Meeting Facilitator:

Roll Call: **inidicates •presentŽ

Don Koch	**April Dollins
**Amanda Hannan	**Amanda Palmer
John Sparks	**Felicia Rouse
**Becky Steinmetz	
**Rebecca Wilson	
**Gabriel Nuokye	

Agenda Items:

1. Call to Order 10:06am

2. Approve April 2023 Minutes Approval - Rebecca made a motion to approve the minutes, seconded by Becky Hawes. All approved.

3. Additions to the agenda
    a. Professional development team will merge into this team.
        i. Currently creating customer service training. Part 2 training by Sherry Wessel from Harrah's - to provide training during Convocation. Felicia will notify the Professional Development team of the merge soon.
        ii. Will team re-select chairperson?
    b. Think of other ideas to recognize employees (in addition to the monthly awards) - Pics on TV, Bernie Bucks, Cafeteria bulletin board, etc. - Roll out at convocation. Team member to describe what we're doing. Team Create a video (July). Play on words "Saint."

4. Update on Policies & Procedures (Tabled until Dr. Taylor provides template)
    a. Umbrella Policy

    b. Vacation/ Sick Policy

    c. Transfer-Transition Plan Procedure Review

5. Discussion

    a. May 2023 Effort and Strategy Alignment Award Winner
        i. Congratulations to April Dollins and Lori Armstrong

b. Employee Excellence Award: Aug 2023 - Fiscal Stewardship
    i. Worked on August 2023 Fiscal Stewardship and September 2023 Community Service award criteria

c. Employee Appreciation - PLAN: June 21, 2023
    i. Picnic/BBQ - catered, not potluck
    ii. Large Games - inside and out/ Karaoke / Cornhole/
    iii. Ideas for employees who cannot attend (i.e., nursing faculty off campus at clinicals)
    iv. Volunteer coverage for extension centers/ delivery to extension centers.
    v. Crafts
    vi. Calendar invite: June 21, 2023/ Save the date out soon
    vii. Add to Cabinet agenda for 5/17/23
    viii. Shopping list on google drive

d. Summer Meetings
    i. June 20, 2023 - Professional Development team joining E.R. team
    ii. July 18, 2023

e. New Hire Process
    i. tabled

6. Adjournment:1152
    a. Motion to adjourn made by Mandy Hannan, seconded by Gabriel Nuokye

Next Meeting June 20, 2023 in the Founder•s Room