

MINUTES
The University of Tennessee Space Institute
Employee Relations Committee Meeting
November 11, 2020, 10:00 a.m.
Zoom

ERC Members: Kathlene Franklin, Laura Horton, Doug Warnberg
Absent: Nick Van Zandbergen
Attendees: Pam Ledford SGA President: James Chism
Chair: Patricia Burks-Jelks Recorder: Molly West

MINUTES

1. **Status of Holiday Activities** – After meeting held to plan holiday activities shown below, an announcement was emailed to faculty, staff, and students stating due to COVID-19 developments that UTSI 2020 ERC and SGA holiday activities are cancelled. To make personal donations directly to the charities that are normally supported and would appreciate support throughout the year, please contact the following:
 - Good Samaritan of Franklin County, 1725 Decherd Blvd, Decherd, TN 37324, ph: 931-967-9336
 - Tullahoma Animal Shelter, 942 Maplewood Ave., Tullahoma, TN 37388, ph: 931-454-9580
 - Tullahoma Fire Department Toy Drive etc. – 612 S. Jackson St., Tullahoma, TN 37388, ph: 931-455-0936
 - a. CANCELLED-Tree Lighting/Decorating Party- The tree will be put up on November 16, 2020. We will decorate the tree on November 17th at 10:00 AM.
 - b. CANCELLED-Charity Drives- Deadline for all drives will be December 9, 2020.
 - (i) Annual Food Drive – Good Samaritan of Franklin County
 1. UTSI delivery date will be on Wednesday, December 16, 2020.
 - (ii) Tullahoma Animal Shelter Pet Drive
 1. UTSI delivery date will be on Tuesday, December 15, 2020.
 - (iii) Tullahoma Fire Department Toy Drive
 1. UTSI delivery date will be on Tuesday, December 15, 2020.
 - c. CANCELLED-4th Annual Door Decorating Contest – Sign ups by email are open until Wednesday, November 18th. Doors will need to be decorated by Wednesday, November 25th. Electronic voting will take place December 7-11. The winner will be announced the following week at the All Hands On Zoom Meeting, December 17th.

◆Next ERC Zoom Meeting: Date to be determined

Please submit agenda items for this meeting to your ERC representative – Date to be determined.

Your 2020 ERC representatives are:

•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

Chairperson - Patricia Burks-Jelks, MS-11, ext. 37226, pjelks@utsi.edu

Recorder – Molly West, MS-11, ext. 37233, mwest@utsi.edu

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