Employee Relations Team Minutes
10.17.23

Meeting Facilitator: ☒Rebecca Steinmetz, Chair

Roll Call:

☒Beth Crowe	_Cheryl Cummins	☒Amanda Hannan, Secretary
☒April Dollins	_Karen McGoy	☒Lydia Hess
☒Rachel Hannan	_Rebecca Wilson	_Brenda Brown
_Lee VanAlstine	☒Donna Price	

Guest: Dr. Lisa Price

Agenda Items:

I. Meeting was called to order at 10:05am by Becky Steinmetz

II. A motion was made to approve September minutes by Rachel Hannan, seconded by Lydia Hess. All members were in favor of the motion.

III. Additions to Agenda
   A. Real Colors - Felicia.

IV. Discussion
   A. Real-Colors - Felicia
      1. Susan Odum has a workshop available for employees. A flyer was passed around to members. The event includes personal assessments to better understand how individuals can work together/ communicate with one another.
      2. Availability through December 15th. Minimum 15 employees are needed for training.
      3. Tuesday, December 5th, morning was most received by all in attendance.
   B. October Service 2023 Creativity and Innovation - Congratulations to Kaylyn Meyers!
   C. Condolences to the family of Lora Clark. Lora's family has received the Leaves for Laura donations. Leaves were read to Lora by Lisa

Meyer as they were placed on the tree so she could receive the messages left by others.

D. Employee Monthly/Quarterly Activities
    1. Thanksgiving: Mindy/Donna doing something for students. Traditional Thanksgiving Meal, give card for free meal and take something to extension centers.
        a) Include an activity for Hunger and Homelessness Awareness. November 8th. Grill for Good. Sack lunch. Awareness information provided.
        b) Also, wanting to do a food drive to stock our own food pantry. Helps our pantry and keeps us in compliance to receive funding for food for college students.
        c) In need of hats, gloves, socks, and always in need of basic hygiene supplies/ toiletries.
        d) Employee donations accepted for items that students may need. Re-address employee giving at Convocation in January 2024?
    2. Christmas/ December
        a) Christmas Ornament decorating contest - at main campus and all centers. All ornaments will be donated to area nursing homes.
            (1) Wooden or Cardboard Ornaments
        b) Have a scheduled session where students and faculty/staff are working at the same time - this has historically shown to have more student involvement.
            (1) Wednesday was identified as most heavily attended day. 11:30am - 1:00pm/ December 6, 2023.
            (2) Hot chocolate/ Hot Cider bar
            (3) Cookie Trays
            (4) Create a winter/ holiday/ Christmas - photo set-up so students, faculty, staff can take photos.
        c) Christmas Spirit Week December 11-14: Week of finals (Nursing/ Allied Health will share last year's list with team)

E. Halloween
    1. Dress-Up activities/ contest?
        a) Judging categories?
        b) Photos taken by 10am
        c) Social Media voting (community involvement)
    2. There is a pep rally on 10/31 for Mens and Womens Basketball.

V. Policies & Procedures (from DEI Council)

VI. Scope of Practice

A. Exit Interview Procedure Review

1. Reviewed 2022 minutes and discussed the process that was created at that time. The “tool” is not available to the team at this time. Discussion of re-creating a tool with the new team, including adding more questions related to diversity, equity, inclusion, and belonging. It was recommended to add “better benefits” and also to elaborate on “health insurance” rating, including affordability.
2. Add some soft language about rating areas of the college, keeping language positive about wanting feedback to improve.
3. Resources used to create a new Exit Interview form, to share with the team. Felicia will review from HR perspective and will discuss at the November meeting.

B. Strategic Initiatives and Events To Improve Equity and Inclusion

1. Employee Excellence Nomination Form sent to Jonathan for feedback.
2. Nominations for member(s) to receive the nominations, votes, and present awards.
    a) Cheryl was nominated to present awards. Felicia will check with her.

C. Title IX - Dr. Lisa Price.

1. Updated Title IX training is needed. When people onboard, there is only a video to watch, but it is not enough to be in compliance with recent changes. Different roles are needed including coordinator, investigator, decision-maker, appellate decision maker, informal resolution facilitator.
2. Robbins-Schwartz is the firm we are working with. One of their lawyers provided a cost for training. $7000 for Zoom training (8 hours), additional $1500 for in-person. Professional Development opportunity. Annual training is needed (8-10 hours/year?).
3. Students need training as well.
4. A suggestion was made to have training on Friday, January 5th, 2024.
5. Continued training was suggested as Computer-based modules where training is completed by a certain date.

VII. A motion was made by Rachel Hannan to adjourn. The motion was seconded by Donna Price at 11:25am. All were in favor of the motion.

Next Meeting: November 21, 2023 in the Beach