

**The University of Tennessee Space Institute
Employee Relations Committee
November 03, 2022, 9:30a.m. CST
Lower C Conference Room**

Attendees: Tonya Battles, Shannon Burks, Seth Sells, Ryan Winton, Kyle Ackermann, and Meghan Morris

ERC Chairperson: Patricia Burks- Jelks

Recorders: Ashley Brooks/Pam Ledford

Agenda Items

1) Committee Critique of 2022 UTSI Fall Picnic –

- Recommendation: next year, schedule the UTSI Fall Picnic to take place during Tullahoma or Franklin County’s fall break so that it would be easier for children of the UTSI family to attend the picnic
- Whitt’s BBQ did a great job catering again this year
- Cotton candy was a hit (Thank you Mr. & Mrs. Davenport!)
- Overall, UTSI students, faculty, and staff seemed to enjoy the picnic festivities and food.

Thank you to all who attended and played a role in making this fun day come together!

2) 2022 UTSI Holiday Activities/Ideas

- Tree Decorating Party
 - Date: Friday, November 18th
- Tree Lighting Ceremony
 - Date: Wednesday December 7th
- Annual Charity Drives:
 - Good Samaritan of Franklin County
 - Tullahoma Animal Shelter Drive
 - Tullahoma Fire Department Toy Drive
 - TBA – start and end dates of the charity drives. More information coming soon.
- Annual Holiday Luncheon
 - TBD
- Annual UTSI Holiday Office Door Decorating Contest
 - Meghan Morris will be organizing UTSI’s annual holiday office door decorating contest this year. More information coming soon.
 - Please note: University funds cannot be used for holiday events including decorations
- Miscellaneous Holiday Activity Ideas
 - Recommendation: Holiday party in the lobby area of the main academic building. Possibly Holiday party festivities would include: hors d'oeuvres, pictures with Santa, movie in the auditorium, the great cookie bake off, Holiday culinary traditions around the world table, live Holiday music, etc.

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

Special 2022 UTSI Holiday Activities Planning Meeting

- Thursday, November 17, 2022
- Place – UTSI: Lower C Wing conference room
- Time – 9:30AM

Please submit agenda items for the Special ERC 2022 UTSI Holiday activities planning meeting to your ERC representative no later than close of business Monday, November 14, 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](#).