

**The University of Tennessee Space Institute  
Employee Relations Committee Meeting  
October 20, 2016, 9:00 a.m. CST  
B110 Conference Room  
Minutes**

**Attendees:**

**ERC committee:** Clara Ferguson, Kathlene Franklin, Paula Morris, Susan Murphy

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

- 1) **Critique of Picnic 2016** - The 2016 picnic was a success. Great food, great people, and great participation from everyone! Suggestions for 2017 are as follows: 1. Use fountain drink machine on the line. Purchase fountain drink mix which would be more economical than canned drinks and bottled water. Have sharpie available for people to write name on their cup. 2. Buy 3 boxes of chips instead of 2 for total of 150 bags. 3. Have door prize drawings every 30 minutes. 4. Research having the dining hall microphone hooked up to speakers outside. 5. Rent pontoon boat. 6. Each year, have the picnic be called "Fall Festival" held in late September after new students arrive. Purchase mums and pumpkins for decorations and ultimately use as part of door prizes. The committee will research these suggestions before next year's picnic. Suggestions are welcome from faculty, staff, and students for next year's picnic.
- 2) **Christmas Holiday Luncheon Planning** – The annual Christmas Holiday luncheon will take place Tuesday, December 13, 2016. The ERC Committee is planning a special program. More information will follow in the coming weeks.
- 3) **Annual Angel Tree Project** - The committee agreed to support the Coffee County Foster Child Support Group Angel Tree project and adopt 15 Angels. More details will follow in coming weeks.
- 4) **Annual Food Basket Project** - The committee agreed to support the Good Samaritan of Franklin County. Food Baskets will be placed around campus in coming weeks.
- 5) **Miscellaneous Items**
  - 2017 Flexible Benefits Plan Enrollment – Deadline October 31, 2016
  - Relief Effort for Philip Clarke's family in Bahamas – Deadline October 21, 2016
  - Flu Shots administered by Kroger Pharmacy – Tuesday, October 25, 2016 – 9-11:30 am
  - UT Human Resources Policies and UTSI Procedures Overview -Wednesday, October 26, 2016, 9:00 am – Noon - Facilitators: Mike Herbstritt, UT Human Resources, & Patricia Burks-Jelks, UTSI Human Resources – (RSVP to UTSI Human Resources)
  - TIAA-CREF counselor on campus – November 3
  - Legal Aspects of Management & Supervision - November 9, 1:00 pm – 4:00 pm -Facilitator: Mike Fitzgerald, UT Office of the General Counsel (Supervisors RSVP to UTSI Human Resources)
  - Valic counselor on campus – November 15
  - ERC Elections to be held in November

**Next Meeting:**

Time: 9:00 am

Date: November 10, 2016

Location: B110 Conference Room

If you are a non-exempt employee and have a concern or issue that you would like addressed, please submit agenda items for the next meeting to your ERC representative no later than November 1, 2016.

**The 2016 representatives are:**

▪Building and Grounds Maintenance, Skilled Trades, Food Services, Technical Services

Kathlene Franklin, MS-18, ext. 37298

Paula Morris, Box 47, ext. 37240

▪Secretarial and Clerical

Clara Ferguson, MS-01, ext. 37234

Susan Murphy, MS-29, ext. 37311

Chairperson - Patricia Burks-Jelks, MS-11, ext. 37226

Recorder - Pamela Ledford, MS-11, ext. 37504