MINUTES
The University of Tennessee Space Institute
Employee Relations Committee Meeting
August 04, 2022, 9:00 a.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
     
     o Whitt’s BBQ will cater food at our picnic
     o RSVP form will be sent out to all faculty, staff, and students soon
     o 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, 26th.
   
   - UTSI onsite biometric screening event for state of TN health insurance participants will take place on Wednesday, November 2nd 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.