

Facilities Services Weekly

September 7, 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/mrnEbV_55lc if you missed any of the previous briefings, they can be found at the links located on page 4 under Communications & PR.

NEXT Conference

The NEXT “Non-Exempt Employees Excelling Together” is a new learning opportunity presented by Employee & Organizational Development. The conference will be held October 20, 2021. NEXT is designed to meet the specific needs of non-exempt staff on all campuses. Registration is now open. For more information, see the flyer at the end of this newsletter or visit <https://hr.tennessee.edu/eod/conferences/next-conference/>! The deadline to register is September 15.

2021 Facilities Services Flu Shot Clinic

It's that time of year! Student Health will be at the Facilities Services Complex (HR Suite) on **Tuesday, September 14 from 9am to 1pm** to provide flu shots to anyone interested. All employees are eligible to participate. Flu shots are free to employees enrolled in the State's health insurance plans. Be sure you bring a copy of your CVS/Caremark card with you. Otherwise, flu shots will cost \$25 payable in cash or check.

In addition to your CVS/Caremark card, you'll need to bring a completed shot waiver form and vaccine administration record, attached to the Flu Shot email from Sam Ledford. If you need a hard copy, see Geneva Andrew, Veronica Huff or Sam Ledford. Please keep in mind that we are not able to offer the COVID vaccine at this clinic. If you'd like to set up an appointment to receive the COVID vaccine, you can do so through Student Health by visiting <https://www.signupgenius.com/go/utkpharmacyvaccinations>.

If you'd like to sign up for a flu shot on Tuesday, September 14, please email Anna Best at ahamil24@utk.edu to request an appointment time. We'll do our best to accommodate your preferred time, but appointments will be assigned on a first come first served basis. The window for available appointments is shorter than last year as Student Health is stretched thin at this time. Thank you in advance for your kindness and cooperation when working with these healthcare heroes!

For more information, please email Sam Ledford at sjones80@utk.edu.

FACILITIES OPERATIONS

Building Services:

- Ayers Hall: We ran the auto scrubber on all hall floors. We blew th leaves outside.
- Burchfiel Geography: Halls and all floors were dust mopped and mopped. Blew the leaves outside.
- Walters Academic: Detail cleaning in all auditoriums was completed.

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FS WEEKLY CONTINUED:

Landscape Services:

- Bowling Green game (9/2): Prep, support and clean-up
- UT First statues: Assist with setting statue bases and statues. Final clean-up of plaza prior to dedication ceremony.
- Allan Jones Aquatic Ctr: Repair drop-out in lawn
- Student Life outdoor concert: Provide support
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings
- Fleming Warehouse: Clean-up of vegetation and prep for life safety improvements (cont)
- Campus wide irrigation system monitoring and repairs (on-going)
- Concord Street Site: Demolition of select buildings (cont)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (cont.)
- Recruiting to fill vacant positions
- Welcome to Walker Fowler. Walker is a new addition to the Arborist Team.

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 August 23 to August 29:

- Bottles/Cans: 5,080 lbs.
- Paper: 6,700 lbs.
- Cardboard: 9,740 lbs.
- Manure: 13,850 lbs.
- Food: 8,400 lbs.
- Green Waste: 9,700 lbs.
- Total: 53,470 lbs./ 26.73 tons
- Pallets: 21.89

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 39,140 lbs. / 19.57 tons
- Paper: 83,800 lbs. / 41.90 tons
- Cardboard: 71,340 lbs. / 35.67 tons
- Manure: 136,403 lbs. / 68.20 tons
- Food Waste: 48,507 lbs. / 24.25 tons
- Green Waste: 409,090 lbs. / 204.55 tons
- Total: 379,190 lbs. / 189.60 tons

Sustainability Report:

- We are in the process of interviewing and hiring student workers.
- Provided recycling support to events:
 - 8/29/21 Vol is a Verb event
 - 8/28/21 Peer Mentor Retreat
 - 8/27/21 Engineering Cookout
 - 8/26/21 Vols Socials
 - 8/17/21 Carnival at Circle Park

ZONE MAINTENANCE

Zone 1:

- Working on keeping work orders caught up for residence halls.

Zone 2:

- Assisted A/C and Electric Shop on power failure and A/H shutdown at Nursing.
- Run generators across zone.
- Assisted A/C Shop on roof top unit at HPER.
- Cleaned roof drains and repaired seating lights at Clarence Brown.
- Cleaned fountains in Zone 2.
- Worked security for football across zone.
- Issued all PM work orders.
- General maintenance.

Zone 4:

- PMs and checked on the Chick-fil-A fryer at the Student Union.
- Repaired leaks at Stokely.
- Repaired sink drain at Anderson Training.
- Repaired door closure at Thompson-Boling Arena.
- Working on rice cookers at the Cumberland Food Court.

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ZONE MAINTENANCE CONTINUED:

- Repaired hot boxes for Football at Presidential Court.

Zone 5:

- At Neyland Stadium, we checked and made repairs as needed in preparation for 2021 season opener against Bowling Green.
- At Anderson Training Complex, we checked and adjusted chemicals in pools.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools.
- At Regal Soccer, we checked and made repairs ahead of Louisiana Lafayette.
- At Parking Services, we worked on A/C unit.
- At Auxiliary Services, we checked and replaced toilet bearing.
- Through out zone, we conducted general building maintenance.

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Continue QR Code initiative.
- Unlock doors.
- Air filter changing zone wide.
- Dabney control valve replacement.
- Power outage coverage.
- General led lighting project.

Zone 7:

- AMB: General maintenance, replaced belt on exhaust fan in tunnel, started working on PMs and repaired leak in room 144.
- Dougherty Building: General maintenance, mold checks, changing out ceiling tiles, replacing flush valves and changing lights and ballasts.
- Min Kao: Working on lights, working on restrooms and conducting building checks.
- Jessie Harris: Worked football game, weekly building check, daily equipment check, checked generator, cleaned window A/C units, stopped water leak and cleaned up water.
- Senter Hall : Daily equipment checks, weekly building check, checked and ran generator and opened doors for contractor.
- Fibers & Composites: Daily equipment checks and

weekly building check.

- Tickle Engineering: Building rounds, lights out and football lock down.
- Ferris Hall: Conducted daily walk throughs and weekly walk through. Serviced fan coil room 402.
- Perkins Hall: Conducted daily walk throughs and weekly walk through. Fixed light in B1 hallway.
- SERF: Routine building checks, replaced belts on exhaust fans, traced leaks, worked on low pressure steam lines, assisted contractors as needed and assisted other buildings in zone as needed.
- Nuclear: Routine building checks, traced leaks and assisted other buildings in zone as needed.

Zone 8:

- As we continue to work with a skeleton crew, we are currently taking calls and looking forward to getting all of our guys back this week.
- One-Call continues to take calls 24/7-365 in spite of being extremely short staffed.
- We will continue to respond to all of our Archibus work requests with the highest level of customer service possible.
- We are still working with a roof contractor to do some much needed repairs at the Kingston Pike Building.

Zone 9:

- We continue to proceed with our LED lighting upgrade at 1610 University Avenue.
- Our monthly Archibus work requests for the month of August will be finished by this week.
- We are still working through various sources to resolve issues with LED dimmable lighting.

Lock & Key Services:

- Fleet Management – rekey locks
- Dougherty Engineer – repair or replace combination lock
- Veterinary Hospital – install new hardware & key doors
- Bailey Education – make keys for cabinets
- Pi Kappa Alpha – front door lock repair or replace
- Sigma Alpha Epsilon – front door lock repair or replace
- Walters Academic – repair exit door
- On Campus – assisting as needed, Football lock changes, portables – lock changes

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- Front Office – processing key request, key pickup & drop off
- University Housing – many recores & repairs

ZM Specialties:

- Working on fume hoods at SERF and Hesler Biology
- Blowdown air separator at JIAM
- Assisted with game day operations
- Repaired door operators at Animal Science, SERF, and Claxton
- Transported lifts to various campus locations
- Tested CMMS demos
- Worked on apprentice job skills test

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 or via text at 865-771-1531.
- Most recent zoom briefing links:
- Briefing #36: <https://youtu.be/ftYmWFcScXo>
- Briefing #37: <https://youtu.be/FkFPStTiAZg>
- Briefing #38: <https://youtu.be/eKCa5QNbEhk>
- Briefing #39: <https://youtu.be/osz7FsmpWTM>
- Briefing #40: <https://youtu.be/9GTofz9YRG4>
- Briefing #41: <https://youtu.be/GJ3AHGLOfkY>
- Briefing #42: <https://youtu.be/lpn8ySy6SLg>
- Briefing #43: <https://www.youtube.com/watch?v=p9WDklQKMyw>
- Briefing #44: <https://youtu.be/IXDzdsINBRU>
- Briefing #45: https://youtu.be/mrnEbV_55Ic
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training:

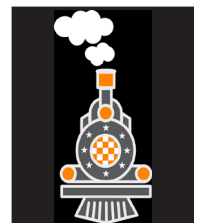
- **Introduction to the IRIS Web Portal:** This video introduces users to the many features available in the IRIS Web Portal. You can find the video here: <https://youtu.be/RvJSLSn16Yg>.
- This video joins three others on our YouTube channel

that you may also want to watch:

- Opting Out of Paper W-2 Forms: <https://youtu.be/NFcjxjYNffw>
- Entering IRIS Help Tickets: <https://youtu.be/Reoz71JbScE>
- Navigating the New IRIS Documentation Site: <https://youtu.be/9kb2Ruo8StU>
- To access the new documentation site, click here: <https://tiny.utk.edu/IRISHelp>
- **STRIDE for Staff:** Learning & Organizational Development has planned several STRIDE for Staff offerings. These 1 ½ hour STRIDE for Staff sessions are focused around inclusive search strategies to create and retain a diverse staff community here at UTK. As part of STRIDE, participants will have the opportunity to: Discuss the benefits and challenges of diversity, discuss academic research on the effects of bias and the benefits of a diverse workplace, identify and explore biases and blind spots and participate in interactive exercises and discussions. Below is a link to an interactive flier with dates and we want to make registration as easy as possible for you. Visit <https://tiny.utk.edu/STRIDESummerFall2021> and select the date of the session you wish to attend. Confirm your registration by clicking "Request" to register.

Training News:

- **FS Mini Train:** Multitasking is a social, cultural, and – to be honest – a human norm. Believing we're good at doing lots of things at once fulfills an emotional need – "Look at how much I've accomplished!" But the truth is, trying to do multiple things at once is rarely successful, and it causes more wear and tear on our brains than we might realize. Check out this week's Mini Train at <https://www.youtube.com/watch?v=mNdYXfC46ro> to see Trainer Beth break down some of the reasons we shouldn't multi-task so much (all while multi-tasking her way through creating this video. Take it for the meta object lesson it is.)
- **Have you lost your badge? Need an updated picture? Contact the Training Team!** - If you lose your badge or need an updated photo, we would be more than happy to make a new badge for you. Any position changes will



COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

- be communicated through Nikki and Hannah and a new badge will be created for you at that time.
- 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 events and opportunities are added often!
 - Your 2021 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. Your course assignments are all the same as they were for 2020, but instead of having each course assigned to you individually, you will have a training curriculum assigned. When you look at your transcript in K@TE, you'll see something like "Facilities Services: Training Group 1 – Office Staff" but it'll be specific to the group you're actually in. Just like you did with the campus compliance training, you'll open the curriculum and then complete each course inside the curriculum. You'll reach 100% completion when you complete every course within the curriculum.
 - **External Training Completions** - If you participate in any training not done through K@TE, make sure you let Training (Rebecca, Anna and/or Beth) 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.

IT Support and Maintenance:

- New Computer Installations
- Parts Purchasing

UTILITIES SERVICES

A/C Services:

- Continued verifying controls at Neyland Stadium for upcoming season.
- Repaired Phoenix Controls in room 135 at Hesler Biology.
- Rewired VFD for return fan 4 at Student Health.

- Reset Chiller at Greve hall.
- Changed AHU 6 over from Hand to Auto at Neyland Stadium.
- Adjusted Hot Water Converter for Veteran's office at Hodges Library.
- BAS software backup for Hoskin's Library.
- Fire watch and HVAC support during the football game.
- Finished re-programming AC 8 to dehumidify the area it serves.
- Repaired Aeon unit serving Vol Shop at Neyland Stadium.
- Repaired cooling tower No.1 at JARTU.
- Repaired Carrier Chiller at Tyson.
- Repaired cooling tower 1B at Hesler.
- Replace motor on secondary chilled water pump No. 2 at Hodges.
- Replace expansion tank for heating water system at Alumni.
- Repair AHU No. 8 serving Terrace level in West Sky Box at Neyland Stadium.
- Rebuilt heating water pump at Tyson.
- Gameday support at Neyland Stadium.
- Repairing cooling tower motors at Brown.
- Rebuilt secondary chilled water pump at Music.
- Repaired chiller No. 2 at Strong Hall.
- Repaired boiler No. 2 at JARTU.

Electrical Services:

Security/Fire Alarm Group:

- Monthly fire pump testing across Campus.
- Disabled/enabled devices for MASCO while replacing at section of pipe at A&A.
- Fire drills at Kingston Pike Building and Creamery.
- Worked on photo beam detectors at TBA.
- Checked on leaky valve at Softball.
- Assisted EHS with Fire drills at the Fraternity and Sorority Houses.
- Replaced CO detector at Magnolia.
- Replaced duct detector board on 2nd floor at Student Union.
- Replaced batteries in the fire panel at Delta Gamma.
- Trouble shooting A/V trouble on 2nd floor at Phi Mu.

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- Gameday support at Neyland Stadium.
- 2nd- Responded to fire alarm at North Carrick.
- 2nd- Changed smoke detector in the basement of Robinson Hall.
- 2nd- Fire alarm from burnt food in room 207 at Laurel Apartments. Reset panel.
- 2nd- Reported fire alarm that was normal on arrival at TBA.

High Voltage:

- Daily 1-800 marking.
- Checked and closed vista lid that was open at Allan Jones Aquatic.
- Assisted UT Construction with setting statues at Gate 21 Plaza- Neyland Stadium.
- Checking batteries, filling water, cleaning rooms and checking filters at Main, Laurel, and Steam plant substations.
- Prepping and completing outage to remove old transformer and install new for LA4 and G7 garage.
- Emergency outage due to water getting into main breaker at Nursing. Repaired and replaced fuses.
- Checking on ADA step installations at Neilsen-Hesler and Ferris-Perkins for electrical and new camera installation.
- Checking in progress of Neyland Stadium LED field light installation and walk through before game.
- Onsite meeting with electrical contractor about the correct placement of the new Vista at Ellington.
- Assisting in power hook up to the new Truly's at Gate 9 in Neyland Stadium.
- Assisting with setting of toilet trailers and running power to all at tailgating section of Humanities and Circle Park.
- Installed yellow jackets from the TB lot disconnects to the center of Gate 21 plaza for power to sound system and tv production.
- Gameday fire watch, sideline support and electrical troubleshooting at Neyland Stadium.
- 2nd- Checking to see if there is an outlet at the base of the blue phone pole where middle light is out at the lower side of Volunteer Blvd of Pedestrian Mall.

Secondary Electrical:

- Reprogrammed lights in room 249 at SMC.
- Repaired lights in room 122 at Communications.

- Restored power to electrical panel feeding pumps at the Student Aquatic Center.
- Repaired lights in room 122 at Student Services.
- Lutron training at Zeanah.
- Replaced switch in room 2641 at Dunford Hall.
- Rewired pump for plumbing at Student Union and SMC.
- Repaired damaged circuit breaker 100A-3P at Equity and Diversity.
- Assisted with transformer replacement at G7 Parking Garage.
- Replaced damaged circuit breaker on 4th floor at Nuclear Engineering.
- Replaced VFD at Allan Jones Aquatics.
- Assisted with outage for damaged elevator circuit breaker at McClung Tower.
- Repaired tripping circuit breaker at South Greenhouse.
- Installed GFIC for exhaust hoods at SERF.
- Electrical support for Bowling Green Football Game.

Plumbing Shop:

- Pumped steam vaults on campus.
- Campus Tennessee One Calls
- Run new drains and water lines for new trailers at Gate 9- Neyland Stadium.
- Repaired old fire hydrant at East Chapman.
- Repaired water leak in wall at Austin Peay.
- Replaced drains for water fountains at Hess Hall.
- Replaced hot water valve at Einstein's in A&A.
- Repaired leak in room 171 ceiling at Hodges Library.
- Repaired toilets at College of Nursing.
- Repaired garbage disposal at International House.
- Installed chilled water lines at Kingston Pike Building.
- Installed new fire box at Brehm.
- Repaired 4th floor bathroom toilets at Walters Academic and Neilsen Physics.
- Prep for football game at Neyland Stadium.
- Repaired steam leak in machine room at Biotech.
- Replaced steam strainer at Min Kao steam station.

Steam Plant:

- Held interviews for supervisor position.
- Football meetings.

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UTILITIES SERVICES CONTINUED:

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list; Move cabinets and remove door G002
- Art and Architecture: Renovate Ewing Gallery
- Austin Peay: Carpet 303H
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Bailey Education: Renovate 5th floor lobby; paint 113, 114, 223, 227; Carpet 219 and 224
- Baker Center: Construct new office spaces 313 and 325
- Business Incubator: Paint and carpet for 117
- Campus: Replace University Seals; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects
- Ceramics Annex: Green space and waterproofing
- Ceramics Building: Install 3 air filtration units in studio spaces
- Claxton Building: New signage at breezeway; Rework Dean's suite
- Communications: Renovate 302B; Renovate 64C and 77; Paint 473
- Conference Center Building: Add door 311A
- Dabney Buehler: New HVAC units 550, 552, 553
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Paint 210; Carpet 226, 304, 310, 312, 406, 407, 407A, 407C, 410 and 503; Renovate 101 for welding and robotics lab
- Dunford Hall: Paint and electric 2432
- Environmental Landscape Laboratory: Hang white board and monitor 114
- Equity and Diversity: Paint, flooring and some lighting throughout
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Fleet Management: 2 Electric vehicle chargers; Relocation for EcoCar program
- Greve Hall: Blinds for 316; Paint 5th floor corridor areas
- Hesler Biology: Emergency circuit for freezer 515
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605; Signage in Veteran's Success Center
- Hopecote Building: Roof repair
- HPER: Paint 387; Replace shower pan on 2nd floor
- Jessie Harris: Paint 229D, 336, 337, 341
- JIAM: Add sink in 150; Add cup sink to hood in 216; 3 receptacles for 135; Connect glove box to exhaust 256; Electric for chiller G026; Install utilities to ventilated cylinder cabinet
- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513, 1106, 1107, 1113, 1119; Paint and flooring 701; Paint 923
- McCord Hall: Lab renovations on 1st floor; Renovate labs on ground floor
- Melrose G: Paint restrooms, reception area
- Middlebrook Building: Add card reader to exterior door
- Morgan Hall: Renovations per POCA; Add sliding door for 121A
- Mossman Building: Electric for -80 freezer 226
- Neyland-Thompson Sports Center: Renovations per POCA
- Neyland Stadium: Pour foundations for statues at Gate 21
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list; New ceilings on 6th floor
- Nursing: Fire Marshal POCA list
- Panhellenic Building: Repair ceiling 106
- Perkins Hall: Fire Marshal POCA list; Renovate classrooms
- Phi Sigma Psi: Repair roof
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Remove connecting doors and add corridor door 511; Access controls 530; Electric 108
- Sherri Parker Stadium: Corrections for SFMO
- Sigma Nu Fraternity: Ladies restroom repairs
- SMC: Paint several offices; Replace faucet; Paint and furniture 312
- Student Health: Repair flooring seams on 1st floor
- Student Union: Move some signage; Paint 382; Move point of sale registers in Vol Shop
- Student Services: ADA height toilet; Acoustical ceiling tiles 209
- Taylor Law: Replace sound panels 132, 135, 136
- Temple Hall: Build a wall 209
- Tickle Engineering: Utilities for new equipment

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CONSTRUCTION CONTINUED:

- Thompson Boling Arena: Move card reader
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Install dock lights
- 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)
- Hodges Library 1st Floor Service Hallway
- SERF outside of room 426
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.



To suggest an additional box location, or for more information, please contact Sam Ledford at sjones80@utk.edu.

Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

CONSTRUCTION CONTINUED ON PAGE 9



NON-EXEMPT EMPLOYEES
EXCELLING TOGETHER

New!

The **NEXT** "Non-Exempt Employees Excelling Together" Conference is a new learning opportunity presented by Employee and Organizational Development. **NEXT** is designed to meet the specific needs of non-exempt staff on all campuses. This conference is an investment in the growth and development of non-exempt staff that serves and supports our campuses. This conference will provide opportunities for rigorous learning, professional community building, and connection to the BE ONE UT values.

Highlights!

- One-day conference experience
- 4 in-person sessions & 2 breakout sessions
- Rigorous learning opportunities focused on growth
- Professional community-building opportunities



Register for NEXT!

Employee and Organizational Development is accepting applications for 2021 NEXT Conference!

Registration will begin
August 4, 2021

Register in K@TE
<https://kate.tennessee.edu/>

Registration will close
September 15, 2021

Payment of \$100 is due by
October 13, 2021

The conference will be held
October 20, 2021
UT Conference Center, Knoxville

Questions? Please email:
jtennan4@tennessee.edu

Please consider applying for the Career Development Fund to cover the cost of the conference.

<https://hr.tennessee.edu/eod/career-development-fund/>