Employee Relations Team Meeting Minutes
DATE: April 18, 2023
TIME/LOCATION: Founders Room/ Zoom 10:00am

Roll Call:

	Names			Names
✓	Amanda Hannan		✓	Rebecca Wilson
	Becky Steinmetz		✓	Gabriel Nuokye
✓	Don Koch			Amanda Palmer (Zoom)
✓	April Dollins			
	John Sparks			
✓	Felicia Rouse			

√ indicates attendance, leaving blank indicates absent

I. Call to Order
Felicia Rouse, Facilitator, called the meeting to order at 10:05am. A quorum was present.

II. Approval of Minutes of March 2023
Minutes were provided at the start of the meeting today. Rebecca Wilson made a motion to approve the minutes. Don Koch seconded the motion. All members voted in favor of the minutes, the motion carried.

III. Update on Policies and Procedures - These items are carried over from the March meeting and have been sent to Dr. Taylor, awaiting format changes. A model for policy and procedure has been created and Felicia will send that example out to teams when it is available.

a. Umbrella Policy - tabled
b. Vacation/ Sick Policy - tabled
c. Transfer Transition Plan Procedure Review - tabled

IV. Items For Discussion

a. Employee Excellence Award Progress
i. Worked together on June/ July award criteria - those can be found in the shared Employee Excellence Awards drive..
b. Congratulation to Diversity & Inclusion Winner for April: Felicia Rouse
c. Ethics Policy: Umbrella Policy Ideas to include Ethics, Inclusion, Sexual Harassment, Conflict of Interest, Whistleblowing, and Gifting - Tabled.
d. Policies 6111, 6111A, 6114: Tabled until new policy format received.

V. Actions for May:

a. Work on August, September, October, etc.
b. Summer meetings - will faculty still plan to meet?
c. Look at new-hire process again; new director - need to go over the process again.

VI. Adjournment

A motion for adjournment was made by Don at 11:30am, with a second by Gabriel Nuokye.

The next meeting will be held May 16, 2023 at 10am in the Founders Room/ Zoom.