

**The University of Tennessee Space Institute  
Employee Relations Committee Meeting  
August 16, 2024, 9:30 a.m. CST  
Lower C Conference Room**

**MINUTES**

**Attendees:** 2024 ERC committee: Ashley Brooks, Effie Burnette, and Josh Hodges  
ERC Interim Chairperson: Pam Ledford  
SGA President: Eric Ramsey  
Guests: Meghan Morris, Courtney Maricle-Frazier, Noah Jagielski  
Recorder: Pam Ledford

**1) 2024 UTSI Fall Picnic**

• **Mark your Calendars - Scheduled for Friday October 4, 2024**

- Theme: Fall Festival – Fall Family Day
- Whitts BBQ will cater our picnic.
- SGA will coordinate games and activities
- Door prize committee – Ashley Brooks and \*Meghan Morris
- Food and decorations committee – Effie Burnette, Josh Hodges, \*Meghan Morris, \*Courtney Maricle-Frazier
- Dessert Contest coordinator – \*Courtney Maricle-Frazier – Needs 3 volunteers to judge desserts
- Committee 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.
- \*Courtney and Meghan have graciously agreed to assist with the Picnic.

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

- Noah Jagielski is the Running Club President and is organizing the Fun Run & Walk. Thank you, Noah!

**3) Issue submitted to the Suggestion Box in Lower D wing – “Dress Code is lax; work attire should be worn”**

As a representative of UTSI, employees are expected to arrive at work in their required professional attire and be reliable in attendance. Departments are encouraged to create dress code standards that relate to their specific work environment. Employees are expected to be cognizant of their attire and grooming habits as they interact with staff, faculty, students, contractors and/or the public. Employees are expected to use good judgment and to show courtesy by dressing in a manner that is professional, appropriate, and non-distracting to others.

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

Courtney Maricle-Frazier is UTSI’s Dash Training Coordinator. Training will begin in mid-October. Watch your emails for training dates/times.

**5) Miscellaneous**

○ **UTSI’s 60th anniversary celebration is Friday, September 27, 2024**

- Please RSVP number of attendees to Meghan Morris, mmorris@utsi.edu by Friday September 13.
- 11:30 -3:00 Lunch served in the lobby
- 11:00 - 3:00 Research & Education Expo in the Commons
- 1:30 - 2:30 Speakers in the Auditorium
- 3:00 - 5:00 Tailgate outside - live music, cornhole tournament, solar telescopes
- 3:30 - 5:00 Ice cream truck and UTSI Alumni social

- **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/> If questions, email [hr@utsi.edu](mailto:hr@utsi.edu) or contact Ashley Brooks.

- **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> - If questions, email [hr@utsi.edu](mailto:hr@utsi.edu) or contact Ashley Brooks.

**Next ERC meeting: September 10, 2024 – 9:30 am**

**Please submit agenda items for the next ERC meeting no later than one (1) 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 (*Transferred to UTK, 8/19/2024- Thank you for your ERC service, Jessie!*)

*Interim Chairperson*

Pam Ledford, 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](#).