MINUTES

The University of Tennessee Space Institute
Employee Relations Committee Meeting
April 7, 2022, 8:30 a.m. CST
Lower-C Conference Room

Attendees: Tonya Battles, Shannon Burks, Seth Sells, Ryan Winton
Chairperson: Patricia Burks-Jelks Recorders: Ashley Brooks/ Pam Ledford
Absent: James Chism

1) Welcomed new members and discussed ERC committee duties
   - New Members: Shannon Burks and Seth Sells

2) Discussed ERAB overview and the agenda from last ERAB meeting (July 21, 2021)
   - Self-service updates are being made on website

3) Elected Space Institute representative for the 2022 University-wide ERAB
   - 2022 ERAB Representative: Ryan Winton
   - 2022 ERAB Representative (back up): Tonya Battles

4) Elected ERC representative for the 2022 UTSI Safety Committee
   - 2022 UTSI Safety Committee - ERC Representative: Seth Sells
   - 2022 UTSI Safety Committee - ERC Representative (back up): Shannon Burks

5) Recurring ERC monthly meeting
   - The first Thursday of each month at 9:00am

6) Confirmed date/time/place for next ERC meeting
   - Thursday, May 5, 2022, 9:00am, UTSI Dining Hall

7) Miscellaneous Items
   - Discussed ways to promote and increase the visibility of the dining hall by placing
     o I.e. markers, brochures in conference rooms, and information on screens in
       conference rooms
   - Researching how to improve Wi-Fi access throughout the building and grounds with
     facilities and IT, due to no Wi-Fi or cellular signal in elevators or certain areas on campus
   - Discussed improvements that need to be made to the back of the main campus building,
     including handicap accessibility

Please submit agenda items for the May ERC meeting to your ERC representative no later than April 28, 2022.
2022 ERC Representatives

Building and Grounds Maintenance, Skilled Trades, and Food Services
   Tonya Battles, MS-18, ext. 37298
   Seth Sells, MS-29, ext. 37310

Secretarial and Clerical and Technical Services
   Shannon Burks, MS-09, ext. 37403
   Ryan Winton, MS-22, ext. 37254

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

Recorders
   Pam Ledford, MS-11, ext. 37504
   Ashley Brooks, MS-11, ext. 37233

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](#).