

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
Thursday, February 8, 2018 10:00 AM CST
Lower C Conference Room
Minutes**

Attendees:

ERC Committee Members: Kaycee Edwards, Dana Hale, Meghan Morris. Absent: Samantha Baker

ERC Chairperson: Patricia Burks-Jelks, **Secretary:** Courtney Maricle-Frazier

1. Welcome New ERC Members
Samanthia Baker, Dana Hale (replacing Terry for his 2nd year), Meghan Morris
2. Appreciation To Our Past Members
Kathlene Franklin and Susan Murphy for serving their 2 years term. Terry Garner for serving 1-year term.
3. Feedback for the 2017 Christmas Tree Trimming & Holiday Traditions Around the World in Lobby
The committee agreed to continue the tradition of the Christmas Tree and Holiday Table.
4. Feedback for the 2017 Holiday Celebration Luncheon
The committee agreed to continue the holiday luncheon at the Dining Hall
5. Feedback for the 2017 Angel Tree – Supported by Coffee County Foster Children Support Group
The committee agreed to continue the Angel Tree tradition. Angels will be placed on the Angel Tree as soon as possible .
6. Feedback for 2017 Food Drive – Supported Franklin County Good Samaritan
The committee agreed to continue the food drive tradition.
7. 2018 University Wide Employee Relations Advisory Board Representative for UTSI
Meghan Morris is UTSI ERAB rep. Kaycee will serve as her backup
8. 2018 UTSI Safety Committee ERC Representative
Dana Hale is the UTSI Safety Rep.

Secretarial and Clerical

[Kaycee Edwards](#) MS-05, ext. 37477

[Meghan Morris](#) MS-01, ext. 37318

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

[Samanthia Baker](#) MS-18, ext. 37298

[Dana Hale](#) MS-29, ext. 37312

Next Meeting: Lower C Conference Room

Date: March 15, 2018

Time: 9:00 AM