**Employee Relations Team Meeting Minutes**
**DATE: January 17, 2023**
**TIME/LOCATION: Founders Room/ Zoom 10:00am**

**Roll Call:**

| | Names | | | Names |
|---|---|---|---|---|
| ✔ | Amanda Hannan | | ✔ | Rebecca Wilson |
| ✔ | Becky Steinmetz | | ✔ | Gabriel Nuokye |
| | Don Koch | | ✔ | Bea Gordon (Zoom) |
| ✔ | April Dollins | | ✔ | Amanda Palmer (Zoom) |
| | John Sparks | | ✔ | Dr. Tim Taylor (guest) |

*√ indicates attendance, leaving blank indicates absent*

## I. Call to Order
Becky Steinmetz, Chair, called the meeting to order at 10:11am. A quorum was present.

## II. Approval of Minutes of November 15, 2022
No December meeting was held (due to member unavailability) Minutes were sent out prior to the meeting. Rebecca Wilson made the motion to approve the minutes as noted with the correct attendance, Bea Gordon seconded the motion. All members voted in favor of the minutes, the motion carried.

## III. Update on Policies and Procedures
### a. Vacation/ Sick Policy
i. Executive council passed
ii. President's decision - Dr. Taylor states that he has had several updates that have come through as we change the policy manual format. He discussed what policies will need to look like, therefore there will be changes to show the connection with procedures. Dr. Taylor wants to make some minor modifications and will return so that we can begin to format other new policies. He expects the changed format to be available in mid-March 2023.
iii. Actions Needed

### b. Transfer Transition Plan Procedure Review - tabled

## IV. Items For Discussion
### a. Employee Excellence Award Progress
i. Congratulations to Lindsay for receiving the January Leadership award.
ii. Need to set some guidelines/ parameters for February award (Diversity).

iii. Student Organizations, Clubs. Rebecca Wilson suggests someone who has done something to expand access with certain populations, advocacy. Individuals with disabilities or other populations.
iv. Need to come up with criteria ahead of time and have the process prepared for the rest of the year. Nominations/ Feedback will be brought to the team to create a final list of nominees. April Dollins suggested looking to other institutions who have similar awards.
v. February Criteria: Becky will put together a rubric with the criteria provided by Dr. Taylor and the board policy (Becky has list) - weight "good, better, best"
vi. March Criteria: One who has accomplished something as a leader or member of a team, one who individually helps to meet goals for teams or "goes the extra mile;" Suggest an aim at teams - to nominate a member that meets the proposed criteria.

**b.** NISOD award updates from cabinet
i. Cabinet felt like it would be best if this was a staff award since there are plenty of other opportunities for faculty. Dr. Cather will write for the award - Due February 3rd.

**c.** Tools to use
i. Board Policy
ii. State Officials and Employees Ethics Act

**d.** Ethics Policy: Dr. Taylor spoke about policies and procedures - implement pieces of strategic plan into policies. 3.5D, 3.5E are primary focus: Develop a consistent recognition program. Employees should feel valued for their contributions/ Develop inclusive events and improve teamwork and satisfaction in the workplace. Dr. Teske will create an employee survey to determine a baseline. We need to create future initiatives to impact those strategic goals. Work with DEI council.
i. Dr. Taylor described a background for the Ethics act: we are out of alignment or compliance; ILCS 420, 5ICLS 430. All employees had to go through training at one point, with kickback from many organizations. We need a conflict of interest policy and gifts policy. Dr. Taylor recommends a draft employee policy that puts an umbrella over all of these (Ethical actions of employees). In the board bylaws, section 12, it encompasses what is required of employees as well. We should develop a broad policy including Title IX, Violence against women act (VAWA), harassment, etc.

- Gift - >$100 disclosure
- Conflict of Interest - employees need to report to HR or other individual when there is one.
- This should be completed in the next 5-6 months.
- How do we want to be transparent to the community, etc.?

- Ethics officer no longer needed by new act. Only a complete policy.

e. **Policies 6111, 6111A, 6114**
    i. **Tabled until new policy format developed**

V. **Actions for February:**
    a. **Becky: Rubrics for February/ March Employee of the Month**
    b. **Read board State Ethics Law section 70/ employee Ethics Policy and review Policy 4375 (may need to combine other policies/ policy is out of date from 2004) to formulate an Ethics Policy for SCC**
    c. **Sub-group to draft new policies - Shared google docs to add input/ ideas.**

VI. **Adjournment**

A motion for adjournment was made by Amanda Palmer at 11:21am, with a second by Rebecca Wilson .

**The next meeting will be held February 21, 2022 at 10am in the Founders Room/ Zoom.**