ERC Members: Kathlene Franklin, Nick Van Zandbergen, Laura Horton, Doug Warnberg  
Attendees: Pam Ledford   SGA President: James Chism  
Chair: Patricia Burks-Jelks  Recorder: Molly West

MINUTES

1. Status of Holiday Activities
   a. Annual Christmas Luncheon - Due to Covid-19 and number of people that attend, executive decision to not have luncheon this year.

   b. Tree Lighting/Decorating Party- In order for everyone to have time to enjoy the festivities, we plan to start decorating the lobby Christmas tree during the week of November 16th. COVID related protocols including masks and social distancing will be required. More details to come.

   c. Charity Drives – Watch email for details.  
      (i) Annual Food Drive – Good Samaritan of Franklin County  
      (ii) Tullahoma Animal Shelter Pet Drive  
      (iii) Tullahoma Fire Department Toy Drive  

   d. 4th Annual Door Decorating Contest – Watch email for details.

♦ Next ERC Zoom Meeting: Wednesday, Nov 11, 2020
Please submit agenda items for this meeting to your ERC representative no later than Friday, Nov 6, 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, p jelks@utsi.edu  
Recorder – Molly West, MS-11, ext. 37233, mwester@utsi.edu  
ERC website: https://www.utsi.edu/employee-relations-committee-erc/