Employee Relations Team Meeting 4/16/2024

Present: Becky, Cheryl, Rebecca, Felicia, Rachel, Mandy
Call to order: 10:03
Motion to accept minutes from previous meeting: Motion: Rachel, 2nd Rebecca

I. Discussion
    A. Congratulations Mindy Ashby on the April 2024 Employee Relations Award

    B. Employee appreciation. Supplies picked up, painting supplies (Sumer will lead that) and possible zoom link for extension center who want to participate in the painting activity (two designs: cacti/chalkboard and highland cow, Craig-karaoke, tables set up outside, enough for 200 employees. Cookies - over 135 handed out. Wanted to be inclusive of part time individuals. We are also trying be inclusive of students who may want to participate with the employees. Spoke with Connie about being open/ closed. Do not want to turn away students that may come through the line with employees. Tables and chairs set up by maintenance, Meat provided, Dwayne grilling (need roasters), veggie burgers, vegetable tray, ranch and non-dairy ranch. Weather looks good for tomorrow! Jobs: setting out food in K-kiosk, coordinate the line, set up games outside. Cheryl will send out an email about everything first thing in the morning. Extension centers are otherwise doing their own thing. Raffle for tomorrow.
    C. Professional Development: Socks for those who completed.
        1. Online modules progress update.
    D. HLC Criterion: 1A 1-2. Added info to evidence matrix. Our narrative has been added to the shared HLC Drive.
    E. Update Employee Excellence awards: Using College Status Report to describe indicators. **Focus: Growth and development. We need to find ways to indicate we are making progress. Provide info to Felicia asap. Hoping to get software to track all of this information. We need this to request funding for future PD.**
        1. April Employee Excellence Award- team updated. Need to send an automated email. Work with Jonathan to set that up.
        2. May Employee Excellence Award - Professional Development - team updated.
        3. June Employee Excellence Award - Health and Safety
            a) Discussion about ergonomics - what is needed? Who could provide this training.
II. DEI working on policy: Title IX, Harassment against women. Will need to look at the procedure. We need to get Title IX updated and on website.
III. Next meeting May 21, 2024 in Founder's Room. To discuss: quarterly PD activity/ topic.
IV. Adjourned: 11:43am Motion: Rachel, 2nd: Rebecca