



## *Employee Relations Team Minutes* *07.18.23*

### **Roll Call: ✓ indicates “present”**

✓ Rebecca Steinmetz, Chair	✓ Cheryl Cummins	Rob Lucas
✓ Amanda Hannan, Secretary	✓ Evelyn Davis	Lydia Dover
✓ Mandy Palmer	✓ Becky Hawes	Daniel Kineman
Beth Crowe	✓ Gabriel Nuokye	Don Koch
✓ Judith Dollins	✓ Rebecca Wilson	John Sparks
✓ Felicia Rouse		

### **Agenda Items:**

- 1. Call to Order 10:03am**
  - a. Restructure Begins in July with the Personal Development Team**
- 2. Approve June 2023 Minutes** A motion was made by Becky Hawes to approve the minutes, a second by April Dollins
- 3. Additions to Agenda** - add “Feedback on Employee Appreciation”
- 4. Update on Policies & Procedures** - Tabled until September; DEI committee needs to build criteria/ guidelines for policies
  - a. Umbrella Policy**
  - b. Vacation/Sick Policy**
  - c. Transfer-Transition Plan Procedure Review**
- 5. Discussion**
  - a. July 2023 Customer Service**  
Congratulations to Carrie Davis - Employee Excellence
  - b. Employee Appreciation Event- 6/21 was a success**

- i. Thank you - everyone - for your contributions!**
- ii. Employee Appreciation Feedback**
  - 1. Everyone enjoyed food
  - 2. Music/ Karaoke was a hit
  - 3. Being outside was hit or miss - it was hot outside, but some said it was nice to get outside.
  - 4. Typically, employee appreciation week is in April.
  - 5. Faculty voice: hours during April, everyone should be able to get out there. Probably better faculty turnout than the summer.
  - 6. Everyone loved the painting activity
  - 7. Extension Center coverage - need to plan something separate or consider closing for a few hours.
  - 8. We will plan over several months instead of a few weeks
  - 9. Christmas party?? Money in budget, prizes purchased at Sam's, don't know what you're getting when wrapped up, raffle style. Meal versus gifts.

**c. Employee Excellence Award: October 2023 - Creativity and Innovation**

The team collaborated to develop criteria for the Creativity and Innovation award.

**d. Saints Service Awards (Follow-up w/Felicia)**

Work with Kevin for some type of backdrop or photos taken with other people in the institution. Recommend a Green Screen with years of service, employee appreciation monthly award, etc. available to plug in.

**e. Customer Service Training Update**

Felicia and Beth met with Sherry Wessel recently about October training, to take place in L-Atrium (Ed Center was not personal enough), 2 hour block of time. Streamed live on Facebook. Sign-ups through RSVP, first come, first serve.

**6. Adjournment @10:59am**

Becky Hawes made a motion to adjourn with a second by Rebecca Wilson.

**Next Meeting August 15, 2023 at 10am in the River Room**

