

**The University of Tennessee Space Institute  
Employee Relations Committee Meeting  
July 12, 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 (absent)

SGA President: Jamison Murphree (absent)– Eric Ramsey (absent)

Guests: Meghan Morris, Courtney Maricle-Frazier

Recorder: Pam Ledford

**MINUTES**

**1) 2024 UTSI Fall Picnic – Mark Your Calendar - Friday October 4, 2024**

Door prize committee – Ashley Brooks and Jessie Tipton

Food and decoration committee – Effie Burnette, Josh Hodges, and \*Meghan Morris

Games committee – Eric Ramsey / SGA

- Whitts BBQ will cater our picnic this year as in times past.
- SGA will assist with games and activities
- Dessert Contest coordinator - \*Courtney Maricle-Frazier
- Inquiring about Pontoon Boat – Please contact the UTSI HR office if you would like to volunteer to drive the pontoon boat – AEDC Services certification required.
- Other Activities being planned
- Courtney Maricle-Frazier and Meghan Morris have graciously agreed to assist with the Picnic this year. We appreciate it!

**2) One Mile Fun Run & Walk – SGA / Running Club / ERC Committee**

- Coordinating with SGA & Running Club. Event takes place morning of the picnic.
- Snacks will be provided for participants

**3) Issue submitted to ERC representative - Safety issue at backdoor/cooler area of dining hall when bad weather hits. 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.**

- Dr. John Schmisser approved funding for an awning. Susan Murphy, Director for Facilities, coordinated the process and C&G recently installed the awning outside the kitchen at the Student Center.

**4) Issue submitted to Suggestion Box – Request to “paint edge of sidewalks yellow”**

- More information from the individual who submitted the suggestion is needed regarding if there is an issue involving the sidewalks/curbs. Facilities will gladly address it. HR will reach out to gather more information regarding this inquiry.

**5) Issue submitted - What is the status of the untreated wooden slabs on the Lower A patio?**

- Per Susan Murphy, “We are actively looking for alternatives but are having trouble finding something that will work. There is no easy or quick solution to this problem, but we are trying to find something better.”

**6) New DASH implementation date of January 1, 2025**

- Courtney Maricle-Frazier will present information to the ERC committee once new material is gathered. Training will begin in the Fall.
  - Courtney Maricle-Frazier, UTSI’s Dash Training Coordinator
  - ERC members will be DASH Ambassadors

7) **Miscellaneous**

- **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](mailto:chenley@utsi.edu).
- **Onsite Biometric screening for Partners for Health Insurance Participants** – Wednesday, October 23, 2024, 7:30 am-11:30 am, Room H-111. Schedule appointment at following link: <https://www.sharecare.com/tnwellness/biometric-screenings/>
- **Annual Insurance Enrollment for UTSI Benefits Eligible Employees:** October 1-18, 2024 – Be on the lookout for more information in September - <https://www.tn.gov/partnersforhealth/ae/2024-annual-enrollment.html>

**Next ERC meeting: August 16, 2024 – 9:30 am, Lower C Conference Room**

**Please submit agenda items to your ERC representative no later than one week prior to ERC meeting.**

**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](#).