

**The University of Tennessee Space Institute  
Employee Relations Committee Meeting  
July 19, 2013, 2:00 pm CST  
Lower A Conference Room**

**Attendees:**

**ERC Committee Members:** Barbara Birdsong, Laura Horton, Larry Ledford, Courtney Maricle

**SGA Committee Members:** Sabrina Hurlock

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

**1. UTSI Picnic Planning (*Picnic date, Friday, September 27, 2013*)**

If you would like to volunteer for a committee, please contact an ERC or SGA member.

- Door prize committee – Tonya Battles, Committee Chair - Barbara Birdsong, Laura Horton, Larry Ledford, Courtney Maricle
- Food & Decorations committee–Barbara Birdsong, Laura Horton, Larry Ledford, Courtney Maricle
- Games committee – Sabrina Hurlock, James Rogers and Nehemiah Williams

A Harvest Festival Theme has been selected for this year. Carnival games will be set up in the parking lot above the pavilion. Whitt's Barbecue of Tullahoma will cater. SGA is donating \$250 to the picnic. Pontoon boat rides are planned. A Dessert Contest will be held with two chances to win 1) Best Tasting Homemade Dessert - 2) Random Drawing – store bought desserts included. The UTSI Running Club will sponsor a One Mile Fun Run and Walk. Picnic day plans are ongoing. More details to be announced.

**2. What is the status of completing the Auditorium floor? ~Courtney Maricle**

Per Wes McMinn, "Funds for carpeting of the auditorium floor are included in an addendum to the Capital Maintenance project that funded the main building fire alarm system upgrade. The problem is that the main focus of the addendum was replacement of the cafeteria glass wall, and the bids came in much higher than the original estimate. Facilities Planning and the architect are discussing what to do to get the costs back in line with available funds. Our first priority is replacement of the glass wall and it is possible that the auditorium carpet could become a casualty in the negotiations. Hopefully we will know something in the next month or so."

**3. Site Champion Program Briefing – Working for a Healthier Tennessee ? ~Patricia Burks-Jelks and Courtney Maricle**

Governor Haslam is promoting a statewide initiative called *Healthier Tennessee*. The three key areas are physical activity, healthy eating, and tobacco cessation. For this HR related initiative, Patricia has appointed Courtney Maricle as UTSI's on-campus Site Champion. Courtney is charged with overseeing healthy events in the workplace, spreading the word, and encouraging participation in quarterly challenges.

**4. Review ERAB minutes from June 11, 2013 videoconference meeting ~Courtney Maricle –**

Courtney Maricle attended the June 11, 2013 ERAB videoconference. Please visit the [ERAB website](#) to read the latest minutes and read minutes from previous meetings.

**5. American Red Cross Blood Drive ~Patricia Burks-Jelks**

An American Red Cross Blood Drive will be held Thursday, September 5. To schedule an appointment, visit [redcrossblood.org](http://redcrossblood.org) and enter sponsor code: UTSI019 or email Pam at [pledford@utsi.edu](mailto:pledford@utsi.edu). Please sign up by Friday, August 23, 2013.

**6. A question has been raised about whether UTSI is permitted to engage in outside catering.**

As agreed by the UTSI Administration, UTSI will continue to do business with AEDC and participate in goodwill activities (outside). Otherwise, UTSI will not, nor its employees, equipment, or vehicles be involved in outside catering.

**Next Special Called Picnic Meeting:**

Location: Lower C-wing, Human Resources, Room C106

Time: 2:00 pm cst

Date: Friday, August 23, 2013

**Next Regular Meeting:**

Location: Lower C-wing, Human Resources, Room C106

Time: 2:00 pm cst

Date: Thursday, September 19, 2013

Please submit agenda items to your ERC representative by Friday, September 12, 2013.