# *Employee Relations Team Minutes*
# *07.18.23*

**Roll Call: ✔ indicates "present"**

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|---|---|---|
| ✔Rebecca Steinmetz, Chair | ✔Cheryl Cummins | Rob Lucas |
| ✔Amanda Hannan, Secretary | ✔Evelyn Davis | Lydia Dover |
| ✔Mandy Palmer | ✔Becky Hawes | Daniel Kineman |
| Beth Crowe | ✔Gabriel Nuokye | Don Koch |
| ✔Judith Dollins | ✔Rebecca Wilson | John Sparks |
| ✔Felicia Rouse | | |

**Agenda Items:**

1. **Call to Order** 10:03am
    a. **Restructure Begins in July with the Personal Development Team**

2. **Approve June 2023 Minutes** A motion was made by Becky Hawes to approve the minutes, a second by April Dollins

3. **Additions to Agenda** - add "Feedback on Employee Appreciation"

4. **Update on Policies & Procedures -** Tabled until September; DEI committee needs to build criteria/ guidelines for policies
    a. **Umbrella Policy**
    b. **Vacation/Sick Policy**
    c. **Transfer-Transition Plan Procedure Review**

5. **Discussion**

    a. **July 2023 Customer Service**
    Congratulations to Carrie Davis - Employee Excellence

    b. **Employee Appreciation Event- 6/21 was a success**

i. **Thank you - everyone - for your contributions!**
ii. **Employee Appreciation Feedback**
    1. Everyone enjoyed food
    2. Music/ Karaoke was a hit
    3. Being outside was hit or miss - it was hot outside, but some said it was nice to get outside.
    4. Typically, employee appreciation week is in April.
    5. Faculty voice: hours during April, everyone should be able to get out there. Probably better faculty turnout than the summer.
    6. Everyone loved the painting activity
    7. Extension Center coverage - need to plan something separate or consider closing for a few hours.
    8. We will plan over several months instead of a few weeks
    9. Christmas party?? Money in budget, prizes purchased at Sam's, don't know what you're getting when wrapped up, raffle style. Meal versus gifts.

**c. Employee Excellence Award: October 2023 - Creativity and Innovation**

The team collaborated to develop criteria for the Creativity and Innovation award.

**d. Saints Service Awards (Follow-up w/Felicia)**

Work with Kevin for some type of backdrop or photos taken with other people in the institution. Recommend a Green Screen with years of service, employee appreciation monthly award, etc. available to plug in.

**e. Customer Service Training Update**

Felicia and Beth met with Sherry Wessel recently about October training, to take place in L-Atrium (Ed Center was not personal enough), 2 hour block of time. Streamed live on Facebook. Sign-ups through RSVP, first come, first serve.

6. **Adjournment** @10:59am
   Becky Hawes made a motion to adjourn with a second by Rebecca Wilson.

**Next Meeting August 15, 2023 at 10am in the River Room**