

The University of Tennessee Space Institute
Employee Relations Committee
November 01, 2023, 10:00a.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: Jamison Murphree

Recorder: Ashley Brooks/ Pam Ledford

MINUTES

1) **Committee Critique of 2023 UTSI Fall Picnic –**

- Whitt's BBQ did a great job catering again this year.
- Cotton candy was a hit (Thank you Mr. & Mrs. Davenport!)
- Considering not having the dunking booth during the 2024 picnic.
- Overall, UTSI students, faculty, and staff seemed to enjoy the picnic festivities and food.

2) **2023 UTSI Holiday Activity Ideas**

- Tree Decorating Party
 - Date: Friday, November 17th – Friday before week of Thanksgiving
 - Time: 10:00 AM
 - Place: UTSI Main Academic Building Lobby
 - Additional information to be announced.

- Annual Charity Drives: Monday, November 27th through Thursday, December 7th
 - Good Samaritan of Franklin County
 - Tullahoma Animal Shelter Drive
 - Tullahoma Fire Department Toy Drive

***Annual Charity Delivery Date – Monday, December 11th

 - Additional information to be announced.

- Annual Holiday Luncheon
 - Wednesday, December 13th
 - Time: 11:30 AM
 - Place: UTSI Dining Hall
 - Additional information to be announced.

- Annual UTSI Holiday Office Door Decorating Contest
 - Meghan Morris Nelson will be coordinating this activity.
 - Please note: University funds cannot be used for holiday events including decorations.
 - Additional information will be shared soon.

- Miscellaneous Items
 - 2024-2025 ERC nominations and elections will be held between November and December.
An email with voting information and instructions will be sent out soon.

Next ERC meeting: Wednesday, November 15th at 10:00AM in Lower C Conference Room

Please submit agenda items for the Holiday Planning - November ERC meeting to your ERC representative no later than close of business, Monday, November 13th.

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](#).

UTSI RECYCLING PROGRAM

The following items are acceptable recycling items:



PAPER



CANS (NO LIDS)



CARDBOARD



CLEAN BOTTLES
AND THE CAPS

UTSI RECYCLING PROGRAM

The following items are not acceptable recycling items:



FOOD
(INCLUDING PIZZA
BOXES) & DRINKS



WASTE
Loose plastic bags,
bagged recyclables