

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
January 25, 2023, 9:00 a.m. CST
Lower-C Conference Room**

Invited Members:

2023 ERC committee: Shannon Burks, Effie Burnette, Seth Sells, and Jessie Tipton

ERC Chairperson: Patricia Burks- Jelks **SGA President:** Kyle Ackermann

Recorder: Ashley Brooks/ Pam Ledford

Absent: Seth Sells and Kyle Ackermann

MINUTES

1) Welcome New Members

- *Building and Grounds Maintenance, Skilled Trades, and Food Services* – Effie Burnette will serve a two-year term. Seth Sells will serve the second year of his two-year term.
- *Secretarial and Clerical and Technical Services* – Jessie Tipton will serve a two-year term. Shannon Burks will serve the second year of her two-year term.

The Employee Relations Committee gives non-exempt employees an opportunity to express concerns and issues at UTSI. The UT policy and UTSI procedure for the committee can be viewed at the following links: [UT HR0630 Policy - Employee Relations Advisory Organization](#) and the [UTSI HR0630 Procedure - Employee Relations Advisory Organization](#)

- 2) Feedback for 2022 Holiday Luncheon** – The committee heard positive feedback. The committee agreed that the luncheon was well organized and appreciated the senior staff serving food to luncheon attendees.
- 3) Feedback for 2022 Tullahoma Fire Department Toy Drive, Tullahoma Animal Shelter, and Food Drive for the Franklin County Good Samaritan organization** – The committee heard positive feedback. The committee agreed that the drive went well.
- 4) 2023 University-wide Employee Relations Advisory Board representative for UTSI** – Jessie Tipton is UTSI ERAB representative.
- 5) 2023 UTSI Safety Committee ERC Representative** – Seth Sells is the UTSI safety representative.
- 6) Miscellaneous -**
- Inquiring about different ways to increase recycling awareness on campus. Information is forthcoming.
 - Question: What are the remote work guidelines for UTSI?

Response: Remote work options remain in effect indefinitely. Supervisors are responsible for determining when an employee can work remotely. Please coordinate with your supervisor.

Next ERC meeting: Thursday, March 09th at 9:00AM in Lower C Conference Room

Please submit agenda items for the March ERC meeting to your ERC representative no later than Wednesday, March 8, 2023.

2023 ERC Representatives

Building and Grounds Maintenance, Skilled Trades, and Food Services

Effie Burnette, MS-47, ext. 37240

Seth Sells, MS-29, ext. 37310

Secretarial and Clerical and Technical Services

Shannon Burks, MS-05, ext. 37403

Jessie Tipton, MS-05, ext. 37256

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](#).