Six Successful Work Unit Council Meeting Tips

- **Start the meeting on time** - If you run late, employees start looking at the clock and distractions can ruin a carefully prepared meeting.

- **End the meeting on time** - If you promise to keep it brief, keep it brief. If you promised to end at a certain time, end at that time. Understand that employees want to go back to work. Their time is as valuable as yours.

- **Observe the KISS rule** - Keep it straight and simple. Zero in on just a few key points and do not bore your audience by reviewing the whole safety manual in a single session.

- **Stick with your agenda** - Control the meeting and do not let it turn into a social hour or a beef session. You should be able to respond to concerns expressed during the meeting but stick to the topic.

- **Encourage questions** - Remind employees that there is no such thing as a dumb question. Questions enable you to make important points and get a sense of whether your message has been received. Repeat questions in your own words to make sure you understood and that everybody in the audience heard the question.

- **You do not have all the answers** - If a question comes up that you cannot answer, do not fake it. Promise to look into the matter and get back at your next work unit council meeting. Better yet, direct the question to your employees to see if any of your employees have an answer.

Campus “Earthquake” in APRIL?

On Thursday afternoon, April 28th, reports of earthquake damage and mayhem were called into the EOC-Emergency Operations Center at the Herzog Building. Under the guiding hand of our University Emergency Preparedness Coordinator, Shelby Slater, the U of M Crisis Management team (CMT) had been called in to manage the campus-wide incident to ensure public safety and continuation of University operations. We can be thankful that this time, it was only a drill. The preparedness drill was a small part of a regional earthquake readiness exercise called the Great Central US Shake Out. Mr. Slater was assisted in the facilitation of this incident management exercise by Scott Crenshaw, disaster preparedness and incident response trainer from FedEx. In addition to the University’s Crisis Management Team, other Physical Plant employees participated in the drill.

The purpose of this event was to help people and organizations prepare for major earthquakes, and practice how to protect themselves. The Crisis Management Team used this opportunity to review and exercise procedures drawn from the crisis management plan relating to mitigation, response, recovery and all aspects of business continuity planning. The University will examine lessons learned from this exercise with the expressed purpose of enhancing our emergency capabilities through effective planning. To learn more about emergency preparedness, go to: [http://bf.memphis.edu/secure/crisis_mgmt_plan.pdf](http://bf.memphis.edu/secure/crisis_mgmt_plan.pdf)

-Keith Ward. Fire and Life Safety Inspector/Exercise Design Team-Crisis Management Team
- Shelby Slater, Emergency Preparedness Coordinator

**TIME IS RUNNING OUT FOR GETTING YOUR HEALTH SCREENING AND COMPLETING YOUR HEALTH QUESTIONNAIRE.** FOR DATES AND TIMES FOR THE LAST HEALTH SCREENING, SEE CATHY G. HORTON OR CALL THE TRAINING OFFICE @ 2695!
Display honesty and truthfulness in day to day interactions. Always conduct work matters in compliance with the law and the policies and procedures of the University. Give your word as a firm commitment and build a reputation for being dependable, forthright and upfront in your interactions with the students, faculty, staff, and co-workers, and other University stakeholders. YOUR WORD IS OUR GREATEST ASSET, USE IT RESPONSIBLY.

Emerald Ash Borer Alert!

Don’t Move Firewood; Save America’s Trees

The Emerald Ash Borer (EAB), an invasive insect native to Asia, was first discovered in 2002 in southeast Michigan and Ontario, Canada. As of 2011, it has been detected in 15 states and 2 Canadian providences, including Knox and Loudon counties in Tennessee.

The EAB adult (who is an iridescent emerald green beetle) feeds on leaves of trees and the larvae tunnel under the bark of ash trees feeding and cutting off the vascular system of the tree, killing it. Insecticides applied systemically into the vascular system of the tree seem to be the best defense, but controlling insects under bark has always been difficult. Scientists from universities, government agencies and companies continue to conduct intensive studies to determine the best treatment for this insect to save the trees.

The EAB probably arrived in the United States on solid wood packing material carried on cargo ships or airplanes originating in its native Asia. It has spread rapidly on this continent by our own business transportation system that uses wood packing material (i.e. pallets) and individuals who move wood or wood products. For example: the EAB was first found in southeast Missouri at a campground where someone had unintentionally introduced it to the area with firewood.

The transportation of invasive insects and diseases through firewood, nursery stock, mulch, wood chips, pallets and wood building materials is destroying trees in urban, suburban and forest areas throughout the U.S. There are state and federal orders of quarantine for all wood (especially ash) in the following affected states where EAB has been found include: Michigan, Illinois, Indiana, Iowa, Kentucky, Maryland, Missouri, New York, Ohio, Tennessee, to name a few.

-Joellen Dimond, Horticulturist