

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
January 23, 2012, 1:00 p.m. CST
Lower A Conference Room**

Attendees:

ERC Committee Members-Chris Armstrong, Tonya Battles, Natallia Kaptur, Lisa Lehman, Courtney Maricle, **Chairperson** Patricia Burks-Jelks, **Secretary** Pam Ledford

Welcome and Opening Remarks

Patricia Burks-Jelks welcomed the new members to the 2012 committee. New members are Chris Armstrong and Courtney Maricle. Members who have served their two year term and are dropping off the committee are Tonya Battles and Pam Ledford. Courtney Maricle has served as the ERC Secretary for several years. However, since Courtney will now serve as a member, Pam Ledford will serve as secretary.

Review of Employee Relations Advisory Board (ERAB) Meeting Minutes

The committee reviewed the ERAB minutes of December 12, 2011. To view these ERAB minutes, click on <http://humanresources.tennessee.edu/employeerelations/minutes.html> and then December 2011. At the ERAB meeting supplemental vision insurance coverage was discussed. ERAB attendee Pam Ledford relayed that UT hopes to offer vision coverage during the 2013 annual enrollment period. If so, more details on this coverage will be included with the 2013 annual enrollment materials.

Employee Engagement Survey

Patricia Burks-Jelks stated that results from the Employee Engagement Survey conducted by the survey vendor ModernThink in November should be coming in the March/April time frame. More than 5,000 University of Tennessee employees statewide participated in the Fall 2011 Employee Engagement Survey and shared feedback on various topics. There was a great response from UTSI employees. For information on the participation rates, see <http://humanresources.tennessee.edu/yourvoice/results.html>.

The results are in. To hear the outcome of the survey, come to Room H-111 on March 7, 2012, at 9:00 am.

New Online Applicant Tracking System for Staff Positions

The new online Applicant Tracking System is up and running as of January 18, 2012. Staff positions are now posted and applied for online. There are plans for UT faculty positions to be added in the near future.

2011 Christmas Activities

Christmas activities were discussed. Overall good feedback on the Christmas Luncheon. Employees enjoyed the Christmas Karoke. Note for next year- need to choose luncheon date and reserve on Dining Hall calendar as soon as possible. Also need to set up karaoke machine day before and do trial run. Good idea to have extra on call temporary employees working in dining hall so the regular employees can enjoy the luncheon. No negative remarks were heard by the ERC committee. It was reiterated that the Christmas Luncheon is not financially supported by UT and the monies collected were required to cover costs.

Christmas Tree Lighting was discussed. Since no funding for this activity, the committee should not advertise. Next year just send email the day of stating the Christmas Tree lights will go on at a certain time. There will be no refreshments or program.

The Christmas Food Basket Drive was discussed. Individual food baskets were not distributed. The committee did not solicit names of needy individuals and then have the difficult task of choosing the most needy individuals. All food and monies collected were split between the Good Samaritan organizations of Franklin and Coffee Counties. Thank you notes were received from both Franklin Co. and Coffee County organizations. Donations were much appreciated. There was not as much food collected this year but that might be a result of the current economy. No negative feedback was heard. Note for next year: Kickoff first of November.

The Christmas Angel Tree Project was discussed. Instead of the ERC soliciting names of individual angels, the committee chose to support the Coffee County Foster Child Support Group. This organization manages an angel tree project for the area foster children. They do all the paperwork and distributing of gifts. UTSI was able to support 10 angels and had great response. Note for next year – request 20 angels. It was suggested that we alternate counties each year. If possible next year, do angel tree located in Franklin County. In future, use support programs that are in place in the area. ERC is not in a position to choose who is needy or not. It was suggested that each year we choose either Good Samaritan in Franklin County or Coffee County in order to have more food for that organization. We need to be realistic on how much we can support. Note for next year's Christmas events - schedule planning meeting in September after picnic. At that meeting, plan first announcements to begin first part of November. If anyone has additional comments, please send them to HR or an ERC representative.

UTSI Fitness Center

At the January 2011 ERC meeting, Dr. Moore asked the committee to consider ideas for wellness programs and activities. ERC suggested ideas for the updated fitness center located in the Industry Student Center. New equipment has been purchased. Employees should contact Scott Van Zandbergen, email svanzand@utsi.edu, ext. 37402, Upper A wing, for access to the fitness center and/or with suggestions on how to improve the facility.

Employee Relations Committee

The committee elected Courtney Maricle to serve as the Space Institute representative on the University-wide Employee Relations Board. Chris Armstrong was elected to serve at the ERC representative on the UTSI Safety Committee. It was decided that individuals elected to these positions would serve as back up to each other.

Next Meeting:

Lower A Conference Room

Time: 9:00 am

Date: March 16, 2012

Please submit agenda items for this meeting to your ERC representative no later than March 9, 2012.