

CIS Offers Nuclear Supplier
Development Course Series
with Partners Y12-UPE,
TNECD

Law Enforcement
Professionals Graduate
from Training Programs

MTAS Offers Three New
Online Certificate Programs

EXCHANGE

Creative, Trusted and Valued Solutions for Tennessee

WWW.IPS.TENNESSEE.EDU

April 2014 A newsletter of The University of Tennessee Institute for Public Service Vol. 9 No.5

CIS Receives Manufacturing Extension Grant

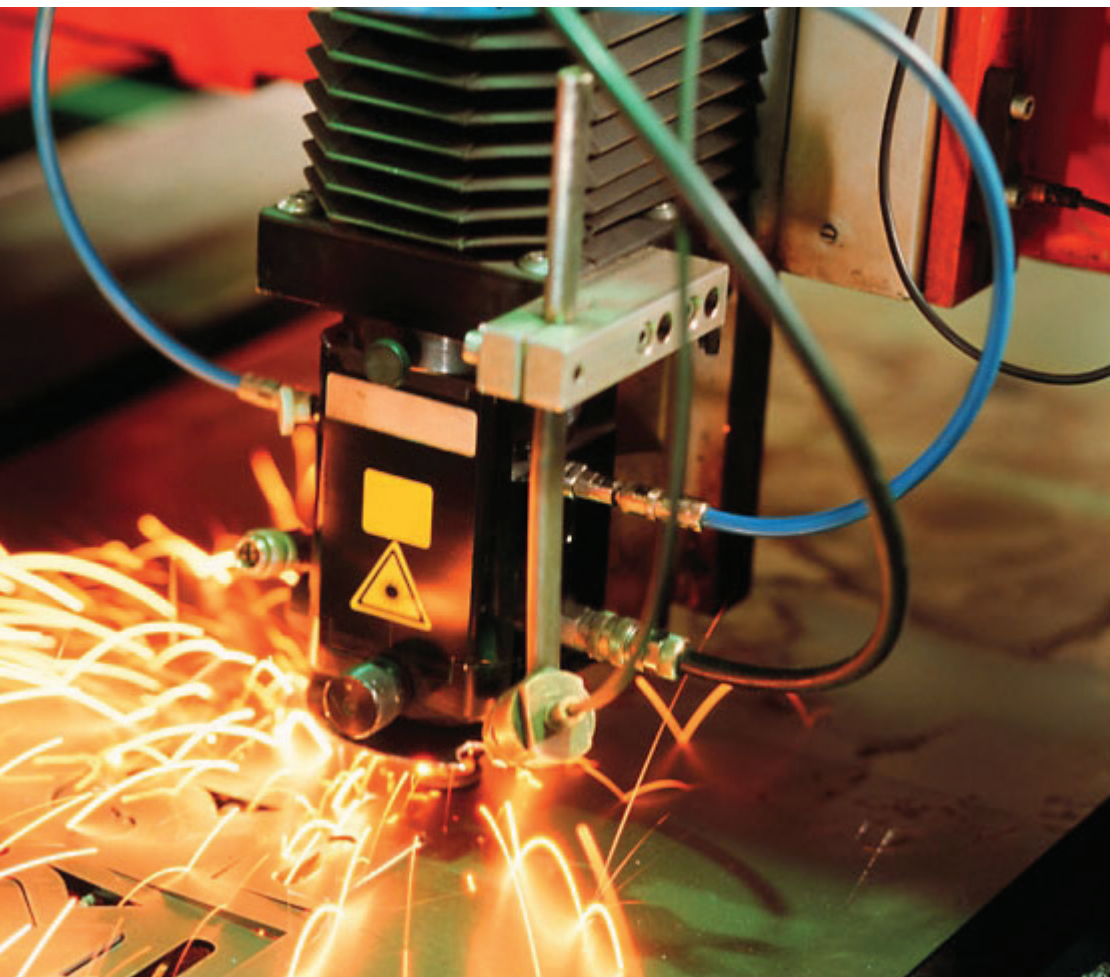
THE UT CENTER FOR INDUSTRIAL SERVICES (CIS) is part of a partnership that received a \$500,000 grant from the National Institute of Standards and Technology (NIST) for a pilot program that will help automotive suppliers adopt new technologies that will improve products and processes. The

program, Manufacturing Technology Acceleration Center (MTAC), is one of five NIST pilot awards across the U.S.

The Georgia Manufacturing Extension Partnership (MEP) is the lead agency for the grant, with parts of the project being awarded to CIS (the Tennessee MEP) and three other MEPs in the Southeastern U.S.

“We have a great working relationship with the Georgia MEP and this is an opportunity for us and other MEPs to work on a project that will improve our understanding of how automotive suppliers identify and adopt technologies that result in new products and improved processes,” said CIS Executive Director Paul Jennings. “We will be better positioned to identify and address supplier needs and improve their access to technology resources, including universities and federal laboratories.”

Focusing on the automotive supply chain across the Southeastern



(continued from cover)

U.S., the new Manufacturing Technology Acceleration Center (MTAC) team will identify where manufacturers most need assistance in adopting or adapting technology.

The five NIST pilots across the country will test and demonstrate business models that will allow small manufacturers to access the technology transition and commercialization services they need, and to help them form beneficial partnerships. Results will guide future NIST investment and help develop strategies and approaches for providing similar services across the MEP system. The NIST MTAC efforts align with the administration's

plan to launch a nationwide network of innovation institutes across the country that will develop world-leading manufacturing technologies and capabilities to support U.S. manufacturing sector growth. One goal of the MTAC program is for the centers to efficiently connect researchers, scientists, engineers and U.S. manufacturers and serve as coordination points within key supply chains. ✕

CIS Offers Nuclear Supplier Development Course Series with Partners Y12-UPF, TNECD

THE UT CENTER FOR INDUSTRIAL SERVICES, in partnership with the Y-12 Uranium Processing Facility (UPF) and the Tennessee Department of Economic and Community Development (TNECD), held classes in February for companies interested in working with regional nuclear projects.

The Nuclear Industry Supplier Development Courses were designed in collaboration with the Procurement Leadership for the Y12-Uranium Processing Facility project to help attract and develop regional companies to become suppliers for the UPF project and other nuclear industry projects. More than 170 people participated in the courses. This project is a collaborative effort by Y12-UPF, TNECD and CIS, specifically to attract Tennessee companies into becoming nuclear industry suppliers, and also to attract nuclear industry supplier to move to the state. These courses were the first in a series that will be conducted throughout the year.

Dwaine Raper, Bill Wiley and Paul Middlebrooks facilitated the project on behalf of CIS. Y12-UPF needs the help of this project to increase the regional base of reliable suppliers for the project, and TNECD wants to influence Tennessee companies to seek the UPF work to keep

the business and jobs for the project in Tennessee. ✕

Richard Atwood from the Y-12 Uranium Processing Facility teamed up with CIS's Paul Middlebrooks to lead a class on the Basics of Government Contracting.



Area Elected Officials Attend Municipal Government Overview Course

JELlico AND TAZEWell city officials participated in Level I of the Elected Officials Academy earlier this year.

The Elected Officials Academy is a program designed for elected officials. The curriculum designed for the academy was developed to give municipal officials an overview of the varied aspects of their role as municipal leaders. The academy is a component of the comprehensive municipal training program provided by the UT Municipal Technical Advisory Service (MTAS). x



EOA Participants - Jellico Back row standing L – R: Jennifer Hicks, Les Steirs, Charles Vermillion, Alvin Evans Seated front row L -R: Venita Johnson, Wanda Perkins, Pamela Carbaugh, Gail Sharp



Law Enforcement Professionals Graduate from Training Programs

TWENTY-THREE LAW ENFORCEMENT PROFESSIONALS are recent graduates of the UT National Forensic Academy (NFA), a program of the UT Law Enforcement Innovation Center; while 27 completed the Southeastern Command and Leadership Academy (SECLA).

LEIC recently completed Session 35 of the NFA, a 10-week, in-residence program that provides hands-on training to crime scene investigators. Included in this class were 14 agents from the Tennessee Bureau of Investigation, three from the Delaware State Police, two from the Smyrna Police Department and one each from the Manchester Police Department, Oliver Springs Police Department, Sevier County Sheriff's Office and the Galveston County (Texas) Sheriff's Office.

SECLA is a seven-week law enforcement leadership and management program designed for progressive and innovative police managers. SECLA prepares mid- and upper-level supervisory personnel for the increased responsibility of administrative command positions by providing them with the knowledge and skills necessary for successful leadership in their agencies and communities.



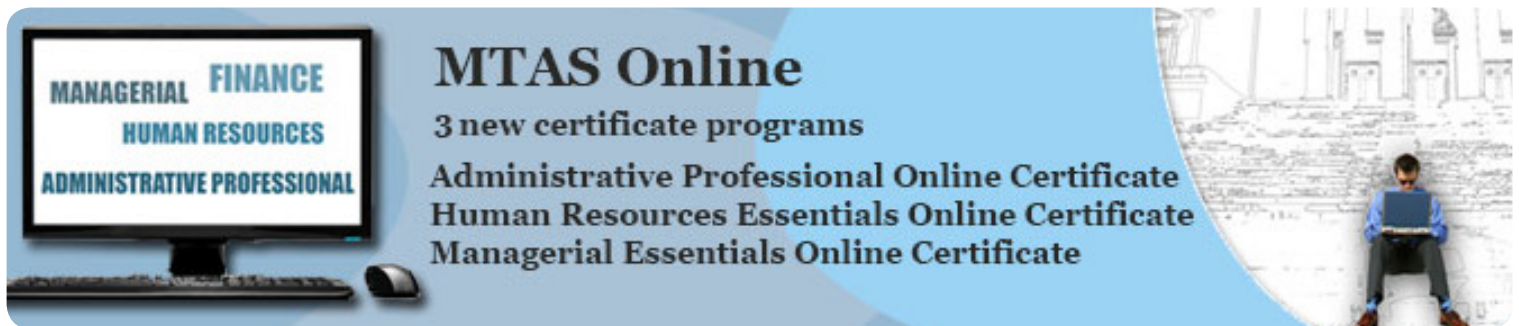
EOA Participants – New Tazewell L– R: Stanley Leonard (New Tazewell), Nita Louthan (New Tazewell), Samuel “Andy” Duncan (New Tazewell), Betsy Shoffner (Tazewell), Jeff Lewis (New Tazewell), and Franklin Essary (New Tazewell).

(continued from pg. 3)

The recent SECLA graduates represented 15 agencies from across Tennessee, ranging from county and local agencies to both urban and rural. The class received more than 7,500 instructional hours from both law enforcement practitioners and academic faculty on leadership, policy, problem solving, diversity, accountability, ethics, law and litigation. This marked the 13th session of SECLA in collaboration with UT Chattanooga. ✕



Members of Session 35 of the UT National Forensic Academy.



MTAS Online
3 new certificate programs
Administrative Professional Online Certificate
Human Resources Essentials Online Certificate
Managerial Essentials Online Certificate

MTAS Offers Three New Online Certificate Programs

THE UT MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS) now offers more than 100 new online classes, from communication to customer service to workplace environment. An online course allows city government employees the flexibility to work at their own pace, in their best time frame. These courses address all skill levels from introductory to advanced.

MTAS has three new online certificate programs now available:

- Administrative Professional Online Certificate
- Human Resources Essentials Online Certificate
- Managerial Essentials Online Certificate

Customers can sign up for the certificate programs or take any course, from any level, at any time.

Please read more about MTAS online certificate programs here at: http://mtas.tennessee.edu/Training/Catalog/online-courses-certificate-brochure_2014.pdf

To register and start right away visit the MTAS online training portal, Solution Point: <http://www.solutionpoint.tennessee.edu/MTAS>

UT Center for Industrial Services Adds Two Solutions Consultants to its Staff

MICHAEL CODEGA AND ROD KIRK have joined the UT Center for Industrial Services (CIS) as Solutions Consultants for West and Middle Tennessee, respectively.

Codega, who will be a consultant in the West Tennessee area, comes to CIS after serving as senior operations manager with Amazon.com. He also spent a number of years with Marvin Windows and Doors as general manager of its Ripley plant and as vice president of operations in Minneapolis. He has both his undergraduate and his master's in business administration from Rochester Institute of Technology.

Kirk will take over the role of consultant in the Middle Tennessee area. Most recently, he served as assistant vice president with the Clarksville-Montgomery County Economic Development Council. He also has worked as economic development director with the Robertson County Chamber of Commerce and as a jobs development specialist and recruitment specialist with the Tennessee Department of Economic and Community Development. He received his bachelor's degree in business

administration from Towson State University.

"Both Michael and Rod have a tremendous amount of manufacturing and economic development experience. We are fortunate to have them join our team of Solutions Consultants serving manufacturers and industry across the state," said CIS Executive Director Paul Jennings.

CIS, an agency of the UT Institute for Public Service based in Nashville, provides consulting and training to business and industry in Tennessee through its experienced and professional team of Solutions Consultants and resources living and working across the state. **X**



MICHAEL CODEGA



ROD KIRK

UT Announces Holiday Schedule for the Next Seven Years

The University of Tennessee has released its holiday schedule through the year 2020. Here are the holiday closing dates for 2014 and 2015. For a complete listing visit the UT system human resources office website at www.humanresources.tennessee.edu.

CALENDAR YEAR 2014

WEDNESDAY, JAN. 1	NEW YEAR'S DAY
MONDAY, JAN. 20	MARTIN LUTHER KING, JR. DAY
FRIDAY, APRIL 18	SPRING HOLIDAY
MONDAY, MAY 26	MEMORIAL DAY
FRIDAY, JULY 4	INDEPENDENCE DAY
MONDAY, SEPT. 1	LABOR DAY
THURSDAY NOV. 27 - FRIDAY NOV. 28	THANKSGIVING
MONDAY, DEC. 22 - FRIDAY, DEC. 26	WINTER HOLIDAY

CALENDAR YEAR 2015

THURSDAY, JAN. 1	NEW YEAR'S DAY
MONDAY, JAN. 19	MARTIN LUTHER KING, JR. DAY
FRIDAY, APRIL 3	SPRING HOLIDAY
MONDAY, MAY 25	MEMORIAL DAY
FRIDAY, JULY 3	INDEPENDENCE DAY
MONDAY, SEPT. 7	LABOR DAY
THURSDAY NOV. 26 - FRIDAY NOV. 27	THANKSGIVING
MONDAY, DEC. 21 - FRIDAY, DEC. 25	WINTER HOLIDAY

UT Holding Open Enrollment for Sick Leave Bank

BEGINNING APRIL 1 and continuing through June 30 employees may join the Sick Leave Bank. The SLB is solely for the serious illness or injury of the employee and not for the illnesses/injuries of immediate family members. Medical certification is required with each and every request for sick leave bank time. Members who have been in the SLB for at least 30 calendar days are eligible to apply for sick leave days from the bank; however, conditions determined to be pre-existing shall not be eligible for SLB benefits until six months following the effective date of membership.

To join the bank, employees must enroll during the open enrollment period (April-June) and you will initially be assessed 24 hours of sick leave, which will be deducted from the employee's sick leave balance. Employees must have six days of sick leave balance in order to join the bank. An employee may cancel membership from the bank by written request as of June 30 each year.



The sick leave bank is a great way to protect employees and their families in the event of a major illness or injury by allowing the salary to continue. For further information on the policy, go to HR0382: Sick Leave Bank is listed in the Policies and Procedures section of the UT index. To join contact Judie Martin at (865) 974-1535 or judie.martin@tennessee.edu. X

kudos

To: Richard Stokes, MTAS

I just wanted to express my appreciation to you again for coming to Knoxville for the Payroll & Benefits class. I mentioned to (MTAS Executive Director) Jim Thomas what a great job you did and how thankful I am for you and all of the MTAS consultants who give so generously of their time and talents to help train our students.

*David H. Folz
Professor & MPPA Director
The University of Tennessee,
Knoxville*

Nominate Your Co-Workers for an IPS Annual Award

IT IS TIME TO MAKE NOMINATIONS for IPS employees to be recognized at the annual conference in Gatlinburg. The dates for the conference are July 10-11; however some agencies will start on July 9.

To nominate an employee, please review the awards and their descriptions. Some of the awards are for non-exempt employees, some for exempt employees, and some are for both. We also recognize a project of the year and a faculty member from within the UT system. In addition, we have one new award this year called the Collaboration Award.

To nominate an employee, faculty member, or project, go to the IPS intranet, <https://staff.ips.tennessee.edu> and click on the nominate tab in the block under the rotating pictures. Once on the nomination page, provide the name, for which award the person is being nominated, and a narrative on why this person or project is deserving of this award. Your narrative must provide enough detail on why this person/project is deserving of the award so that the committee can judge it on the written information. The **closing date for the nominations is May 2** at the close of business. X

To: Erin Ketelle, CIS

I was very impressed with the (Tennessee Economic Development Finance) conference, and the level of customer service and professionalism provided by everyone (Tammy Gage, Patty Wells, Martha Kelley and Beth Phillips). Everything, from the food to the presenters, was first class.

*Robin Holt, Director of Finance and Administration
The Development Corporation of Knox County*

.....

To: Jim Thomas, MTAS

MTAS HR Consultant Bonnie Jones addressed the students enrolled in my graduate-level human resource and policy class. Most of the students are pursuing the master's degree in public policy and administration. Needless to say, her presentation was an informative, professionally executed one from which my students gained new insights into HR trends, policies and procedures. Her engaging, interactive teaching style, as well as her enthusiasm for the subject matter, greatly inspired the class. She patiently and nimbly fielded questions, all the time extolling the virtues of public service. When she departed, the students, most of who are working professionals, were abuzz with excitement. Her technical expertise and pride in MTAS were both apparent throughout her time with the class. Indeed, her professionalism and expertise reflect great credit upon MTAS. I do hope I can convince her to address future classes.

*Joseph Jarrett, Lecturer
Department of Political Science
The University of Tennessee, Knoxville*

Scholarship Applications are Now Available

APPLICATIONS ARE NOW BEING ACCEPTED for two scholarships benefitting IPS employees and members of the County Officials Association of Tennessee (COAT).

Mary and Jack Jinks Institute for Public Service Scholarship

Named for Vice President of Public Service Mary Jinks and her husband, Jack, endowment earnings fund an academic scholarship for a child or grandchild of an IPS employee or retiree. Eligible participants must be enrolled full-time for the fall 2014 semester and attend any UT campus including Chattanooga, Knoxville, Martin, Memphis and Tullahoma.

Jim and Marie Murphy Endowed Scholarship

The Jim and Marie Murphy Endowed Scholarship will provide scholarships for children and grandchildren of County Officials Association of Tennessee (COAT) members or County Technical Assistance Service (CTAS) employees. Eligible

participants may attend any UT campus including Chattanooga, Knoxville, Martin, Memphis, Tullahoma and online. The scholarship recipient for the Murphy scholarship may be attending part-time.

For more information about either scholarship please contact Rhonda Campbell, development director, Institute for Public Service at rhonda.campbell@tennessee.edu or (865) 974-6587. Applications may be downloaded from the IPS intranet and the IPS website.

**SCHOLARSHIP APPLICATION DEADLINE:
JUNE 6, 2014**



announcements

RECRUITMENTS

LEIC Consultant, Training, Oak Ridge

PROMOTIONS

Martha Kelley, CIS to Consultant II

NEW HIRES

Michael Codega, CIS Solutions Consultant III, Memphis

Rob Kirk, CIS Solutions Consultant, Middle Tennessee

IPS SERVICE LONGEVITY

Rex Barton	19 years
Lynn Reed	18 years
Brett Ward	18 years
Pat Frost	17 years
Warren Nevad	15 years
Terry Hazard	14 years
Misty DePriest	10 years
Thaddeus Grace	9 years
Bonnie Jones	7 years
Misty Bean	6 years
Brad Harris	2 years

calendar

CIS

April 1	16-Hour DOT, Memphis
April 3	8-Hour DOT Refresher, Memphis
April 9	OSHA 503 Update for General Industry Outreach Trainers, Nashville
April 9	Form R, Cookeville
April 10	Form R, Spring Hill
April 11	Form R, Lewisburg
April 15	OSHA 10-Hour General Industry Course Jackson
April 15	40-Hour Site Worker, Knoxville
April 16	Form R, Memphis
April 17	Form R, Jackson
April 22	OSHA 10-Hour General Industry Course Knoxville
April 28	Tennessee Basic Economic Development Course, Nashville
April 28	40-Hour Site Worker, Bell Buckle
April 29	OSHA 501 Trainer Course in Standards for General Industry, Nashville

CTAS

April 1	New Regulations in Workers Compensation Johnson City
April 2	New Regulations in Workers Compensation Knoxville
April 9-11	Capstone Montgomery Bell State Park
April 15	New Regulations in Workers Compensation Knoxville
April 16	New Regulations in Workers Compensation Knoxville

LEIC

April 7-8	First-Line Leadership, Jackson
-----------	--------------------------------

MTAS

April 1	Worker's Compensation, Johnson City
April 2	Communication Skills, Collegedale
April 2	Worker's Compensation, Knoxville
April 9	Budget and Finance for the Manager Cleveland
April 14	Governmental Accounting I, Jackson
April 14	Governmental Accounting I, Knoxville
April 15	Worker's Compensation, Jackson
April 16	Worker's Compensation, Franklin
April 16	Motivating Your Workforce, Collegedale
April 17	Employee Performance Evaluations Morristown
April 21	Governmental Accounting I, Nashville
April 21	Governmental Accounting I, Kingsport
April 21	Governmental Accounting I, Chattanooga
April 22	How to Report Deferred Outflows, Inflows and Net Position, Murfreesboro
April 23	Ethics in Government, Cleveland
April 23	Managing a Culturally Diverse Workforce Franklin
April 29	Effective Leadership Series: The Power of Words, Jackson

The **EXCHANGE** is a newsletter of
The University of Tennessee
Institute for Public Service
105 Student Services Building
Knoxville, Tennessee 37996-0213
Phone: (865) 974.6621 • Fax: (865) 974.1528
WWW.IPS.TENNESSEE.EDU

DR. JOSEPH DIPIETRO
President

DR. MARY H. JINKS
Vice President of Public Service

CHARLES E. SHOOPMAN
Assistant Vice President

STEVEN T. THOMPSON
Assistant Vice President



10% Total Recovered Fiber
All Post-Consumer Fiber



The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the university. The university does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

Mike Garland

CTAS Executive Director



THE UT INSTITUTE FOR PUBLIC SERVICE (IPS) is losing one of its longest-standing employees and the senior executive director among the four agency directors. After 37 years with the County Technical Assistance Service (CTAS) Mike Garland retired at the end of March.

Garland joined CTAS in June 1977. From 1977 to 1994, he was a county government consultant for counties in Northeast Tennessee. The Johnson City native became executive director of CTAS in 2002. Before joining CTAS, he worked for the Tennessee State Planning Office. Garland has a bachelor's degree in political science and a master's degree in city management from East Tennessee State University.

Farewell....

“This is one of the most difficult decisions I have ever had to make,” Garland wrote in an email. “To all the CTAS staff, I would like to say that no words could ever express how proud I am to have had the opportunity to lead this organization. You are a great group of people. The strong support our program has always enjoyed is a reflection of your dedication to provide the best service possible to our customers. Not only have you always been there for our customers, but you have always been there for each other. CTAS has been my life since I joined the staff in 1977. I will always treasure the friendships I have as a result of working here. I realize there is nothing on this earth more prized than true friendship.”

Mike Garland

Well Wishes.....

“It is a sad day for our agency and staff to see the retirement of a great leader who directed our agency through so many positive changes. Mike has been a great advocate for innovation in many areas of our service to county officials. He has guided the staff through difficult times, and has maintained tremendous respect of the staff and built stronger friendships along the way. The CTAS family has been in good hands during Mike’s tenure as executive director. We will all miss his quotes and analogies of issues. We said we needed to write these “Mikeisms” down and with the sudden departure that will not be possible. I am sure many “Mikeisms” will surface in the future as issues arise and Mike’s influence will carry on.”

Robin Roberts, CTAS Field Services Administrator

“Never has there been a person more dedicated to counties, county officials, CTAS, and CTAS employees than Mike Garland. As “dean” of the senior leadership team he has always provided the historical perspective on issues and caused us to keep customers foremost in all our decisions. I wish Mike well as he moves into the next phase of his life.”

*Dr. Mary H. Jinks,
Vice President of Public Service*

“Mike was the first IPS executive director to reach out to me when I came to UT in 2009. I have always appreciated his counsel and enjoyed our conversations. He is a true public servant, focused on serving his customers and devoted to his staff.”

*Dr. Paul Jennings, Executive Director,
Center for Industrial Services*



“I believe that Mike began working at CTAS in 1977 as a county field advisor. I can remember Mike saying that “back then there was no such thing as a computer in the courthouse – most counties kept their financial records on a single entry ledger”. I can remember him saying that “one of the first big undertakings was to put those records in double-entry books”. County government has changed since then and Mike certainly “stepped up to the plate” to help county government until the day he decided to retire.”

*Rick Hall, CTAS County
Government Consultant*

