

**The University of Tennessee Space Institute  
Employee Relations Committee Meeting  
Thursday, October 18, 2018 1:30 pm CST  
Lower C Conference Room  
Minutes**

**Attendees:**

**ERC Committee Members:** Kaycee Edwards, Dana Hale, Meghan Morris, Tamara Bonner-Thompson

**Absent:**

**ERC Chairperson:** Patricia Burks-Jelks, **Recorder:** Courtney Maricle-Frazier

**SGA Officer:** Katrina Sweetland

1. 2018 UTSI Holiday Activities
  - a. Angel Tree Project: Supporting the Coffee County Foster Child Support Group  
The committee decided to adopt 20 angels for the project. An email will be sent once they are ready for adoption.
  - b. Food Basket Project: Donations for Good Samaritan of Franklin County  
Boxes will be placed around campus to collect food and other items until December 10. An email with further details will follow.
  - c. Tree Lighting Ceremony: Thursday, November 29, 2018 10:00 AM  
Please stop by the lobby on 11/29 and help decorate our tree.
  - d. UTSI Holiday Office Door Decorating Contest: Tuesday, November 27 – Tuesday, December 4  
Judging will be from December 5 – 6. The winner will be announced at the Holiday Luncheon.  
More details to follow.
  - e. UTSI Holiday Luncheon: Monday, December 10 11:30 AM at The "View"  
The AristoCATS are performing at the luncheon.  
UT Santa (Morris Mills) has confirmed he will be our Santa this year. He is joining us for lunch.  
More details to follow.

**Secretarial and Clerical**

[Kaycee Edwards](#) MS-05, ext. 37477

[Meghan Morris](#) MS-01, ext. 37318

**Buildings, Grounds Maintenance, Skilled Trades, Food Services and Technical Services**

[Tamara Bonner-Thompson](#) Box-47, ext. 37240

[Dana Hale](#) MS-29, ext. 37312

**Next Meeting:** Lower C Conference Room

Date: Friday, November 2, 2018

Time: 1:30 PM