Employee Relations Team Meeting Minutes
DATE: November 15, 2022
TIME/LOCATION: Founders Room/ Zoom 10:00am

Roll Call:

	Names			Names
			✓	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
Becky Steinmetz, Chair, called the meeting to order at 10:03 am. A quorum was present.

II. Approval of Minutes of September 27, 2022
The minutes were not sent prior to the meeting due to Deborah Vines resigning. Minutes were sent to all members electronically during the meeting. Deborah Vines attendance was noted on the roll call grid for changes. Bea Gordon made the motion to approve the minutes as noted with the correct attendance, Rebecca Wilson seconded the motion. All members voted in favor of the minutes with noted correct attendance and the motion carried.

III. Update on Policies and Procedures
- **a. Vacation/ Sick Policy**
  - i. Executive council passed, it is currently with Dr. Taylor. We will follow up on it by the next meeting.

IV. Items For Discussion
- **a. Transfer, Promotion, Demotion Procedure review**
  - **i. Brought back from the September meeting with changes to policy.**
    1. **Re-title to Transfer transition plan**
    2. **Change to "position transfer" - definition: an employee is hired for a position within the college that is at a same or different level (voluntary or involuntary) than their current position."**
    3. **Emily will take this back to Executive Council for approval.**
- **b. Employee Excellence Award**
  - i. This was taken to Cabinet and was approved to begin January. Cabinet decided that employees should choose the winner.

ii. Jonathan has created a web form and we can work with him to access nomination form.
iii. A google form is being created by Emily Forthman to add monthly nominees to send out to all employees.
iv. Middle of December, send out form to request nominees. First week of the next month (January), we will send out the nominees to have employees vote on the winner. This will be open from Monday through Thursday with numbers tallied on Friday. The following week, we will announce the winner so they can be appropriately celebrated throughout the rest of the month.
v. Emily will share form - feedback desired to ensure everything we need is on the form.

c. Policies 6111, 6111A, 6114

i. Tabled for November Meeting

V. Additional Agenda Item

a. NISOD Award

i. The team discussed whether this should be faculty or staff. SInce there is already a Faculty of the year award, this needs to first be a Staff award. If there is an option for two, the team suggested one of each, faculty and staff awards.
ii. This suggestion will be brought back to Cabinet.
iii. Nominations Due February.

VI. Adjournment

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

The next meeting will be held December 20, 2022 at 10am in the Founders Room/ Zoom.