Employee Relations Team Minutes

8.20.24

10 a.m., Founders Room

Roll Call:

☑ Dr. Brenda Brown ☑ Beth Crowe ☑ Dr. April Dollins ☑ Amanda Hannan, Secretary ☑ Rachel Hannan ☑ Karen McGoy ☑ Becky Steinmetz, Chair ☑ Rebecca Wilson ☑ Dr. Micah Spicer

Meeting Facilitator: Felicia Rouse

Agenda Items:

I. Call to Order - 10:02am
II. Approve Minutes
    A. July 2024 - A motion was made to approve the minutes - 1st Rachel Hannan, 2nd April Dollins. All in favor.
III. Additions to Agenda
IV. Discussion
    A. Old Business
        1. Congratulations to Michelle Williams - won the August 2024 Employee Excellence Award
        2. Nectar (scheduled to begin at 10:30am) - Looked at criteria for employee excellence awards. Leaning towards doing away with current process and looking at Nectar for awards. Nectar is more engaging and inviting, less of a popularity contest.

           Nectar presentation: Sam Roberts. Discussing recognition programs. “Create a culture of recognition” where people don’t want to leave. Meaningful recognition (typical - expected milestones/ birthdays). Add additional recognitions like peer-to-peer, shout outs, build out top-down recognitions; goal 4-6 times per month. Discussed goals of the Nectar platform, like attracting talent, retaining, and also optimizing performance. For recognition, must tag core value. Can have monetary value/ budget. 10pts - $1. Buckets for points to give, rewards expire monthly. Mobile app available. Embeds in Microsoft Teams as well. Can choose to put an expiration date on rewards. Average $3-5/ month per employee. Gift Cards, partnered with Amazon so

anything there available. Payroll - Can Automate work anniversaries/ birthdays. Automatically receive a recognition on that milestone.

Q: R/t values - Can be changed to align with our own strategic plan.
A: Any wording is customized.

Q: Have there been any concerns about only certain people interacting with others.
A: No issues there, can set a limit. So many points per month. Only 20% can be given to one person. Can be customized. Other programs can be built out. Can add quarterly, core value, etc. awards. Can also incentivize KPI's. Add an approval process. This can be for trainings, etc. Will really help to incentivize getting certain tasks accomplished.

Q: What is a typical budget companies start with?
A: Varies: on the low end $60-80 per employee per year. Some go much higher. They can work with any budget. Sam will send information on that.
Discussions: It does look engaging. Concern about it being integrated into Microsoft Teams, which we do not use. It seems like another social media site to use and many people won't take the time to log on. Can we do gift cards? Is there a way to track after a certain dollar amount? Will we keep rewards within the institution like Connie's, bookstore…or have a catalog or stick with Amazon? How will this be budgeted - Felicia will manage most, but others may have to manage for things like surveys, etc. Most seem to like the peer-to-peer recognition and suggest moving forward with Nectar. If we implement in the new fiscal year, we need to add to CQI budgets now (September).

B. New Business
   1. Nominate new chair for next two-year term starting Sept 24 - New Chair. Need to do the co-chair model, one faculty, one staff member. No volunteers. Dr. Dollins, Faculty/ Karen McGoy, Staff chair. Motion made by Dr. Spicer, Seconded by Becky Steinmetz. All in favor. Mandy Hannan to continue in secretary role. Beth Crowe will be back-up in the event Mandy is unavailable.

V. Policies & Procedures/Strategic Plan for Review (from DEI Council and/or HR office) - Felicia has several projects happening at once. Compensations study, employee manual, climate survey, etc. Needs input from this team regarding some of these efforts. Survey should go out in september. It is very important for all to complete the survey!

VI. Adjournment - Becky called for adjournment at 11:23am. Motion was made by Dr. April Dollins with a 2nd from Rachel Hannan

Next Meeting: September 17, 2024 in the Founder's Room