Employee Relations Team Meeting Minutes
DATE: 2-15-22
TIME/LOCATION: 10 a.m. Founder's Room

Roll Call:

	Don Koch		Class	Sandy Fontana
X	Amanda Hannan		X	Bea Gordon
	John Sparks		X	Greg Sheppard
X	Becky Steinmetz		X	Sherrie Malone
Sick	Caleb Ingram		X	Deborah Vines
X	Lee Van Alstine			

√ indicates attendance, leaving blank indicates absent

I. Call to Order
Emily Forthman called the meeting to order at 10:04 a.m.
A quorum is present.

II. Review Committee Charge
Emily read over the details of the committee charge document attached to the meeting agenda.

III. Items For Discussion
a.Review Member & Chair Duties

b.Appoint Committee Chair
The committee voted and chose Deborah Vines as committee chair.

V. New Business
Consistent Recognition

Review of current HR policies
Communication improvement
Bring people together to build relationships back
Improve employee morale
Focus of understanding of new roles and reorganization changes
Suggestion Box to HR which routes to appropriate team/council

Share with Professional Development team:
Future professional development needs (Excel, Colleague)
Sherrie Malone offered to provide a workshop to the Faculty on how to help keep class secure during test taking.
New Hire Orientation - video ideas to make better understanding and review
Look over Business Communication class and pull pieces from that to consider making mandatory training of employees.
Discussion of additional employee benefits: tuition reimbursement, not just waivers.

Adjournment
Emily made a motion to adjourn the meeting at 11:43 a.m.

The next meeting will be held (March 15th at 10am.) in the Founders Room & Via Zoom.