

# 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](#).