

**MINUTES**  
**The University of Tennessee Space Institute**  
**Employee Relations Committee Meeting**  
**August 04, 2022, 9:00a.m. CST**  
**Lower-C Conference Room**

**Attendees:** Tonya Battles, Shannon Burks, Seth Sells, and Kyle Ackermann

**ERC Chairperson:** Patricia Burks- Jelks      **Recorders:** Ashley Brooks/Pam Ledford

**Absent:** Ryan Winton

**Agenda Items**

1) **2022 UTSI FALL PICNIC - MARK YOUR CALENDAR** – Friday, September 16, 2022

*Door prize committee – Tonya Battles and Ryan Winton*

*Food and decoration committee – Seth Sells and Shannon Burks*

*Games Committee – Kyle Ackermann / SGA*

- Whitt's BBQ will cater food at our picnic
- RSVP form will be sent out to all faculty, staff, and students soon
- Picnic activity plans are ongoing

2) **Miscellaneous Items**

- UTSI Fall Picnic Shirts – Each UTSI person is eligible to receive one t-shirt paid by UTSI. Please let Meghan Morris know your T-shirt size by COB Friday August, 26<sup>th</sup>.
- UTSI onsite biometric screening event for state of TN health insurance participants will take place on Wednesday, November 2<sup>nd</sup> from 7:30 am – 11:30 pm in Room H-111 for staff and faculty only.

3) **Confirmed time/date of next ERC meeting (fall picnic meeting) –**

- Friday, August 19, 2022
- Place – UTSI: Lower C Wing conference room
- Time – 9:00am

*Please submit agenda items for the September ERC meeting to your ERC representative no later than August 29, 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](#).