

MINUTES
The University of Tennessee Space Institute
Employee Relations Committee Meeting
July 30, 2020, 9:00 a.m. CST
Room H-111

Attendees: Laura Horton, Doug Warnberg - Chair: Patricia Burks-Jelks, Recorder: Pam Ledford
Absent: Kathlene Franklin, Nick Van Zandbergen

MINUTES

- 1) **Tentative Picnic Date – Friday, September 25, 2020** – Picnic status depends on COVID-19 guidelines. An electronic survey is being created to see if employee and students feel comfortable attending a picnic in the Fall and to find out the participation level. Status will be updated as soon as more information is available.

Please click the following link to complete the Survey- <https://www.utsi.edu/fall-picnic-2020-survey/> - Response deadline Friday, August 14, 2020

2) **Miscellaneous Items**

- *COVID-19 Guidance for UT Space Institute Employees* - <https://www.utsi.edu/covid-19-guidance-for-ut-space-institute-employees/> - The Families First Coronavirus Response Act requires certain employers to provide their employees with up to two weeks paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 if the employee is unable to work, including unable to telework. These provisions will apply from April 1, 2020, through December 31, 2020. If you think you might qualify, please contact your supervisor and/or the UTSI HR office at hr@utsi.edu or call 931-393-7226.
- *Labor Day Holiday, September 7, 2020* - Per Dr. Simonton, UTSI will observe the Labor Day holiday on September 7th as scheduled. (Individuals impacted will make alternate plans to accommodate for the holiday per Dr. Simonton).
- *Weekly All-Hands Meetings* - Dr. James Simonton, UTSI Interim Executive Director, is holding weekly All-Hands Meetings on Thursdays from 10:00–11:00 am. You may join through Zoom or by phone (see email from Kanawful Massingille dated 7/20/2020 for details. Contact helpdesk@utsi.edu if need assistance.) **UPDATE: On the August 13, 2020 All-Hands Zoom meeting, Dr. Simonton stated that in the future the meetings would be held biweekly. Watch for details.**
- *Chancellor Donde Plowman visit* – Chancellor Plowman and some of her leadership team are scheduled to visit the Space Institute on Monday, August 31, 2020.
- *Sick Leave Bank Open enrollment* – April 1, 2020 through August 31, 2020 – For information, contact Pam Ledford at pledford@utsi.edu or call 931-393-7504.
- *Onsite Biometric Screening* – September 23, 2020, 7:30-11:30 am in room H-111

HOW TO SCHEDULE AN ONSITE SCREENING APPOINTMENT: Please schedule an appointment for the onsite screening by accessing <https://my.questforhealth.com> and using the registration key SOT, or by contacting the Quest Diagnostics Service Center at 855.623.9355. You will need your Caremark ID number found on the Caremark prescription ID card. If you need assistance, please contact Pam Ledford at pledford@utsi.edu or call 931-393-7504.

- *Annual Benefit Enrollment Period - October 1-16, 2020.* Watch your mail this summer and fall for more information on your 2021 insurance benefits.
- *Flu Shot Clinic – Wednesday, October 7, 2020 – H111- Tim Allish, Kroger Pharmacist*
- *ParTNers for Health homepage – <https://www.tn.gov/partnersforhealth.html> - click the yellow band for updated health benefit info - **Coronavirus Benefits Information from Partners for Health.***

◆ **Next Meeting: Wednesday, September 2, 2020, 9:00 am by Zoom**

- Please submit agenda items for this meeting to your ERC representative no later than August 24, 2020.

Your 2020 ERC representatives are:

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

Kathlene Franklin, MS-18, ext. 37298, kfrankli@utsi.edu

Nick Van Zandbergen, MS-29, ext. 37310, nvanzand@utsi.edu

▪ **Secretarial and Clerical and Technical Services**

Laura Horton, MS-19, ext.37462, lhorton@utsi.edu

Doug Warnberg, MS-35, ext. 37357, dwarnber@utsi.edu

Chairperson - Patricia Burks-Jelks, MS-11, ext. 37226, pjelks@utsi.edu

Recorder - Pam Ledford, MS-11, ext. 37504, pledford@utsi.edu

ERC website: <https://www.utsi.edu/employee-relations-committee-erc/>