

MINUTES
The University of Tennessee Space Institute
Employee Relations Committee Meeting
June 25, 2020, 8:30 a.m. CST
Room H-111

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

- 1) **UT ERAB meeting held in December 2019.** *Minutes distributed at ERC meeting. If you would like to see a copy of the minutes, please contact the UTSI HR office at hr@utsi.edu.*
- 2) **Is there a way we can keep the UTSI COVID-19 website up-to-date? It is time consuming sorting through emails, when we could have a one-stop shop on the website.** *UTSI COVID-19 website updates are under construction- <https://www.utsi.edu/covid-19-info-updates/>. Phase 3 going into effect on July 6, 2020. (UPDATE: Per email from Scott Van Zandbergen dated July 2, 2020, it has been decided to delay consideration of entering Phase 3 until July 17, 2020.)*

For information regarding COVID-19 benefits related to your employment, see the UTSI HR website - <https://www.utsi.edu/covid-19-guidance-for-ut-space-institute-employees/>

- 3) **What is the status of Fall 2020 classes?** *As of now, classes are still on schedule. Status will be updated as soon as more information is available.*
- 4) **When will the fitness center re-open?** *The rec area will not be open until the start of the Fall term, the pool table and air hockey table will not be available until then as well.*
- 5) **During working hours, why do employees not have access to outer doors from A wing to H wing?** *Key fobs only work in employee's area. Employees may contact the Facilities Director, Susan Murphy, regarding obtaining access to other areas.*
- 6) **2020 UTSI Annual Fall Family Picnic "Fall Festival" Status** - *UTSI hopes to have a picnic in the Fall and the ERC/SGA is working out the details depending on Covid-19 guidelines. Hopefully, in another month we will be better positioned to make decisions.*
- 7) **Tentative Picnic Date - Please mark your calendar -- Friday, September 25, 2020** - *Picnic status depends on Covid-19 guidelines. Status will be updated as soon as more information is available.*
- 8) **Miscellaneous Items**
 - 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.
 - Annual Benefit Enrollment - October 1-16, 2020. Watch your mail this Summer and Fall for more information on your 2021 insurance benefits.
 - ParTners for Health homepage – <https://www.tn.gov/partnersforhealth.html> - click the yellow band for updated **Coronavirus Benefits Information from Partners for Health.**

Next Meeting: *Thursday, July 30, 2020, 9:00 am, Room H-111* - Please submit agenda items for this meeting to your ERC representative no later than July 23, 2020.

Your 2020 ERC representatives are:

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

Kathlene Franklin, MS-18, ext. 37298

Nick Van Zandbergen, MS-29, ext. 37310

▪**Secretarial and Clerical and Technical Services**

Laura Horton, MS-19, ext.37462

Doug Warnberg, MS-35, ext. 37357

Chairperson - *Patricia Burks-Jelks, MS-11, ext. 37226*

Recorder - *Pam Ledford, MS-11, ext. 37504*

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