

ERC Regular Meeting Minutes
Thursday, October 22, 2009/10:30 a.m. C-102

Present: Laura Horton, Susan Murphy, Lisa Lehman, Rebecca Layman, Patricia Burks-Jelks (Chair), Courtney Maricle (Secretary)

Group Discussion:

1. 4th Annual UTSI Tree Lighting Ceremony

The date for the ceremony is **Thursday, December 3, 2009**. There will be refreshments at the ceremony. A storytelling corner will be set up for the ceremony. UT Santa will be here. As in previous years, the UTSI Support Council and American City Bank (donor of the Christmas tree) will be invited. The UTSI Support Council will be giving a monetary donation toward this event. Angel Tree will also be a part of the ceremony. Laura Horton will be available to take pictures.

2. 2009 UTSI Food Drive and Angel Tree

Announcement went out Friday November 6 for submission of names of needy families. Deadline for submission is November 12. Donation boxes are placed around campus, airport, and labs. The ERC will have the final selecting of the families by November 20. Committee needs boxes for distribution of the foods to the families are still needed – Please contact facilities if you have boxes to donate

3. How can UTSI establish a Sick Leave Bank?

In order to establish a sick leave bank, 20 employees who have six days of sick leave to donate can request to bank for employees to use when needed. Sick leave cannot be designated to one individual. This is not immediately available. There is processes/guidelines that must be followed in order to establish the bank. Watch for additional information in the UTSI HR Newsletter. Please see the link below to the UT Policy HR0382.

https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=HR0382&p_search=sick%20leave%20bank&p_start=1

4. Emily Moore

The Human Resources office continues to accept monetary donations for Emily and her family. Your donations are greatly appreciated.

5. Can we provide special support for our troops in Afghanistan and Iraq during the holidays?

The ERC has decided to focus on sending our troops goodies bags after the first of the year. The new project will be “**Hearts for our Troops**” and the ERC will start on it in January for it to be ready in February.

6. Why is there not an ERC Rep on the Executive Director Search Committee?

A request was made to add an ERC representative to the search committee. Since the internal search for the Executive Director has closed, we are waiting for further direction concerning the next steps.

7. ERAB Meeting

The next ERAB meeting is scheduled for Tuesday, December 8, 2009 in Nashville, TN

8. Employee Relations Committee Elections

The ERC elections are underway. Please submit your nominations by Monday, November 16, 2009

SPECIAL ERC MEETING SCHEDULED FOR TUESDAY, NOVEMBER 17, 2009 IN C-102 AT 10:30 A.M.