Employee Relations Team Minutes

11.21.23

10 a.m.

Meeting Facilitator: Rebecca Steinmetz, Chair

Roll Call:

Beth Crowe Secretary	Cheryl Cummins-x	Amanda Hannan, Lydia Hess	
April Dollins - x	Karen McGoy-x	Rachel Hannan -x	
Rebecca Wilson	Brenda Brown-x	Lee Van Alstine-x	
Donna Price -x			

Agenda Items:

I. Call to Order at 10:02 by Becky

II. Approve Minutes
   A. October 2023 Motion by Rachel, 2nd by Donna, All approve.

III. Additions to Agenda

IV. Discussion
   A. November 2023 Employee Excellence Award -Congratulations to Dwayne Fehrenbacher
   B. Employee Monthly/Quarterly Activities
      1. Christmas Ornament Decorating
         Ornaments and supplies have been ordered. Cookies and other food supplies will need to be picked up at Sams on 12/4 by Rachel. 12/5 we will deliver the ornament supplies to the extension centers. On 12/6 from 11a-1p, students and staff will decorate the ornaments. Felicia will be talking to Coach Sparks about having the athletes deliver the ornaments to area nursing homes on 12/7. If that plan falls through, we may need to get the extension centers involved in delivering.
      2. Finals Spirit Week
         Dr. Dollins provided the Nursing Department's previous year's holiday activities. We will be incorporating these ideas

for students and staff during finals week. These activities will not be competitions, just a fun activity to do. On the Monday, Cultural Awareness will be grilling hot dogs for students.

3. Next event to recognize
   Valentine's Day could be the next day. Cultural Awareness may pick up Martin Luther King, Jr. Day. We may need to follow up with them.

C. Real Colors Workshop update
   Felicia has not received a response from the point of contact. We may be able to move this workshop late in the semester. Felicia will be following up with that person and bringing it back to the team in December.

D. NISOD Nomination
   NISOD stands for National Institution of Staff and Organizational Development. The team needs to review the website for information regarding the NISOD award and to make a decision in December. We will be using the 2023 Employee Excellence Award winners for team voting for the NISOD award. We will vote in December for whom to present to Cabinet in January; this will also give Dr. Cather time to write the nomination. We need to provide not only a name, but a description as to why they should be recognized. 2024 Excellence Award winners: Lindsay Johnson, Lori Armstrong, Dr. April Dollins, Dwayne Fehrenbacher, Virginia Chamness, Kaylyn Meyers, Tina Dudley, Craig Bradley, Felicia Rouse, Mandy Hannan, Carrie Davis, Stacy Simpson, and December's winner TBA.

E. Professional Development for HLC
   The HLC Conference needs to be a part of the yearly professional development for staff. Starting in 2025, this team will select staff members to attend on a rotational basis. Everyone needs to be given the opportunity to attend the HLC Conference. Discussion about the deadline for nominations. Becky will check with Tina to find out when we need to have our nominations complete.
   The team needs to return in December with ideas for Professional Development and an Employee Satisfaction Survey.

V. Policies & Procedures (from DEI Council)
   DEI has not provided anything.

VI. Scope of Practice

A. Exit Interview Procedure Review
   Tabled until next meeting.

VII. Adjournment 1st by Cheryl, 2nd by Karen; all approved.

Next Meeting: December 19, 2023 in the Beach