Employee Relations Team Agenda

9.17.24

10 a.m., Founders Room

Roll Call:

Dr. Brenda Brown	Beth Crowe	Dr. April Dollins
Amanda Hannan, Secretary	Rachel Hannan	Karen McGoy
Becky Steinmetz, Chair	Rebecca Wilson	Dr. Micah Spicer

Meeting Facilitator: Felicia Rouse

Agenda Items:

I. Call to Order 10:05 am.
II. Approve Minutes
    A. August 2024. Motion to approve Rebecca Steinmetz, second Micah Spicer.
III. Additions to Agenda
    A. None
IV. Discussion
    A. Old Business
        1. September 2024 Employee Excellence Award -Blake Goforth
        2. Nectar - Employee Recognition Program
            A) Micah presented. Nectar is a microsoft embedded program. Sam Roberts demonstrated with Micah how it will interact with Google as well.
            B) Nectar uses other campuses that used Google over Microsoft. They are heavily integrated into Google.
            C) Becky presented some findings for other businesses who utilize Employee Recognition Programs. Is our institution ready to recognize our employees?
            D) All rewards are taxable that will have to be hand entered by Karen each time an employee receives a gift.
            E) Discussed different unique ways to recognize employees throughout the year.
    B. New Business
        1. Professional Development. Guests Melissa Luttenbacher and Cheryl Cummins
            A) Melissa discussed the need for trainings in different programs.

B) Discussed different times of having trainings.
C) Incentives for trainings.
D) Main training interest is in Excel. Talk to Ryan Shae about teaching an 8-week Excel class, meeting once a week for an hour. 9-10 am on Tuesdays or Thursdays.
E) Host classes in the computer lab.

V. Adjournment: Motion to adjourn Rachel Hannan, seconded by Rebecca Steinmetz 11:04 am

Next Meeting: October 15, 2024 in the Founder's Room