

Transparency Advisory Group Minutes *

March 29, 2019 *

The Transparency Advisory Group held its second meeting on March 29, 2019 at 2 p.m. in the 8th floor conference room of Andy Holt Tower on the University of Tennessee, Knoxville campus. Six members of the committee participated via Zoom conference call.

Committee Members Present:

- **Tiffany Carpenter**, UT System, associate vice president for communications and marketing (chair)
- **Sally Badoud**, UT Health Science Center, assistant vice chancellor for communications and marketing
- **Harry Brooks**, retired legislator from East Tennessee
- **Terry Denniston**, UT Chattanooga, chief of staff
- **Lannett Edwards**, UT Institute of Agriculture, professor of animal science
- **Edie Gibson**, UT Martin, executive assistant to the chancellor
- **Scott Gordy**, UT Institute for Public Service, information technology manager
- **David Manderscheid**, UT Knoxville, provost
- **John North**, WBIR, senior investigative journalist
- **Tyvi Small**, UT Knoxville, interim Vice Chancellor for Diversity and Engagement
- **Rachel Smith**, UT Chattanooga, student
- **Carey Whitworth**, UT System, assistant vice president for government relations

Other Attendees:

- Victor Ashe, Knoxville citizen
- Kaitlyn Filippo, UT Knoxville student
- Dennis Hengstler, UT System, associate vice president for institutional research
- Alexis Hurley, UT Chattanooga, project coordinator
- Matthew Scoggins, UT System, general counsel
- Melissa Tindell, UT System, director of communications

Updates Since Last Meeting: !

The following items have been added to the site since the last meeting: !

- Latest news section – currently features information about Sex Week and the recent economic impact report !
- Athletic department budgets
- Campus crime stats and safety policies
- Campus and system capital plans
- Campus maps
- Campus magazines and news feeds
- Campus contact information
- Social media accounts
- UT Foundation information

- Video and photo resources that could be used by media

Mr. North suggested the university add a section for recently passed legislative bills.

It was suggested in the last meeting that campus advisory board meetings should be streamed ! on the campus websites. Ms. Carpenter reported that each campus is looking at the possibility ! of streaming meetings live. The Knoxville campus is currently webcasting their meetings. The ! Martin campus is archiving meetings on their website. Ms. Whitworth asked for campus ! advisory boards to consider archiving meetings on the website if live webcasting was not an ! option. !

Mr. Scoggins reported that the Board of Trustees will stream all committee meetings that occur ! in conjunction with a regular board meeting going forward. The Board began streaming all ! meetings at the March 1 meeting in Martin. In addition, the Board of Trustees approved a change in the rule on requests to address the Board, expanding the public comment period ! from 30 minutes to 60 minutes. Mr. Ashe suggested the Board should remove the time limit. ! Mr. Scoggins said the board had never exceeded the current time limit, but that the revisions to ! the rule also included a provision allowing the chair of the Board or a committee to provide for ! additional time beyond the 60 minutes in appropriate circumstances. Mr. Scoggins also ! reported that the Board has changed the timeline to submit requests to address the board, ! reducing the requirement of submitting a request the board five days in advance of the meeting ! to three days in advance of the meeting. !

Status of Outstanding Items: !

Ms. Carpenter informed the group that the university is in the process of uploading executive ! contracts to the website. She anticipates current executive contracts to be on the site in April. !

Ms. Carpenter reported that the university is in the process of executing a contract with Power BI that will allow the databases to be embedded. She anticipates that several of the databases will be able to go online in early summer, including the searchable employee salary database. The group viewed the prototype of the employee salary database, which will include all permanent employees and be sortable by name, campus/institute, job title or department. The database will have a feature to download the database as a spreadsheet. Once the site is up, media will be directed to the site when they request the salary database information. Data will be updated on the site every Nov. 1 to include July salary adjustments. Ms. Edwards suggested peer salary information be added to the site with the salary database. Ms. Carpenter said she would look into including the recent salary survey information on the site. Dennis Hengstler said that information could also be available in the dashboards.

Mr. Hengstler reported that the System Office of Institutional Research is currently working with the Educational Advisory Board and Tennessee Higher Education Commission to create dashboards with student data and student outcome information. The office hopes to have the information available this summer. In addition, the office has created a database of UT's

presence and economic impact by legislative district. The team will be creating the information in a searchable county format this year.

Copying Records Using Personal Devices

Ms. Carpenter asked members of the committee to review proposed changes to the university's policy on copying records using personal devices. The group approved Mr. Scoggins suggested edits to the policy, which provides an opportunity for reviewers to take copies of records on their phone. The revision states "A requestor will be allowed to make copies of records with personal equipment (e.g., cell phones, portable scanners, portable copy machines, video recording devices) upon full payment of the University's labor costs and other production costs relating to the records to be copied by the requestor. The use of personal equipment to make copies of records allows a requestor to avoid only the copying costs the University otherwise would have had to incur to produce copies of the records but for the requestor's use of personal equipment." Mr. Ashe commended the university's efforts to be a leader in providing greater accessibility and transparency. The administration's plan is to request the Board to approve the changes at the June meeting.

Transparent UT Communications

Ms. Tindell informed the group that a feedback link has been added to the Transparency site to give the general public an opportunity to submit ideas for the group to consider. She will be distributing a column on transparency efforts from the President to all faculty and staff as well as media on April 1. Mr. North suggested the university should plan a big event to show off transparency efforts. Ms. Carpenter said she would look for opportunities to tell the story broader to media outlets and legislators. Ms. Whitworth stated she would distribute the President's column on transparency efforts to the legislature. During the discussion, Ms. Smith suggested adding a link to the UT Advocacy site on the transparency website. Ms. Carpenter said she would add the link.

Next Steps:

- Ms. Carpenter will upload the meeting recording and minutes to the website at [Tennessee.edu/transparency](https://tennessee.edu/transparency).
- Ms. Tindell will distribute the transparency column.
- The group will meet again in June.