

# MINUTES

## The University of Tennessee Space Institute Employee Relations Committee Meeting July 21, 2021, 8:30 a.m. CST Lower-C Conference Room

**2021 ERC committee:** Tonya Battles, Laura Horton, Ryan Winton

**ERC Chairperson:** Patricia Burks-Jelks      **SGA Representative:** James Chism

**Recorder:** Pam Ledford

**Absent:** Kathlene Franklin and Molly West

- 1) **2021 UTSI Annual Fall Family Picnic “Fall Festival”**
  - a. **The date for the picnic is Friday, September 24, 2021**
  - b. Whitt’s BBQ will cater. Day has been reserved. Menu set.
  - c. Laura Horton will chair the door prize committee. Ryan Winton will assist.
  - d. Tonya Battles will chair the decorations committee.
  - e. James Chism of SGA will chair the games committee.
  - f. Pontoon Boat - Laura Horton will reserve boat. James Chism will drive. He will find 2<sup>nd</sup> person to assist.
  - g. Dessert Contest will be postponed until next year. This year the service awards recipients for last year and this year will be recognized and honored with special ceremony to include dessert.
  - h. Fun Run/Walk status - James Chism will talk to Running Club – He will check status and inform committee.
  - i. More details regarding the picnic will follow in coming weeks.
  
- 2) **Service Awards:** The recipients for last year and this years’ service awards will be celebrated at the Fall Picnic.
  
- 3) **Special called August ERC meeting, picnic planning:** Wednesday, August 18, 2021, 8:30 a.m.
  
- 4) **Regular September ERC Meeting:** Wednesday, September 8, 2021, 8:30 a.m.
  
- 5) **Miscellaneous Items:**
  - **Updated information on Self-Isolation Process for UT Space Institute Employees –**  
<https://www.utsi.edu/wp-content/uploads/2021/07/UTSI-Self-Isolation-Process-07.09.2021-FINAL.pdf>
  
  - **Onsite Biometric Screening – September 28, 2021, 7:30-11:30 am in room H-111**
    - To schedule an onsite screening appointment: Please access <https://my.questforhealth.com> and using the registration key SOT, or by contacting the Quest Diagnostics Service Center at 855.623.9355. You will need your Caremark ID number found on the Caremark prescription ID card. If you need assistance, please contact Pam Ledford at [pledford@utsi.edu](mailto:pledford@utsi.edu) or call 931-393-7504.

- **Wellness Program** - Participants can earn up to \$250 a year by completing certain wellness activities (if eligible)! Each participant will be able to earn the maximum \$250 per person (\$500 annual maximum). ActiveHealth (wellness vendor) sends completion information to UT on the 15th of every month and the incentive payments appear on your paycheck. For more information on how to enroll, go to <https://www.tn.gov/partnersforhealth/other-benefits/wellness-program.html>.
- **Annual Benefit Enrollment Period** - October 1-15, 2021. Watch your mail this summer and fall for more information on your 2022 insurance benefits.
- **ParTNers for Health homepage** – <https://www.tn.gov/partnersforhealth.html> - click the yellow band for updated health benefit info - Coronavirus Benefits Information from Partners for Health.

**The 2021 ERC representatives are:**

Building and Grounds Maintenance, Skilled Trades, and Food Services

Kathlene Franklin, MS-18, ext. 37298

Tonya Battles, MS-18, ext. 37298

Secretarial and Clerical and Technical Services

Laura Horton, MS-19, ext.37462

Ryan Winton, MS-22, ext. 37254

Chairperson

Patricia Burks-Jelks, MS-11, ext. 37226