

MINUTES
The University of Tennessee Space Institute
Employee Relations Committee Meeting
January 21, 2020, 10:00 a.m. CST
Lower C Conference Room

Attendees:

2020 members: Kathlene Franklin, Laura Horton, Nick Van Zandbergen, Doug Warnberg

2019 members: Meghan Morris and Tamara Bonner-Thompson

Chair: Patricia Burks-Jelks, Recorder: Pam Ledford

SGA Rep: Kate Stamper absent

1) Welcome New Members.

▪*Building and Grounds Maintenance, Skilled Trades, and Food Services* - Kathlene Franklin will serve a two-year term. Nick Van Zandbergen will serve the second year of his two-year term.

▪*Secretarial and Clerical and Technical Services* - Laura Horton will serve a two-year term. Doug Warnberg will serve the second year of his two-year term. Appreciation was expressed to Meghan Morris and Tamara Bonner-Thompson for their contributions during their two-year terms.

The Employee Relations Committee gives non-exempt employees an opportunity to express concerns and issues at UTSI. The UT policy and UTSI procedure for the committee can be viewed at the following links: [UT HR0630-Employee Relations Advisory Organization \(ERAO\) policy](#) and the [UTSI HR0630 ERAO Procedure](#).

- 2) Feedback for 2019 Christmas Tree Trimming in Lobby – The Committee agreed to continue the tradition.
- 3) Feedback for 2019 Holiday Celebration Luncheon – The committee agreed to continue the holiday luncheon at the Dining Hall.
- 4) Feedback for 2019 Tullahoma Fire Department Toy Drive, Tullahoma Animal Shelter, and the Food Drive for the Franklin County Good Samaritan organization – The committee agreed to continue supporting these organizations. Everything went smoothly and much appreciated.
- 5) 2020 University-wide Employee Relations Advisory Board representative for UTSI
Laura Horton is UTSI ERAB representative. Doug Warnberg will be her backup.
- 6) 2020 UTSI Safety Committee ERC Representative.
Doug Warnberg is the UTSI Safety representative.

Next Meeting:

Date/time: Thursday, March 26, 2020 – 10:00 a.m.

Lower C Conference Room

Please submit agenda items for this meeting to your ERC representative no later than March 19, 2020. See following page for the ERC representatives contact information.

- Building and Grounds Maintenance, Skilled Trades, and Food Services
Kathlene Franklin, MS-18, ext. 37298, kfranklin@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

For more information about the UTSI ERC and to view past minutes, please click [here](#).