TE and will close the business day prior to each schedule session. To register, visit <https://kate.tennessee.edu/> and select UT Faculty and Staff, then select My UTK@TE Learning. From the home screen type the session title into the search bar. Note there are multiple dates for each session, select the date that works best for your schedule.

Registration Capacity: 50 participants

Session Modality: Zoom/Virtual

### **Take Charge of Your Performance: Employees and the Performance Review (Employee Session)**

This session is designed to help employees prepare for, and continue performance discussions throughout the year. Ideas such as self-reflection, emotional intelligence, collaborative goal setting, and connecting through conversation are featured.

Session Contacts: Julie Roe ([jmonday@utk.edu](mailto:jmonday@utk.edu)) and Jon Chandler ([jchand41@utk.edu](mailto:jchand41@utk.edu))

Dates: December 6, 2021 from 1:00 – 3:00

January 13, 2022 from 9:00 – 11:00

February 18, 2022 from 9:00 – 11:00

### **Empower Your Staff: Leadership and the Performance Review (Leadership Session)**

This session is designed to help leadership, specifically those who supervise staff, prepare for, and continue performance discussions throughout the year. Ideas such as empowerment, emotional intelligence, collaborative goal setting, and connecting through conversation are featured. Learn ways to discuss what the numbers mean and how performance review categories relate to the mission of your team. Goal setting will also be discussed.

Session Contacts: Julie Roe ([jmonday@utk.edu](mailto:jmonday@utk.edu)) and Jon Chandler ([jchand41@utk.edu](mailto:jchand41@utk.edu))

Dates: December 8, 2021 from 9:00 – 11:00

January 20, 2022 from 1:00 – 3:00

February 15, 2022 from 1:00 – 3:00

### **Staff Performance Daily: Diversity, Engagement, and Inclusion**

This workshop is a collaboration between Human Resources and Office of Equity & Diversity. As part of our commitment to diversity, engagement, and inclusion (DEI), this workshop will explore one of the five categories in the staff performance review and is designed to help employees understand and enhance DEI in their everyday work and how it relates to the review process.

Session Contacts: Jose Lee-Perez ([jperez10@utk.edu](mailto:jperez10@utk.edu)), Lorna Hollowell ([lhollo11@utk.edu](mailto:lhollo11@utk.edu)), Julie Roe ([jmonday@utk.edu](mailto:jmonday@utk.edu))

Dates: December 13, 2021 from 1:00 – 3:00

December 15, 2021 from 9:00 – 11:00

January 10, 2022 from 9:00 – 11:00

January 11, 2022 from 2:00 – 4:00

February 22, 2022 from 9:00 – 11:00

February 24, 2022 from 1:00 – 3:00