Employee Relations Team Meeting Minutes
DATE: July 19, 2022
TIME/LOCATION: Founders Room/ Zoom 10:00am

Roll Call:

	Names			Names
✓	Deborah Vines		✓	Kylee Frassato
✓	Emily Forthman			Sandy Fontana
✓	Don Koch		✓	Bea Gordon
✓	Amanda Hannan		✓	Cody Dawson
	John Sparks			Sherrie Malone
✓	Becky Steinmetz			Lee VanAlstine

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Deborah Vines, Chair, called the meeting to order at 10:01am
A quorum was present.

II. Approval of Minutes of March 15, 2022

The minutes were sent out prior to the meeting. Kylee Frassato made the motion to approve the minutes as written, Cody Dawson seconded the motion. All members voted in favor approval of the minutes without corrections and the motion carried.

III. Items For Discussion

a. Vacation Transfer Policy

i. Discussion was held regarding transferring unused vacation time to staff and faculty. At present, policy 6273 was reviewed in depth and suggested revisions were made by Emily and sent out to team members on July 22, 2022.

ii. The following was decided and included in the policy: A full-time employee who will expend all their sick leave, may request the transfer of **up to 15 days of leave from the vacation or sick leave accounts of other employees to their ROLLOVER leave account**. This rollover leave may be used to cover absence as defined in sick leave policy when following procedure:

The employee shall inform their immediate supervisor via request form of the possible need to acquire additional sick days. Upon receipt, Human Resources will share the request (without employee name) with the Employee Relations Team for approval of transfer.

Human Resources will on occasion ask employees who are interested in donating leave time to this cause. When a situation arises, HR will reach out to the employees who have volunteered to let them

know there is a need and how much time is being requested, so that a transfer can be initiated.

A record of all transfers shall be kept in the employee's sick leave record. Individuals applying to have leave transferred to their account under this procedure will be advised of the availability and appropriateness of other available leave options. Employees may only request the transfer of leave days one (1) time within 3 years of each occurrence.

b. Employee Recognition

i. In June, discussion regarding ideas was initiated. At this time, team did not have suggestions. This was again tabled until the August meeting and agreed that all team members should come up with a list of suggestions for recognition. We currently address Faculty of the Year in April and Years of Service in August.

ii. It was suggested that team members compile suggestions by month and bring to the August Meeting. Examples: New graduates celebrated in May and January.

iii. Employee recognition meets Strategic Plan Goal 3/ Objective 5/ Strategy D and should be implemented by FY24.

c. Additional Items for discussion

i. DEI Tool/ Rollout tool: This was tabled until the August meeting, as the tool was pending at the time of this meeting per Emily.

IV. Action Items for August Meeting

a. Members should bring back **at least one idea** for recognition of employees.

V. Adjournment

Kylee Frassato made a motion to adjourn the meeting, with a second by Cody Dawson at 11:48am.

The next meeting will be held August 16th, 2022 at 10am in the Founders Room/ Zoom.