

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
September 20, 2013, 2:00 pm CST
HR office C-106**

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. Dan Trentham, Manager of the UT Human Resources Call Center, made a presentation to the ERC Committee on the UT HR Call Center.

Mr. Trentham relayed to the committee that the Call Center is there to assist employees and to support the HR offices on all the campuses with any needs they might have. The Call Center averages one hundred calls per day. They receive the majority of their calls from UTK and the Ag employees across the state. It is an additional resource for HR concerns. To contact the Call Center, call toll free number 1-888-444-UTHR or 865-946-8847.

2. Request for fruit juice vending machine to be placed in Lower D-wing and rec area. Have a limited assortment of fruit juices, i.e. orange juice, grape juice or grape drink, pineapple juice, apple juice, mixed fruit juice, v-8 tomato juice. Suggest single serving size in 8 ounce small bottles or cans at a cost of 70 cents each.

The vending machines that are currently on campus will not dispense fruit juice cans. The machines that dispense fruit juice cans are similar to sandwich vending machines. As a reminder, UTSI does not pay anything for the machines we have on campus. Nor do we purchase the items in the vending machines. We can request different items from the company that stocks our vending machines. In the past we have added water to the drink machine and healthier snacks to the snack machine i.e. popcorn, crackers, pretzels. The UTSI Dining Hall has fruit juice options available if needed.

3. Request for a water bottle/water fountain to be placed in E, F, G, or H wing. It was pointed out that there is one in A wing and one between B & C wing and that it would be nice to have one in the other end of the building.

Dr. Moore has approved the addition of a water bottle/water fountain. After discussions, it has been determined that the water bottle/water fountain will be installed next to the 1st floor elevator.

4. Save the Date for the Holiday Luncheon – Tuesday, December 10, 2013

Next Special Called Meeting: (to critique picnic and discuss Holiday Luncheon, Food Drive, and Angel Tree)

Date: October 24, 2013

Time: 2:00 pm

Location: HR office

Next Regular Meeting:

Date: November 15, 2013

Time: 10:00 am

Location: HR office