The University of Tennessee Space Institute
Employee Relations Committee Meeting
January 22, 2014 1:30 pm CST
Human Resources Office, C-106
Minutes

Attendees:
ERC Committee Members: Barbara Birdsong, Laura Horton, Natallia Kaptur, Doug Warnberg
ERC Chairperson: Patricia Burks-Jelks, Secretary: Courtney Maricle

- Critique of the 2013 Holiday Activities:
  - Holiday Luncheon – Positive feedback for the program. Music selection by the UTSI Band was outstanding. Monies collected for the luncheon are required to cover cost since this is not a UT supported function. The committee agreed that they want to continue for the 2014 Holiday Season.
  - Angel Tree Project – UTSI Family supported the Coffee County Foster Child Support Group for the third year and had a great response from our employees. All 25 angels were adopted. Committee has agreed to continue this project for the 2014 season.
  - Food Drive – The UTSI community donated food, home goods and money to the Good Samaritan of Franklin County. This is a wonderful activity that the members agreed to continue for the 2014 season.

- Welcome New Members and Discuss Duties:
  - Natallia Kaptur was elected for the Secretarial and Clerical Group. She will serve two years.
  - Doug Warnberg was elected for the Buildings, Grounds, Maintenance, Skilled Trades, Food Services and Technical Services. He will serve two years.
  - Barbara Birdsong is serving her second year of her two year term.
  - Laura Horton is serving her second year of her two year term.

- ERC Representative for the 2014 University-wide Employee Relations Advisory Board:
  - The committee elected Laura Horton to serve as the Space Institute representative on the University-wide Employee Relations Board

- ERC Representative for the 2014 UTSI Safety Committee:
  - Doug Warnberg was elected by the committee to serve as the ERC representative on the UTSI Safety Committee.

- UTSI 50th Anniversary:
  - UTSI will celebrate their 50th anniversary this year; 2014.
  - New Flags and Banners will be purchased for campus to celebrate the milestone
  - Activities scheduled as of this date:
    - UTSI Annual Picnic - Thursday, September 11, 2014
    - 1 Mile Fun Run/Walk - Thursday, September 11, 2014
    - Reception and Dinner with Speakers at Manchester Coffee County Conference Center – Friday, September 12, 2014
  - More activities are to be scheduled. Please stay tuned for more information.

Next Meeting:
When: Tuesday, March 18, 2014
Where: Human Resources Office, C-106
Time: 2:00 pm

Please submit agenda items for this meeting to your ERC Representative no later than March 12, 2014.

Secretarial and Clerical
- Barbara Birdsong MS-04, ext. 37318
- Natallia Kaptur MS-27, ext. 37360

Buildings, Grounds Maintenance, Skilled Trades, Food Services and Technical Services
- Laura Horton MS-19, ext. 37462
- Doug Warnberg MS-35, ext. 37357