

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
August 30, 2017, 10:00 a.m. CST
Lower C wing Conference Room
MINUTES**

Attendees: Kaycee Edwards, Kathlene Franklin, Terry Garner, Susan Murphy
ERC Chairperson: Patricia Burks-Jelks, **Recorder:** Pam Ledford
SGA president: Julie King

- 1) **Employees are requesting that another Ice Machine be located in the main building to replace the one removed from Lower A. – submitted to Kaycee Edwards**
ERC Chairperson Patricia Burks-Jelks contacted Facilities regarding locating another ice machine in the main building. Facilities is researching purchase of an ice machine and a possible location. Cost will be around \$2000.
- 2) **Updates for 2017 UTSI Annual Family Picnic being held Friday, September 22, 2017**
*Door prize committee update: *Committee gathering prizes.**Food & Decorations committee update: *Committee purchasing supplies, pumpkins, mums, etc.* *Games committee update: *Working on games and location.**ERC and SGA Fun Run update – *ERC will supply refreshments for Fun Run.* *Dessert Contest update – *3 judges needed.*
*Pontoon Boat update – *Barbara Birdsong worked with AEDC to request them to invoice UTSI for the use of the pontoon boat. AEDC agreed to invoice. Also UTSI HR is working on the pontoon boat waiver forms as required by Risk Management.*
- 3) **2017 Holiday Celebration Luncheon** – date set for Wednesday, December 13, 2017
- 4) **Miscellaneous Items**
*Annual Insurance Enrollment for eligible UTSI employees – October 2-13, 2017
*Flu Shots administered by Kroger Pharmacy –Wednesday, October 11, 2017 – 9-11:00 am

Next Meeting:

Time/Date: Monday, November 13, 2017 – 10:00 am

Location: Lower C wing Conference Room

Please submit agenda items for this meeting to your ERC representative no later than Monday, November 6, 2017.

Secretarial and Clerical representatives

Kaycee Edwards, MS-05, ext. 37477

Susan Murphy, MS-29, ext. 37311

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

Kathlene Franklin, MS-18, ext. 37298

Terry Garner, MS-22, ext. 37252

The **Employee Relations Committee** gives non-exempt employees an opportunity to express concerns and issues at UTSI. To find out more information on the UTSI ERC and see past minutes, please click [here](#).