Employee Relations Team Meeting Minutes
DATE: October 18, 2022
TIME/LOCATION: Founders Room/ Zoom 10:00am

Roll Call:

	Names			Names
✓	Deborah Vines			Rebecca Wilson
✓	Emily Forthman		✓	Sherrie Malone
✓	Don Koch		✓	Bea Gordon (Zoom)
✓	Amanda Hannan		✓	Amanda Hazel (Zoom)
✓	Becky Steinmetz			John Sparks

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Deborah Vines, Chair, called the meeting to order at 10:11 am (due to technical/ zoom issues). A quorum was present.

II. Approval of Minutes of September 27, 2022

The minutes were sent out prior to the meeting. It was noted that the checkmarks for attendance did not show up on the printed copies. The minutes that were sent to Deborah Vines were shown per Amanda Hannan to have the correct attendance marked. Sherrie Malone made the motion to approve the minutes as noted with the correct attendance, Becky Steinmetz seconded the motion. All members voted in favor of the minutes with noted correct attendance and the motion carried.

III. Items For Discussion

a. **Appoint New Committee Chairperson**- Becky Steinmetz volunteered to take on the role of chairperson effective November 2022. Today's agenda was prepared by facilitator.

b. **Update on Policies and Procedures passed:**

i. Vacation/ Sick Transfer Policy created by the team PASSED in Executive Council after minor wording changes in order to match value statements.

1. Etrieve form has been completed and the last step will be to have IT add where employees can access the form if needed.
2. Eligible employees now means "benefit eligible" - those who have been employed here 30 days.
3. To inform employees, Emily will let individuals know and will also send out communication about the update.

ii. Employee Excellence Award was taken to Cabinet on 10/17/22.

1. Monthly Award with incentive of a week of lunch, preferred parking (whether main campus or extension center).
2. Cabinet wanted the awards to be tied to the strategic plan and KPI's

Monthly Schedule: (Use indicators from the KPI)

a. January - Leadership
b. February - Inclusion and Diversity
c. March - Teamwork and Collaboration
d. April - Effort and Strategy Alignment
e. May - Professional Development (working to further education)
f. June - Safety and Work Environment
g. July - Customer Service
h. August - Fiscal Stewardship (new courses, new grants, etc)
i. September - Community Service or Involvement
j. October - Creativity and Innovation
k. November - Loyalty, Pride, and Morale (KPI Area 14)
l. December - Problem Solving/ Initiative

IV. Additions to the agenda or next month's agenda

a. Off-campus Holiday Party suggested by Sherrie Malone
b. Next month Policy Review: 6111, 6111A, 6114
c. December: 6112, 6117
d. January: 6130-6198 (choose specific policies at December meeting)

V. Adjournment

A motion for adjournment was made by Sherrie Malone at 11:16am, with a second by Bea Gordon .

The next meeting will be held November 15, 2022 at 10am in the Founders Room/ Zoom.