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

   ● Annual Charity Drives: Monday, November 27th through Thursday, December 7th
     o Good Samaritan of Franklin County
     o Tullahoma Animal Shelter Drive
     o Tullahoma Fire Department Toy Drive
   ***Annual Charity Delivery Date – Monday, December 11th
     o Additional information to be announced.

   ● Annual Holiday Luncheon
     o Wednesday, December 13th
     o Time: 11:30 AM
     o Place: UTSI Dining Hall
     o Additional information to be announced.
• Annual UTSI Holiday Office Door Decorating Contest
  o Meghan Morris Nelson will be coordinating this activity.
  o Please note: University funds cannot be used for holiday events including decorations.
  o Additional information will be shared soon.

• Miscellaneous Items
  o 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