

The University of Tennessee Space Institute
Employee Relations Committee Meeting
Wednesday, October 3, 2018
Lower C Conference Room
Minutes

Attendees:

ERC Committee Members: Kaycee Edwards, Dana Hale, Meghan Morris.

Absent: Tamara Bonner-Thompson

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

SGA Officer: Katrina Sweetland

1. Critique of 2018 Fall Picnic

Door Prize Committee:

The committee agreed to continue with restaurant gift cards and with the UT memorabilia from UT Bookstore.

Food and Decoration:

The following are suggestions for next year:

Decrease the amount of Chips to buy (2018: 192/6 boxes)

Increase Water (2018: 84/3 cases) due to warmer weather. Continue with Whitt's for next year.

Increase the amount of Sun Drop's we buy.

Suggestion for next year: Contact Sun Drop regarding possible donations next year.

Games Committee:

Everyone attending the picnic enjoyed the games. New tennis court and basketball goals are appreciated.

One Mile Fun Run/Walk:

Attendance is increasing each year. Increase the amount of bananas and water.

Pontoon Boat:

The committee would like to keep the rides to 15 minutes max.

Suggestions for Next Year:

55th UTSI Anniversary: Plan the picnic for Friday, September 20, 2019

Request to increase picnic budget to be able to purchase a UTSI item for faculty, staff, and students.

UTSI hats were suggested for next year.

Continue with the inflatable kid zone area.

2. 2018 Holiday Activities

The committee agreed upon continuing with the following activities for the 2018 holiday season:

Angel Tree Project: Supporting the Coffee County Foster Child Support Group

Food Basket Donations for Good Samaritan of Franklin County

Tree Lighting Ceremony: Thursday, November 29, 2018 10:00 AM

UTSI Holiday Office Door Decorating Contest: Winner will be announced at luncheon

Holiday Luncheon: Monday, December 10, 2018

More details to come in the following weeks.

Secretarial and Clerical

[Kaycee Edwards](#) MS-05, ext. 37477

[Meghan Morris](#) MS-01, ext. 37318

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

[Tamara Bonner-Thompson](#) Box-47, ext. 37240

[Dana Hale](#) MS-29, ext. 37312

Next Meeting: Lower C Conference Room

Date: October 18, 2018

Time: 1:30 PM