Employee Relations Team Agenda
10.15.24
Founders Room
10 a.m.

Chair: Dr. April Dollins
Co-Chair: Karen McGoy
Advisor: Felicia Rouse

Guests: Donna Vasalo, Kevin Hunsperger

Roll Call:

X	Dr. Brenda Brown Zoom	X	Rachel Hannan	X	Dr. Micah Spicer
X	Sophia Conley Zoom	X	Rhiannon Martin	X	Rebecca Steinmetz
X	Dr. April Dollins		Karen McGoy	X	Rachael Trotter
X	Amanda Hannan		Mackenzie Scherer		Rebecca Wilson

Agenda Items:

I. Call to Order: 10:00am Approve Minutes
   A. September 2024 - tabled until October meeting.
II. Additions to the Agenda
   A. Welcome new team members Sophia, Rhiannon, Mackenzie and Rachael: Team introduced themselves to guests and new
III. Discussion
   A. Old Business
      1. October 2024 Employee Excellence Award - Congratulations to Jonathan Van Meter!
      2. Employee Recognition - To begin January 2025.
         a) Felicia and Kevin discussed revamping the employee recognition process. Kevin described an idea that called “a round of Ap-paws” and nominations can be for any reason. We have a wheel where we can add prizes. Dress Bernie up every month, K or L atrium, invite everyone to watch the nominee spin the wheel. Give reasons for why individuals are nominated and then from nominees, someone is randomly selected to “spin for a prize.” Unless a Magic Chicken machine becomes available…then we would use that.

b) We briefly discussed Nectar as discussed in previous meetings and Dr. Spicer mentioned that the “free” versions of these platforms were “bare-boned” and not really advantageous for us to go with other free versions.
c) Box placement at Main Campus and Centers discussed. Rachael T. described a similar process at a previous employer that boxes were placed “in your face” to remind people to participate.
d) Prizes discussed: Gas cards and other gift cards are a taxable benefit and will have to be added to to W-2s. Have to keep track of those. We can set a budget, buy prizes. We can keep an inventory of appliances, blankets, tools, etc. Tickets to Carson Center or Marion Civic Center.
e) Shoutouts in weekly newsletter for everyone who as nominated. Small internal prizes for people nominated several times.
f) Guest Donna suggested that each individual campus host this activity on their own because many times, participants at extensions feel left out from various events that take place only on main campus.
g) The following are other suggestions:
    (1) Tie to customer service.
    (2) Traveling trophy - make a door decoration for each month.
    (3) Parking spot is not taken advantage of at all times.
    (4) Take all nominations and “cash them out” at the end of the year. This is similar to nectar.
    (5) Display nominations and winners on screens.
    (6) Day off/ PTO as grand prize (for most nominations). Ask if “leave and hour early” or half day. This doesn’t really benefit faculty. They would have to make up time. Possibly an “Amazon or Sams purchase” through the divisional executive associates.
    (7) Gift ideas: Stanleys/ Yetis, Box gifts, Work with cosmetology to do hand massages or other services.

B. New Business
1. Warmest Thanks Employee Appreciation: HLC: January 27-28, 2025 (ICCB here on January 25). On Wednesday, January 29th,

We will do a “Warmest Thanks” - Soup, Salad, Grilled Cheese. Try to seek out caterers to get quotes (most for the money). Perhaps this is a good idea to kick off the new appreciation process. Looked at Positive Promotions gift box with examples of items. This would be a good time to introduce the change in the employee appreciation system.

November 19th - next meeting. Have all ideas ready. Prizes and box ideas. Must purchase by December. Also make menu recommendations.

Discussed that anything happening here should be happening on all campuses. Recent fall fest, some Anna students wanted to participate in activities but they weren’t available to them. We will be shifting to a model of “if it’s here on Main on Wednesday, we will do something similar at Anna on Thursday,

IV. Adjournment: Motion to adjourn - Rachel Hannan, seconded by Rebecca Steinmetz. 10:57am.

Next Meeting: November 19, 2024 in the Founder’s Room