

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
January 21, 2016, 9:00 a.m. CST
D100 Conference Room
Minutes**

Attendees:

ERC Committee

2016 members: Clara Ferguson, Kathlene Franklin, Paula Morris, Susan Murphy

2015 members: Natallia Kaptur, Doug Warnberg

ERC Chairperson: Patricia Burks-Jelks, **Recorder:** Pam Ledford

1) Welcome New Members and discuss duties.

•*Secretarial and Clerical Group* -Susan Murphy will serve a two year term. Clara Ferguson will serve the second year of her two year term.

•*Buildings, Grounds Maintenance, Skilled Trades, Food Services and Technical Services Group* - Kathlene Franklin will serve a two year term. Paula Morris will serve the second year of her two year term. Appreciation was expressed to Natallia Kaptur and Doug Warnberg for their contributions during their 2 year terms.

The Employee Relations Committee gives non-exempt employees an opportunity to express concerns and issues at UTSI. It was stated that the accomplishments of the ERC should be promoted so employees will understand the purpose of the committee.

To find out more information on the UTSI ERC and see past minutes, please click [here](#).

2) Critique of 2015 Holiday Activities

•*Holiday Luncheon held Wednesday, December 9, 2015*

Positive feedback for the Luncheon. Contributions from UTSI Administration and Faculty allowed event to be free to UTSI Employees and Students. Approximately 125 attendees. A suggestion was made to have a local high school show choir be invited for 2016 event if feasible.

•*Angel Tree Project – Coffee County Foster Child Support Group*

UTSI Family adopted a total of 25 angels. It was suggested that next year reduce to 20.

Appreciate support shown by UTSI family. Committee agreed to continue project for the 2016 season.

•*Franklin County Good Samaritan Food Drive*

UTSI Family donated a large quantity of food, money and household items. Committee agreed to continue project for the 2016 season.

3) ERAB Meeting Minutes

Paula Morris was unable to attend the December ERAB videoconference. Doug Warnberg served as her backup. To find out more information on the UT ERAB and to view past minutes, click [here](#).

4) UTSI Employee Relations Advisory Board Representative

Paula Morris will serve her second year as the 2016 ERAB Representative for UTSI. Susan Murphy and Kathlene Franklin will serve as back-ups. Clara Ferguson is available to serve as backup for the video conferences.

5) ERC representative for the UTSI Safety Committee

Susan Murphy is the 2016 Safety Representative for UTSI. Kathlene Franklin and Clara Ferguson will serve as backups.

6) Set time/date for next meeting in March.

March 24th, 9:00 am - agenda items by March 16

Next Meeting:

Location: Room D100

Date: March 24, 2016

Time: 9:00 am

If you are a non-exempt employee and have a concern or issue that you would like addressed, please submit agenda items for the next meeting to your ERC representative no later than March 16, 2016.

The 2016 representatives are:

▪Building and Grounds Maintenance, Skilled Trades, Food Services, Technical Services

Kathlene Franklin, MS-18, ext. 37298

Paula Morris, Box 47, ext. 37240

▪Secretarial and Clerical

Clara Ferguson, MS-01, ext. 37234

Susan Murphy, MS-29, ext. 37311

Chairperson - Patricia Burks-Jelks, MS-11, ext. 37226

Recorder - Pamela Ledford, MS-11, ext. 37504