Employee Relations Team Agenda

5.21.24

10 a.m., Founders Room

Roll Call:

Dr. Brenda Brown ☑ Beth Crowe ☑ Cheryl Cummins ☑ Dr. April Dollins ☑ Amanda Hannan, Secretary ☑ Rachel Hannan ☑ Karen McGoy ☑ Becky Steinmetz, Chair Rebecca Wilson ☑ Felicia Rouse

Meeting Facilitator: Felicia Rouse

Agenda Items:

I. Call to Order at 10:04 am
II. Approve Minutes
   A. April 2024 Cheryl Cummins made a motion to approve, seconded by Karen McGoy.
III. Additions to Agenda - Add “Nectar” and “Great Colleges to Work For” by Felicia.
IV. Discussion
   A. May 2024 Employee Excellence Award -Congratulations Dr. Muckler!
   B. Employee Monthly/Quarterly Activities - none at this time.
      1. Feedback from Employee Appreciation
         a) Need to follow SafeServ protocols.
         b) PATH grant coverage for staff to take course/ get certified? - Mandy will look at for FY25.
         c) Extension centers were supposed to have done their own thing. Beth stated that there was no one there on the day that it was held at main campus. Felicia stated that she needed to just do something on a day convenient for everyone at her site.
         d) June 17th - Lunch for everyone (employees) - Felicia and April Dollins will discuss students attending for their ADN Healthcare Diversity class as well as other PN students. Virtual Museum.
   C. Professional Development
      1. May Wellness Month from HR - email was sent by Cheryl Cummins. We have created an employee relations email so that

staff know that it really is employee relations and not a spam email.

a) Team discussed the fitness center and requirements for a waiver. Many do not like the requirement to "check in." Also, part-time employees requested to have access to the fitness center on a waiver, as they do not currently have that benefit.
b) Since there is no revenue from this PS course, it would be a way to at least track the number of employees that sign up to utilize the fitness center facility. Cheryl will discuss this with Chris.
c) Development of a "Fitness for Employees" course to track was discussed.

D. Update Employee Excellence Award Rubrics
    1. August rubric updated for FY2024. Condensed the existing rubric into three sections and was approved by the team.

E. Nectar: Felicia discussed the top three reasons employees leave organizations (companies in general). The Gallup workplace poll was reviewed to determine what was meant by disengaged employees. We discussed how something through our insurance had very low engagement (TruHu). Team discussed a potential demo from Nectar with further information about costs and benefits. Possible start date of January 1, 2025.

F. "Great Colleges to Work For" - Felicia described a survey that will be sent out later in the year. It focuses on employee recognition, job satisfaction, faculty and staff well-being, work-life balance, and improving retention. A consultant will be joining us in July to assist with re-vamping and deploying policies and procedures.

V. Policies & Procedures/Strategic Plan for Review (from DEI Council and/or HR office) - Reviewed and discussed committee charge. Also reviewed some strategic plan goals and objectives that we didn't know existed.
    A. April Dollins and Mandy Hannan will spearhead a short escape-room type event to meet various competencies such as customer service training, DEI, title IX, etc.

VI. Adjournment - Rachel Hannan made a motion to adjourn and Cheryl Cummins seconded at 11:53am

Next Meeting: July 16, 2024 in the Founder's Room (June meeting to be held via email if needed due to multiple absences)

Parking Lot for Thoughts/Ideas Upcoming Discussion/Action: