

The University of Tennessee Space Institute  
Employee Relations Committee Meeting  
January 22, 2014 1:30 pm CST  
Human Resources Office, C-106  
Minutes

**Attendees:**

**ERC Committee Members:** Barbara Birdsong, Laura Horton, Natallia Kaptur, Doug Warnberg

**ERC Chairperson:** Patricia Burks-Jelks, **Secretary:** Courtney Maricle

- **Critique of the 2013 Holiday Activities:**
  - **Holiday Luncheon** – Positive feedback for the program. Music selection by the UTSI Band was outstanding. Monies collected for the luncheon are required to cover cost since this is not a UT supported function. The committee agreed that they want to continue for the 2014 Holiday Season.
  - **Angel Tree Project** – UTSI Family supported the Coffee County Foster Child Support Group for the third year and had a great response from our employees. All 25 angels were adopted. Committee has agreed to continue this project for the 2014 season.
  - **Food Drive** – The UTSI community donated food, home goods and money to the Good Samaritan of Franklin County. This is a wonderful activity that the members agreed to continue for the 2014 season.
  
- **Welcome New Members and Discuss Duties:**
  - Natallia Kaptur was elected for the Secretarial and Clerical Group. She will serve two years.
  - Doug Warnberg was elected for the Buildings, Grounds, Maintenance, Skilled Trades, Food Services and Technical Services. He will serve two years.
  - Barbara Birdsong is serving her second year of her two year term.
  - Laura Horton is serving her second year of her two year term.
  
- **ERC Representative for the 2014 University-wide Employee Relations Advisory Board:**
  - The committee elected Laura Horton to serve as the Space Institute representative on the University-wide Employee Relations Board
  
- **ERC Representative for the 2014 UTSI Safety Committee:**
  - Doug Warnberg was elected by the committee to serve as the ERC representative on the UTSI Safety Committee.
  
- **UTSI 50<sup>th</sup> Anniversary:**
  - UTSI will celebrate their 50<sup>th</sup> anniversary this year; 2014.
  - New Flags and Banners will be purchased for campus to celebrate the milestone
  - Activities scheduled as of this date:
    - UTSI Annual Picnic - Thursday, September 11, 2014
    - 1 Mile Fun Run/Walk - Thursday, September 11, 2014
    - Reception and Dinner with Speakers at Manchester Coffee County Conference Center – Friday, September 12, 2014
  - More activities are to be scheduled. Please stay tuned for more information.

**Next Meeting:**

When: Tuesday, March 18, 2014

Where: Human Resources Office, C-106

Time: 2:00 pm

**Please submit agenda items for this meeting to your ERC Representative no later than March 12, 2014.**

**Secretarial and Clerical**

[Barbara Birdsong](#) MS-04, ext. 37318

[Natallia Kaptur](#) MS-27, ext. 37360

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

[Laura Horton](#) MS-19, ext. 37462

[Doug Warnberg](#) MS-35, ext. 37357