

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
March 24, 2016, 9:00 a.m. CST
Lower A Conference Room**

Attendees:

2016 ERC committee: Clara Ferguson, Kathlene Franklin, Paula Morris, Susan Murphy

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

- 1) Request to revise Fitness Center procedures as follows: Allow access on weekends, holidays, and administrative closing days since security guard on campus; open at 5:00 am instead of 6:00 am to allot time to work out prior to working hours; and bring guests over the age of 18.

Current Fitness Center Access Information:

UTSI Fitness Center for use by UTSI students, staff, faculty

HOURS OF OPERATION

Open: 0600-2100 M-F (6:00 am – 9:00 pm – Monday-Friday)

Closed: Weekends, Holidays, Days of School Closing

•Guests, Dependents, and Children age 17 and under are not allowed in the Fitness Center

•Use of the UTSI Fitness Center is at the user's own risk

•UTSI is not responsible for Lost or Stolen items

•UTSI maintains no liability for accidents occurring on its premises.

Questions regarding use of the UTSI Fitness Center, contact 393-7313.

In order to have access to the Fitness Center, faculty, staff and students must complete Programs for Minors training and be finger printed. If questions regarding this training, please contact Patricia Burks-Jelks, UTSI's Programs for Minors Designated Official, or Chris Armstrong.

Scott Van Zandbergen, Facilities Director, was contacted about the questions raised concerning the Fitness Center. He indicated that he understands the desire for flexibility and regrets that we don't have the resources. His other responses are as follows:

1. *The guard is responsible for monitoring 365 acres with 23 buildings – not focused on one room in one building.*
2. *Guests 18 and over. As is required of faculty, staff, students and retired UTSI personnel, guests would have to pay for and receive training, a background check, and fingerprinting in order to access the facility.*
3. *Extending / changing hours. As a reminder, UTSI cannot be compared to other UT campuses that have a staff of employees whose sole purpose is working in their fitness/recreation centers; UTSI does not have that luxury. As a result, certain precautions have been implemented to ensure the safety of the occupants and our facilities. One of those precautions is set hours; which the other UT campuses have at their fitness centers. In order to make the fitness center accessible on weekends, holidays, days of school closing, and prior to 0600, the door to the dining hall / student center would need to be left unsecured, open to the public, and not monitored - with the exception of the areas where the cameras are located. As the cameras most likely would act as a good deterrent but they are only helpful after the fact.*
4. *A perk for faculty, staff, and students at UTSI is use of the UTSI fitness center for free! Other UT campuses charge a fee for use of their facilities. However, they have a population of users that can justify charging for use – UTSI doesn't.*

- 2) **Review ERAB minutes from March meeting** – Paula Morris attended the ERAB meeting held March 22, 2016 in Knoxville. She briefed the committee on meeting highlights. If you would like to see a copy of the minutes, please visit the UTSI HR Office.
- 3) **2016 UTSI Picnic Planning** – Picnic planning has begun. Employees contact ERC members with any suggestions. The picnic has been scheduled for **September 16, 2016**. Please mark your calendar.
- 4) **Miscellaneous Items**
 - Executive Director search reopened – click [here](#) for more information.
 - Performance Reviews due March 31
 - Valic Retirement Counselor – April 12
 - Sick Leave Bank enrollment April 1 – June 30
 - Sam’s Club membership drive April 13
 - Biometric Health Screening – H-111 – April 19
 - Empower Retirement Seminar - April 21
 - Service Awards Luncheon – May 10
 - For more information on these events, please contact the UTSI Human Resources office.

Next Meeting:

Date: May 18, 2016

Time: 9:00 am cst

Location: Lower A Conference Room

Please submit agenda items for this meeting to your ERC representative no later than May 6, 2016.