

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
May 15, 2024, 9:00 a.m. CST
Lower C Conference Room**

MINUTES

Attendees:

2024 ERC committee: Ashley Brooks, Effie Burnette, Jessie Tipton

ERC Chairperson: Patricia Burks- Jelks

SGA President: Jamison Murphree

Recorder: Pam Ledford

Absent: Josh Hodges

- 1) **Issue submitted to ERC representative** – *“Parking space lines seem to need new paint. Almost nonexistent and hard to see especially during rainy weather.”*
 - The ERC Chairperson, Patricia Burks-Jelks, contacted UTSI Facilities. Per UTSI Facilities, a company has been contracted to paint the lines and the work is being scheduled.
- 2) **Issue submitted to ERC representative** - *Safety issue at backdoor/cooler area of dining hall. During inclement weather, it is difficult to access the coolers without fear of falling on wet pavement. Also, when feet are wet they stick to the freezer floor. Patricia stated she would contact UTSI Facilities and the Safety Office to see what can be done to make the area safer.*
- 3) **2024 UTSI Fall Picnic**
 - Please mark your calendars – **Picnic date – Friday, October 4, 2024**
 - Picnic Committee members will be confirmed at next meeting
 - Jamison Murphree will research how SGA will support this year’s event.
- 4) **DASH implementation date postponed to January 1, 2025**
 - DASH Training will begin in the Fall. For latest updates, **[Become a Friend of DASH.](#)**
 - Courtney Maricle-Frazier, UTSI’s Dash Training Coordinator
- 5) **Miscellaneous**
 - Sick leave bank open enrollment: April 1, 2024 through June 30, 2024
 - For more information, contact Pam Ledford at pledford@utsi.edu.
 - Service Awards Recognition Luncheon will be held on May 22, 2024.
- 6) UTSI’s 60th anniversary is in September. UTSI opened classes in temporary quarters on September 24, 1964. Dr. Schmisser is making plans for a celebration. If interested in being on the planning committee, please contact Charlotte Henley at chenley@utsi.edu.

Next ERC meeting: Friday, July 12, 2024 at 9:30 am in the Lower C Conference room. Agenda items due to the ERC representatives by Friday, June 28, in order 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

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](#).