

**The University of Tennessee Space Institute**  
**Employee Relations Committee Meeting**  
**January 30, 2015**  
**D-100 Conference Room**  
**Minutes**

**Attendees:**

**ERC Committee Members:** Clara Ferguson, Natallia Kaptur, Paula Morris, Doug Warnberg

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

- **Critique of 2014 Holiday Activities**
  - Holiday Luncheon-Wednesday, December 10.
    - Free to UTSI Employees. Great attendance: 152 attendees.
    - A request was made to have a local high school show choir perform at the 2015 luncheon
  - Angel Tree Project – Coffee County Foster Child Support Group
    - UTSI Family adopted a total of 25 angels
    - Committee agreed to continue project for the 2015 season
    - Thanks to UTSI family for support
  - Good Samaritan Food Drive – Franklin County
    - UTSI Family donated a large quantity of food, money, and household items
    - Committee agreed to continue project for the 2015 season
    - Thanks to UTSI family for support
- **Welcome New Members and Discuss Duties**
  - Clara Ferguson was elected for the Secretarial Group. She will serve a two year term.
    - Natallia Kaptur will serve her second year of her two year term.
  - Paula Morris was elected for the Facilities Group. She will serve a two year term.
    - Doug Warnberg will serve his second year of his two year term.
  - To view the UTSI ERC Website, please visit [UTSI ERC](#)
- **UTSI Employee Relations Advisory Board Representative**
  - Paula Morris is the 2015 ERAB Rep for UTSI. Doug Warnberg is her back-up
- **ERC Representative for UTSI Safety Committee**
  - Doug Warnberg is the 2015 Safety Rep for UTSI
- **ERAB Meeting Minutes**
  - Laura Horton attended the ERAB meeting via video conference Friday, December 12, 2014
  - For complete minutes; [UT ERAB December 2014 Minutes](#)
- **Spring Clean Food Drive**
  - A suggestion was made by the committee to have another food drive during the Spring/Summer season to help out Good Samaritan in Franklin County. More discussions to follow.

**Next Meeting:**

When: Thursday, March 19, 2015

Where: D-100

Time: 2:00 p.m.

**Please submit agenda items for this meeting to your ERC Representative no later than March 12, 2015.**

**Secretarial and Clerical**

[Clara Ferguson](#) MS-01, ext. 37234

[Natallia Kaptur](#) MS-27, ext. 37360

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

[Paula Morris](#) Box 47, ext. 37240

[Doug Warnberg](#) MS-35, ext. 37357