

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
January 16, 2013, 2:00 p.m. CST
Lower A Conference Room
Minutes**

Attendees:

ERC 2013 Committee Members - Courtney Maricle, Barbara Birdsong, Larry Ledford, Laura Horton

ERC 2012 Committee Members – Chris Armstrong, Lisa Lehman, Natallia Kaptur

Chairperson Patricia Burks-Jelks, **Secretary** Pam Ledford

SGA members - James Rogers, Sabrina Hurlock

1) Critique of 2012 Holiday Activities

●**Holiday Luncheon** – Everyone received great feedback on the program, food, activities, and cost of event. Luncheon is not financially supported by UT and the monies collected are required to cover costs. Some comments received from ERC members are as follows: Wish for better participation; If luncheon were held when children are on school holiday, there would be more children. However, if the luncheon is delayed, the UTSI students will not be able to attend. Finals are held in early December and then students head home for the holidays; Meeting participants unsure how to include more people. Sabrina Hurlock, VP of SGA Activities, agreed to assist with musical program for 2013. Patricia thanked all for their support of the luncheon.

●**Angel Tree** – UTSI community supported the Coffee County Foster Child Support Group for the second year and had a great response. All 22 angels provided were adopted. It was agreed to continue same project next year. Note for 2013 – request 25 angels.

●**Food Drive** - All non-perishable food items and monies collected (\$400) were donated to the Good Samaritan organization of Franklin County. Donations were very much appreciated. In 2013, it was suggested and agreed upon that items will be donated to Coffee County Good Samaritan. Each year donations will be rotated between the two organizations. If employees have additional comments and/or suggestions, please see an ERC representative.

2) Welcome New Members and discuss duties – Dr. Robert Moore, UTSI Executive Director, welcomed the new members and thanked everyone for serving. Dr. Moore stated that numerous recommendations of the ERC committee have been implemented and have benefited the Institute. Patricia stated that his support is much appreciated.

New members are Barbara Birdsong and Laura Horton. Members who have served their two year term and are dropping off the committee are Natallia Kaptur and Lisa Lehman. Chris Armstrong would have served a second year. However, he became an exempt employee when he was appointed the UTSI Safety Coordinator. Therefore, he is no longer eligible to serve on the committee. Larry Ledford came in 2nd in last year's election and will serve the remaining year of Chris' term.

- 3) **Space Institute representative for the 2013 University-wide Employee Relations Advisory Board.** – The committee re-elected Courtney Maricle to serve as the Space Institute representative on the University-wide Employee Relations Board.
- 4) **ERC representative for the 2013 UTSI Safety Committee.** - Barbara Birdsong was elected to serve as the ERC representative on the UTSI Safety Committee. Individuals elected to these positions serve as back up to each other.
- 5) **Review ERAB minutes from December meeting (Courtney Maricle).** - The committee reviewed the ERAB minutes of December 6, 2012. To view these ERAB minutes, click on <http://humanresources.tennessee.edu/employeerelations/minutes.html> and then December 2012.

Next Meeting:

Lower A Conference Room

Time: 2:00 pm

Date: March 19, 2013

Please submit agenda items for this meeting to your ERC representative no later than March 12, 2013.

Secretarial and Clerical

[Barbara Birdsong](#), MS-04, ext. 37318

[Courtney Maricle](#), MS-11, ext. 37267

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

[Laura Horton](#), MS-19, ext. 37462

[Larry Ledford](#), MS-29, ext. 37310