

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
November 17, 2016, 9:00 am cst
B112 Classroom
Minutes**

Attendees:

ERC Committee Members: Kathlene Franklin, Susan Murphy

Not present: Clara Ferguson, Paula Morris **SGA:** Julie King

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

UTSI Holiday Celebration Luncheon to be held Tuesday, December 13, 2016

Following Patricia's discussions with Dr. Whorton last week and based on his support and agreement:

- The luncheon will be called the "Holiday Celebration Luncheon" (announcements, flyers, etc.... should reflect this wording).
- We will go with the traditional lunch (i.e. turkey, dressing, etc.....)
- Luncheon total cost will be no more than \$1,900.00.
- Dr. and Mrs. Whorton will make a contribution to go toward luncheon expenses to allow tickets to be sold at reduced price of \$8.00 per person.
- Faculty, staff, and guest will pay \$8.00 per person.
- There will be no charge to UTSI students.
- There will be no charge to children under 10.
- We will invite the Tullahoma High School Choir – The AristoCATS to join us at the luncheon.

Annual Angel Tree Project

- The committee agreed to support Coffee County Foster Child Support Group
- UTSI will adopt 15 Angels
- Evelyn Curlee hopes to have information from the caseworkers around the middle of November and will send us the 15 Angels as soon as possible. Mrs. Curlee is currently looking for a delivery location. She would like to have the gifts no later than December 10 if possible.

Annual Food Drive Project

- The committee agreed to support Good Samaritan of Franklin County
- Food Baskets located around campus starting November 1, 2016

Tree Trimming in the Lobby

- Live tree from UTSI property to place in Lobby
- Finger Foods and tree trimming & lighting in the Lobby on Wednesday, November 30, 2016
- Finger Foods and take tree down on Tuesday, January 3, 2017

ERC Elections

- ERC Elections for 2017 are ongoing.
- Once received, please complete your ballot and return to HR as soon as possible