Employee Relations Team Minutes
01.21.25
Founders Room
10 a.m.

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

Roll Call:

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

Agenda Items:

I. Call to Order – 10:02 a.m.
II. Approve Minutes
   A. November 2024 – In B. New Business 1. Employee Excellence the second sentence is incomplete. Will follow up with Mandy/Felicia for correction. Tabled approval of minutes to next meeting.
III. Additions to the Agenda
IV. Discussion
   A. Old Business
      1. December 2024 Employee Excellence Award - David Black. Congratulations to David!
      2. Warmest Thanks Luncheon will be hosted by the HLC Steering Committee instead of the Employee Relations Team. ERT will be hosting one event each semester: Fall – Blizzard of Thanks; Spring – Employee Appreciation. For Employee Appreciation, will give out wireless charger and handwritten note of appreciation from supervisor. Date will be provided at next meeting.

   B. New Business
      1. Employee Recognition Platform - Rhiannon reviewed 31 survey responses from Blizzard of Thanks event. The general consensus was less is more which influenced "Bernie's Best", the new Employee Recognition Program consisting of monthly "Bernie's Top Dog" award, peer-to-peer recognition through

informal “Bernie’s Bark-Outs”, milestone celebrations for Saints Service, and an annual awards ceremony – “Bernie’s Hall of Fame”. Discussion regarding the rubrics developed by the team for the Employee Excellence Awards and popularity not being a factor in the new program as ERT will choose the winners.

2. Reviewed status of FY25 ERT priorities found in team charge.
    a) Trainings
        (1) Customer Service Training – upcoming in March – “Maintaining a Respectable Workplace” will be offered March 4-6th. They are 90-minute interactive sessions that employees can sign up for.
        (2) Microsoft Office Training – starting with Dr. Spicer’s Excel class
        (3) Leadership Skills – Steve Gavatorta trainings have been offered last semester and this semester
    b) HR Processes -new employee orientation, exit interviews, recruitment, onboarding, performance management
        (1) NEOED is new HR platform currently being implemented – consists of recruitment, onboarding, performance management, and training. Rhiannon reviewed some of the modules with the team including Insight where she showed how jobs were posted and the analytics available to HR on each posting.
3. FY26 Priorities – team should be thinking of priorities for next year to bring to February meeting.
4. Dr. Spicer shared some recommendations from his students on ways to improve employee retention rates at the college. This was part of an assignment given to his Principles of Management Class. Copies of this document were emailed to those attending via Zoom and other team members not in attendance.

V. Adjournment – motion was made by Brenda with a second by Rebecca. Meeting adjourned at 10:41 a.m.

Next Meeting: February 18, 2025 in the Founder’s Room