

The University of Tennessee Space Institute
Employee Relations Committee Meeting
March 8, 2024, 9:30 a.m. CST
Lower-C Conference Room

Attendees:

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

Guest: Dr. John Schmisser and Courtney Maricle-Frazier

MINUTES

- 1) **UTSI Executive Director Dr. John Schmisser** gave remarks to the ERC and stated that their work is much appreciated. He asked the ERC to lead a charge to create an anonymous system to gather suggestions/questions that he could address at the UTSI All Hands Meetings.

Dr. Schmisser stated that currently reinventing the Space Institute to create a new set of opportunities that includes growing students and research to move the Space Institute to the next level and have greater impact on the community.

Dr. Schmisser is open to inexpensive creative ideas to improve the campus. The UTSI Beautification Committee is an excellent resource to submit ideas that can be utilized to create a better campus experience. To submit ideas, please email Susan Murphy, smurphy@utsi.edu.

- 2) **DASH implementation/training** – Dr. Schmisser encourages everyone to [Become a Friend of DASH](#). DASH will go live on July 1, 2024, and IRIS will end on June 30. It will change how all employees submit timesheets, leave, etc. Training will be available and ongoing for all employees. Please watch your email for more information on training opportunities that will begin in the April/May timeframe. Many forms of training will be available including on campus and MS Teams. If questions or concerns, please contact the UTSI Training Coordinator, Courtney Maricle-Frazier, cmaricle@utsi.edu.

In the meantime, please click [here](#) to become a **Friend of DASH!** Just add your University of Tennessee email address and you will receive important updates and new information about the project.

- 3) **UTSI's 60th Anniversary Celebration** – UTSI opened classes in temporary quarters on September 24, 1964. Dr. Schmisser stated a committee is being formed to plan the celebration. More details to come.
- 4) **UTSI Fall 2024 Picnic** - date selection deferred until find out anniversary celebration date. More details to come.
- 5) **Miscellaneous**
Service Awards Recognition Luncheon will be held on May 22, 2024. More details to come.

Next ERC meeting: Friday, May 10, 2024 at 9:30AM in Library Conference Room.

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

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](#).