

**The University of Tennessee Space Institute  
Employee Relations Committee Meeting  
November 27, 2012, 9:00 a.m. CST  
Lower A Conference Room  
Regular ERC Meeting**

**Attendees:**

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

**Update:** Chris Armstrong is UTSI's Safety Coordinator effective November 1. He is now in an exempt position and will not be eligible to serve his remaining year. ERC members must be in a non-exempt status. At last year's election, Larry Ledford ran against Chris and came in second. Therefore, Larry will serve the second year of Chris' term.

- 1) **Would it be worthwhile to consider adding a wall mounted baby changing station to the restroom under the stairs in the dining hall as this facility is often utilized by the public?**  
The ERC recommended and Dr. Robert Moore approved that wall mounted baby changing stations be placed in the Dining Hall restroom under the stairs and the handicap restroom near Lower C wing in main building since these are unisex restrooms. These areas will also have appropriate signage posted to notify the public. Wes McMinn stated that Physical Plant will take care of installation.
  
- 2) **Is it possible to reestablish a speed bump between 8120 and the compressor building on the laboratory end of the campus where one was formerly located? This request derives from issues of people driving too fast in this area that has limited visibility, is a bottleneck for traffic and has a fair amount of pedestrian traffic.** The ERC recommended and Dr. Robert Moore approved that a small speed bump be placed between 8120 and the compressor building on the laboratory end of the campus for safety reasons. Wes McMinn stated that Physical Plant will take care of installation. Due to the danger to pedestrians, more measures for controlling speeding on campus might have to be implemented in the future.
  
- 3) **Could the ERC instigate a recycling campaign on campus? With more people on campus we need a campus wide collection system. At the very least bins in CLA.**  
*A campus wide collection system already exists on campus. See below:*
  - **Paper recycling** – If your office would like to recycle, place disposable box with a RECYCLING sign clearly posted on box. Do not place liquids, coffee grounds, etc. in this box. Paper only! The custodians will pick up this box once a week.
  - **Can recycling** – A can recycling container is located at the back of Lower D wing in the break area. If you would like to recycle cans, please place in this container. Money received will go toward buying the custodians coffee and bottled water.
  - **Printer cartridges** – Lisa Lehman of Computer Services recycles printer cartridges. Please send your used printer cartridges to her in Lower F wing, MS22. Contact Lisa with questions, ext. 37252.
  - **Batteries** - Physical Plant collects old dry cell batteries (AAA, AA, C, D, and 9V) and UPS batteries for recycle. Take old batteries to the Physical Plant building or ask for pick-up if you have several.
  - **No plastic recycling at this time.***If you have questions regarding the campus recycling program, please contact Leo Bonner at ext. 37298.*

- 4) **Can we do UTSI t-shirt/sweatshirt order once or twice a year?** HR is in the process of working out details for how this might be implemented. Details will be forthcoming.
- 5) **Employee Relations Advisory Board (ERAB) Minutes from meeting held on September 21, 2012.** Courtney Maricle was unable to attend this meeting since it was held the day of the picnic. Please visit the [ERAB](#) website to read the latest minutes and read minutes from previous meetings.
- 6) **Holiday Planning Activities.** Due to the lobby renovation, holiday decorating in that area is limited. The Holiday Luncheon is scheduled for December 12. Tickets are on sale now in the HR office in Lower A wing. Tickets purchased prior to event are \$7.00 per person. Tickets purchased at door are \$9.00 per person. Children 10 and under are free.

**Next regular meeting:**

Date in January to be decided. Please submit agenda items for this meeting to your ERC Representative no later than January 4, 2013.