Employee Relations Team Minutes
09.19.23
10 a.m.

Meeting Facilitator: Felicia Rouse

Roll Call:

*Rebecca Steinmetz, Chair	*Beth Crowe	*Cheryl Cummins
Amanda Hannan, Secretary	*Donna Price	*Felicia Rouse
*April Dollins	*Karen McGoy	*Lydia Hess
*Rachel Hannan	Rebecca Wilson	*Brenda Brown
Lee Van Alstine		

Agenda Items:

I. **Call to Order** 10:01a

II. **Approve Minutes,** 1st: Cheryl Cummins, 2nd: Rachel Hannan, All Approved
   a. **August 2023**
   b. **Emergency Meeting on 9/7/23**

III. **Discussion**
   a. **September Service 2023 Community Service**
      Congratulations to Stacy Simpson
   b. **Update on Leaves for Lora Project** To date raise $1,318
   C. **Employee Excellence Award Discussion**

April suggested we make the months available all year by way of dropdown on the website. Becky will talk to Jonathan about making each month a drop down. When staff and faculty click on the month, they can see the rubrics and past winners. Voting will be available all year until the deadline for that category. Voting will restart the day after the deadline. We will remove the portion to give a narration of why they are being nominated. The team is hoping this will encourage more nomination participation.

IV. **Update on Policies & Procedures (Tabled until Dr. Taylor provides template)**
   a. **Review Template Dr. Taylor provided during SG Retreat**

The team reviewed Dr. Taylor's spreadsheet and the scope of the team. It was determined we need a way to communicate with the DEI Council to acknowledge our role in the policy and procedures making process. April will

compose a statement from the team to the DEI council. The team will request quarterly meetings with DEI to ensure communication is open and the team is being heard.
It was decided the team needs to work on #5 and #9 of the scope alongside DEI policy recommendations to be reviewed.

b. **Umbrella Policy**
c. **Vacation/Sick Policy**
d. **Transfer-Transition Plan Procedure Review**

V. **Other Business**
October 3 is the Customer Service Training Lunch.

VI. **Adjournment** @11:22 a.m., 1st Karen McGoy, 2nd Rachel Hannan. All Approved

Next Meeting: October 17, 2023 in the Beach