# *Employee Relations Team Minutes 2.23.24*
*10 a.m.*

**Meeting Facilitator:** Rebecca Steinmetz, Chair

**Roll Call:**

P- Beth Crowe P- Cheryl Cummins P-Amanda Hannan, Secretary A- April Dollins P- Karen McGoy P- Rachel Hannan A- Rebecca Wilson A- Brenda Brown P- Dr. Taylor, Guest
P- Felicia Rouse

**Agenda Items:**

I. Call to Order 10:02AM

II. Approve Minutes
   A. January 2024
      Amended minutes with call to order time; First Rachel Hannan/ Seconded by Karen McGoy, all approved.

III. Additions to Agenda - no additions to the agenda.

IV. Employee Relations Team Charge - review with Dr. Taylor
   A. We are a great team, but we have deviated somewhat from our committee charge. Dr. Taylor asked what we feel our team purpose is. Cheryl states that our team name feels that we should be focused on "what do employees need and want" in a cohesive department. Felicia pointed out that we also have some policies to focus on as well. There are some questions about who should be planning certain activities and events - cultural awareness vs employee relations.
   B. When we hear the culture is good or bad, this is the team that should be focusing on what we can do to improve. Are we a family environment as we say we are? We are working together ultimately to serve students, but we want to ensure we are hitting things important to our employees and the college.
   C. Recruitment, orientation process, exit interview, customer service training, Microsoft office training,

D. We need to focus on the strategic plan goals.
E. Board Policies and Procedures - Committee work - Numbered Policy Status. There are several policies to develop there.
F. Which council or team's charge is responsible to make the policies and procedures? DEIB reality is that they can't complete all of them themselves. To strengthen this process, we should assign policies to each team. As an example, DEIB is working on "culture of fair treatment." (how we resolve issues) Whatever was leftover, an individual was assigned a policy. Then once the policy is created, the procedure can be developed. Cheryl also described how Administrative Services worked on policies and procedures.
G. OVERALL, what we need to do is have DEIB develop the policies and each team will be assigned the procedures to complete. Employee relations should be able to weigh in on the policy before approval as well. Goal: Identify what is going to have the most impact on the college, specifically the HR department.
H. Check newly proposed policies for development. Example: Compensation and Benefits categories for policy development. We will be looking at performance review standards (effective vs efficient). We will be completing a salary study in the coming year. The more we get into doing this, the simpler this process will become.
I. HLC 3.C.1= The institution strives to ensure that the overall composition of its faculty and staff reflects human diversity as appropriate within its mission and for the constituencies it serves. What is the college doing? This team will be responsible for writing to this criterion. Mandy added a shared google document for the team to write to this criterion. This is available in the shared HLC 24-25 Assurance Argument folder.
J. Processes related to events - what are we doing, what can we improve on? What are we doing for extension centers. Socialization - there isn't a rule that we have to do things college-wide. We can focus on smaller groups, being more strategic about who we involve. Outreach campuses can do their own thing for these types of events. We can have Anna center days, Metro center days, etc.
K. Mentorship - who wants to be involved? Who does not?
L. Employee Excellence Awards and Employee Appreciation: Survey employees to see if they want the same process or to have ERT nominate a certain number per month, and allow employees to vote on those. March 1st - next Friday/ beginning of Spring Break.
M. What are some ideas for employee appreciation gifts? Polo shirts, non-shirt options like branded beach towels/ umbrellas, stainless/insulated tumblers, etc. Work with Kevin for ideas for that. Are there training opportunities - personal accountability, leadership, specific courses?

N. Dr. Taylor suggested Adobe acrobat/ Forms - training opportunity! Will need more licenses.

V. HLC Criterion - to begin working on in March meeting. Working document created as described above.

VI. Adjournment 1st Cheryl Cummin, 2nd Rachael Hannan - 11:54am

**Next Meeting: March 19, 2024 in the Founder's Room**