Employee Relations Team Minutes
11.19.24
Founders Room
10 a.m.

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

Roll Call:

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

Agenda Items:

I. Call to Order - 1004
II. Approve Minutes
   A. September 2024 (noted typo Old business - B: "usedGoogle"; Rachel questioned D taxable rewards for personal clarification if taxable included certain gift cards, etc. No request to change was made for section D.) Motion to approve both September and October minutes with corrections: Dr. Spicer, second Rachel Hannan.
   B. October 2024
III. Additions to the Agenda
IV. Discussion
   A. Old Business
      1. November 2024 Employee Excellence Award - Kevin Hunsperger. Congratulations to Kevin!

      2. Employee Recognition - Updates from Felicia: This is the last month we will do our current method of recognizing employees. Team was to bring ideas to this meeting for suggestions: including automotive services and cosmetology services.

         Next month's meeting will not be a regular meeting. Felicia discussed December 11th employee appreciation; cookies, hot chocolate, gifts (raffle). Instead of everyone being entered in, send a survey to determine recognition items they would like to

receive. Share our suggestions and a place for people to add other suggestions. Employees should be present (but can pick up items later). Have this earlier in the day. Put all names on a generator for transparency so people could see how we are selecting gift recipients. Each extension center will have their own Cookies and Cocoa on Wednesday, December 11th.

Gift items giveaway list: single serve Keurig, blanket, air fryer, neck massager, emergency car kit, mini crock pot, and slushy maker.

Rachel H. offered "Employee Gratitude" as a suggestion.

3. Warmest Thanks: January 29th; Done with HLC - Grilled Cheese, Soup, etc. Appreciation gift: Ice scraper mitt with SCC Logo. Extension Centers will have to get Menu, etc. Items/ meals will need to be delivered. Volunteers will be needed to assist in bringing items to all extensions. We will work out those final details on 1/21/25 at our next regular meeting.

   Rachael Trotter had a thought on extension centers and participation in these types of events. Stated she could talk with Felicia later on some options she thought of.

B. New Business
   1. Employee Excellence - Communicate changes and removal of nomination platform after December award winner is announced. Felicia will work with Kevin (and will send to team) prior to letting employees know.

      January is a busy month with HLC, convocation, classes starting the 13th, February may be a better time to begin a new Employee Excellence platform for recognition.

      Write out goals for the upcoming year for the team. Team should consider this prior to our next meeting for upcoming events.

V. Adjournment - a motion was made to adjourn by Rebecca Wilson with a Second by Rhiannon Martin.

Next Meeting: January 21, 2025 in the Founder's Room

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