

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
January 24, 2024, 9:30 a.m. CST
Lower-C Conference Room**

2024 ERC committee: Ashley Brooks, Effie Burnette, Josh Hodges, and Jessie Tipton

ERC Chairperson: Patricia Burks- Jelks

SGA President: Jamison Murphree (absent)

Recorder: Pam Ledford

MINUTES

1) Welcome New Members

- *Building and Grounds Maintenance, Skilled Trades, and Food Services* – Josh Hodges will serve a two-year term. Effie Burnette will serve the second year of her two-year term.
- *Secretarial and Clerical and Technical Services* – Ashley Brooks will serve a two-year term. Jessie Tipton 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](#)

Patricia Burks-Jelks welcomed the new members and relayed that the committee's mission is to be a place for non-exempt employees to submit relevant issues for review. Confidentiality is encouraged and no one will be put in harms way for submitting a relevant concern/issue.

2) Feedback for 2023 Holiday Luncheon

- The committee had positive feedback. Since University funds cannot be used for Holiday events, a generous donor covered the cost of the meal for employees and students which was very appreciated. The Senior Staff were also appreciated for serving the delicious food. Music was missed at the event. Plans in place to revitalize the UTSI Band/Choir. If you would like to be a part of the revitalization, please see an ERC representative for more information.

3) Feedback for 2023 Tullahoma Fire Department Toy Drive, Tullahoma Animal Shelter, and Food Drive for the Franklin County Good Samaritan organization

- The committee had positive feedback. The drives helped organizations in both Tullahoma and Winchester. Cash, food, supply, and toy donations were all very much appreciated by the organizations.

4) 2024 University-wide Employee Relations Advisory Board representative for UTSI

- Jessie Tipton is the UTSI ERAB representative. Josh Hodges will serve as backup.

5) 2024 UTSI Safety Committee ERC Representative

- Josh Hodges is the UTSI Safety Committee ERC representative. Effie Burnette will serve as backup.

6) Miscellaneous

- Major annual events that the ERC helps with are the Fall picnic and holiday activities. This year they will also assist with promoting the new DASH system that will affect all employees. For more information on the UT DASH project, click [here](#).

Next ERC meeting: TBD in March. Please submit agenda items for the March ERC meeting to your ERC representative no later than Friday, February 23, 2024 to allow time to research issues.

2024 ERC Representatives

Building and Grounds Maintenance, Skilled Trades, and Food Services

Effie Burnette, MS-47, ext. 37240

Josh Hodges, MS-29, ext. 37310

Secretarial and Clerical and Technical Services

Ashley Brooks, MS-11, ext. 37233

Jessie Tipton, MS-05, ext. 37256

Chairperson

Patricia Burks-Jelks, MS-11, ext. 37226

Recorder

Pam Ledford, MS-11, ext. 37504

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To find out more information on the UTSI ERC and see past minutes, please click [here](#).