Employee Relations Team Minutes
03.21.23
10 a.m.

Meeting Facilitator: Felicia Rouse, Executive Director of Human Resources

Roll Call:

	Names			
	Amanda Hannan		✓	Rebecca Wilson
✓	Becky Steinmetz		✓	Gabriel Nuoke
	Don Koch		✓	Amanda Palmer (Zoom)
✓	April Dollins		✓	Felicia Rouse
	John Sparks		✓	Becky Hawes (guest)

Agenda Items:

1. **Call to Order**
   Becky Steinmetz, Chair, called the meeting to order at 10:17 a.m.
   A couple of obstacles were encountered: The room that had been planned for use was taken over from the Collective Bargaining group, Gabriel had not received an invite so was unaware of the meeting, and also some Zoom technical issues.

2. **Approve February 2023 Minutes**
   Minutes were provided from the February meeting. Rebecca Wilson made a motion to approve the minutes. April Dollins seconded the motion. All members voted in favor and the motion carried.

3. **Reminder of Tabled Items Until April 2023**

   a. **Umbrella Policy**
   Ideas to include Ethics, Inclusions, Sexual Harassment, Conflict of Interest, Whistleblowing, and Gifting.

   b. **Vacation/Sick Policy**
   This was sent to Dr. Taylor and he will send back for revision at some point after he reviews.

   c. **Transfer-Transition Plan Procedure Review**

4. **Action Items**

   a. **Employee Excellence Award Progress**
      i. **March 2023 Teamwork and Collaboration Award Winner**
      Congratulations was given to Virginia Chamness
      ii. **April 2023 Effort and Strategy Alignment Award nominations are underway**
      1. It was mentioned that Tina inadvertently sent out an unfinished May rubric.
      2. Becky Hawes will tell Tina so a new updated rubric can be sent out.
      iii. **May 2023 Employee Excellence Award - Professional Development Rubric**
      1. Team worked to develop and complete.
      2. Furthermore, the June "Safety and Work Environment" award rubric was also completed by the committee.
      3. Tina will be notified by Becky Hawes that June is now ready.
      4. Becky Steinmetz will share the folder with Becky Hawes so that she can complete the meeting minutes.

Adjournment
A motion for adjournment was made by April Dolllins at 11:40 a.m. and seconded by Rebecca Wilson.

Next Meeting April 18, 2023 at 10 am.