

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
August 9, 2017, 10:00 a.m. CST
Lower C wing Conference Room
MINUTES**

Attendees: Kaycee Edwards, Kathlene Franklin, Terry Garner, Susan Murphy

ERC Chairperson: Patricia Burks-Jelks, **Recorder:** Pam Ledford

Special Guest: Julie King, SGA president

- 1) **Training** – The UTSI Human Resources office is working with the UT System Office of Employee and Organizational Development to bring various training opportunities to UTSI in the next few months. Training will range from Managing Across Generations, Employment Law Seminars, Myers-Briggs, and Policy Updates. Training will be open to faculty, staff, and students.
- 2) **Updates for 2017 UTSI Annual Family Picnic being held Friday, September 22, 2017** - The Door Prize committee, Food & Decorations committee, and Games committee are working on details for the picnic. Whitts Barbecue confirmed participation in providing food. Veterans will be recognized at the event.
- 3) **Schedule 2017 Holiday Celebration Luncheon** - 1st choice - December 12, 2017 or 2nd choice December 13, 2017 – Once the date is confirmed, the ERC Recorder, Pam Ledford, will contact the Tullahoma High School choir to request them to perform.
- 4) **Holiday Door Decorating Contest** – ERC member Kaycee Edwards will work on contest rules. ERC member Terry Garner will work on prizes.
- 5) **Miscellaneous Items**
 - *Jody Partin, RetireReadyTN counselor, Tennessee’s Retirement Program, Individual appointments regarding the 401k and 457 plans, Wednesday, August 16, 2017 – 9 am–3 pm.
 - *Celeste Friend, VALIC’s Financial Advisor, Tuesday, August 22, 2017, Individual appointments, 10:00am-2:00 pm.
 - *Flu Shots administered by Kroger Pharmacy –Wednesday, October 11, 2017 – 9-11:00 am
 - *Annual Enrollment – October 2 – 13, 2017

Next Meeting:

Time/Date: Wednesday, August 30, 2017 – 10:00 am

Location: Lower C wing Conference Room

Please submit agenda items for this meeting to your ERC representative no later than Wednesday, August 23, 2017.

Secretarial and Clerical representatives

Kaycee Edwards, MS-05, ext. 37477

Susan Murphy, MS-29, ext. 37311

Buildings, Grounds, Maintenance, Skilled Trades, Food Services, and Technical Services representatives

Kathlene Franklin, MS-18, ext. 37298

Terry Garner, MS-22, ext. 37252

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](#).