

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
February 1, 2017, 10:30 a.m. CST
Room B110 Conference Room
MINUTES**

Attendees:

2017 members: Kaycee Edwards, Kathlene Franklin, Terry Garner, Susan Murphy

2016 members: Clara Ferguson and Paula Morris

Guest: Dr. Mark Whorton

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

1) Welcome and Opening Remarks

•*Secretarial and Clerical Group:* Kaycee Edwards will serve a two year term. Susan Murphy will serve the second year of her two year term.

•*Buildings, Grounds Maintenance, Skilled Trades, Food Services and Technical Services Group:* Terry Garner will serve a two year term. Kathlene Franklin will serve the second year of her two year term. Appreciation was expressed to Clara Ferguson and Paula Morris for their hard work and contributions throughout their 2 year terms.

Patricia Burks-Jelks welcomed the new committee members and then turned the floor over to Dr. Whorton for remarks. Dr. Whorton expressed his appreciation to the ERC. He stated that everyone has a voice and is important. He wants every person that works here to know their work fits in to the overall success of UTSI. Dr. Whorton encourages non-exempt employees to utilize the ERC Committee if they have any issues or concerns. He stated that the ERC has an important role to insure a great environment. He thanked the members of the ERC for agreeing to serve.

Regarding facility outsourcing, Dr. Whorton stated the University at large is reviewing the situation. Dr. Whorton will use his full authority to make a strong and reasoned case that outsourcing is not to the benefit of UTSI. Per Dr. DiPietro's announcement in November, "**Each campus will retain the option to opt out even after all state costs are validated**, all proposals received, and the final comparison of validated state costs compared to proposed service provider costs is complete." It is still under review and no final decisions have been made at this time.

2) Critique of 2016 Holiday Activities

•*2016 Christmas Tree Trimming in Lobby, November 30, 2016* - Positive feedback. Terry Garner with the ERC will work on obtaining a Christmas tree for 2017 event. University funds cannot be used for Holiday events. If anyone has suggestions or a tree they would like to donate, please contact an ERC member.

•*Holiday Celebration Luncheon held Tuesday, December 13, 2016* - Positive feedback. Since University funds cannot be used for Holiday events, Dr. and Mrs. Whorton gave a contribution which allowed luncheon tickets to be offered at a reduced price. There were approximately 125 attendees. The Tullahoma High School choir, the AristoCATS, performed and were very well received. Committee would like to invite the choir to perform for the 2017 event.

•*Angel Tree Project - Coffee County Foster Children Support Group* - The UTSI Family adopted 15 angels. The reduced number was more manageable compared to 25 in 2015. It was suggested to try 20 angels for the 2017 project.

•*Franklin County Good Samaritan Food Drive* – The UTSI Family donated a large quantity of food and money. The committee agreed to continue the project for the 2017 season.

3) Employee suggestions for the next holiday season

- a. Ugly sweater theme at Holiday luncheon – Committee was in favor.
- b. Holiday door decorating contest – Committee was in favor and will work on guidelines etc. If anyone has suggestions, please contact an ERC member.

4) ERAB Meeting Minutes

The Committee reviewed the ERAB minutes from December 12, 2016.

5) UTSI Employee Relations Advisory Board Representative

Kaycee Edwards is the 2017 ERAB representative. Terry Garner will serve as her back-up.

6) ERC representative for the 2017 UTSI Safety Committee.

Terry Garner is the 2017 UTSI Safety representative. Kaycee Edwards will serve as his back-up.

Next Meeting:

March 9, 2017 – 10:00 am – B112 classroom

Please submit agenda items for this meeting to your ERC representative no later than Wednesday, March 1, 2017.

Secretarial and Clerical representatives

Kaycee Edwards, MS-05, ext. 37477

Susan Murphy, MS-29, ext. 37311

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

Kathlene Franklin, MS-18, ext. 37298

Terry Garner, MS-22, ext. 37252

The Employee Relations Committee gives non-exempt employees an opportunity to express concerns and issues at UTSI. To find out more information on the UTSI ERC and see past minutes, please click [here](#).