Employee Relations Team Minutes 3.19.24
10 a.m., Founders Room

Chair: Rebecca Steinmetz

Meeting Facilitator: Felicia Rouse

Roll Call:

A - Brenda Brown	P - Beth Crowe	P - Cheryl Cummins
A - Dr April Dollins	A - Amanda, Hannan, Secretary	P - Rachel Hannan
P - Karen McGoy	P - Rebecca Wilson	

Agenda Items:

I. Call to Order at 10:08
II. Approve Minutes
   A. February 2024 - Motion Carried to approve minutes
III. Additions to Agenda - No additions to the agenda
IV. Discussion
   A. *March 2024 Employee Excellence Award* -Congratulations Kevin Hunsperger
   B. Employee Monthly/Quarterly Activities
      1. Annual Picnic - Decided to ask Craig if he would DJ and have karaoke for the employees. Dwayne is going to grill hamburgers and hotdogs. We will serve the food from the K Atrium Kiosk for ease of access to a fridge. We are going to send out an email asking for anyone who has dietary restrictions to please respond with what they would like to have for a meal. We are providing games such as cornhole and badminton, and hosting a painting class. There will be raffles that all employees can enter to win. Becky will send a volunteer sheet for all ERT volunteers to sign up.
      2. ***ACTION***- Food, table cloths, serving utensils, paints, canvases, and raffle items need to be purchased. A help desk ticket needs to be created for maintenance in order to get a few more tables set up in K-Atrium to have sufficient space for painting and/or eating.
   C. *Professional Development* - Felicia is going to talk to April regarding what documentation is needed to track Professional Development
      1. Online Modules
      2. In-person
      3. Logging
V. HLC Criterion - Becky decided to have a special ERT meeting on April 4, 2024 in order to discuss HLC 3.C.1 criteria. The purpose of the meeting is to get ERT's section of HLC completed and turned in to our HLC Steering committee for corrections and/or additions.
VI. Policies & Procedures (from DEI Council and/or HR office) -

VII. Adjournment - Motion was made to adjourn at 11:53am

Next Meeting: April 16, 2024 in the Founder's Room

Parking Lot for Thoughts/Ideas Upcoming Discussion/Action:

- Employee Satisfaction Survey (include the Employee Excellence Award Feedback)
- Finalize the HLC Criterion assigned to ERT
- Back to updating April, May, and June Employee Excellence Award after HLC Criterion is finished