

**The University of Tennessee Space Institute  
Employee Relations Committee Meeting  
November 13, 2017, 10:00 a.m. CST  
Lower C 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) Critique of Picnic 2017**

- a. Door prize committee (*Susan Murphy – Julie King – Terry Garner*) – *fabulous, wonderful, no complaints, walkie talkie worked well*
- b. Food & Decorations committee (*Kaycee Edwards – Kathlene Franklin*)-*everything went well, support Fall Festival theme each year.*
- c. Games committee (*Kaycee Edwards – Julie King*) - *Games went well before the weather became too hot and participation decreased substantially. Suggestion to move games up earlier in the day when it is cooler. Also suggested to remove this responsibility from the students.*
- d. One Mile Fun Run & Walk (*Julie King*) – *went well.*
- e. Pontoon boat – *Everyone loved the pontoon boat rented from AEDC Marina. Continue each year as able.*
- f. Suggested to review the time of day the picnic is held due to heat. Suggested to start games and pontoon boat rides in the morning when it is cooler.

- 2) **Request to have bottled water for the vending machine and/or updated vending machine.** --submitted to *Kaycee Edwards* – Convenient Vending does not charge UTSI to use the vending machines. They stock and service both the drink and snack machines in Lower D wing at no cost to UTSI. The drink machine does offer bottled water. Also, the water fountains around campus have filtered water.

Updating the vending machines has been brought forth to the ERC before. Considering the stocking, service and the use of the machines has no cost to the university, it was decided not to update.

- 3) **Status of ice machine in main building.** Revitalization efforts in the Library will address the location of the ice machine in the main building.
- 4) **ERC Procedure Changes**-Due to the limited number of available employees in the Secretarial/Clerical group, it was decided to combine the Secretarial/Clerical group and the Technical Services group for the 2018 election of 2019 members. The election begins in November 2018. Effective January 1, 2019, two representatives each will serve from the following occupational categories:
- ◆Building and Grounds Maintenance, Skilled Trades, Food Services
  - ◆Secretarial/Clerical and Technical Services

Also it was stated to add to the procedure that a Student Government Association (SGA) representative will be invited to the ERC meetings. SGA will provide the student perspective and be included in discussions. These changes will be added to the UTSI HR Procedure #630, Employee Relations Advisory Organization.

**5) Holiday Events (Cannot use university funds for Holiday events)**

- a. Christmas Tree Trimming in Lobby –It was decided to purchase a tree with private donations to use every year in the Lobby. Event date- Nov 29 1<sup>st</sup> choice – Nov 30 – 2<sup>nd</sup> choice – 2-3 pm - Other Holiday traditions will be included.
- b. Holiday Door Decorating Contest – working out details.
- c. Holiday Celebration Luncheon – **December 13, 2017**  
Tulahoma Aristocats have been invited to perform again and have accepted the invitation.

**6) Annual Angel Tree Project**

Support Coffee County Foster Child Support Group and adopt 20 angels for the 2017 project.

**7) Annual Food Basket Project**

Support Good Samaritan of Franklin County.

**Next Meeting:**

Time/Date: TBD

Location: Lower C wing Conference Room

***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](#).