

Meeting Facilitator:

Roll Call: **inidicates “present”

Don Koch

**Amanda Hannan

John Sparks

**Becky Steinmetz

**Rebecca Wilson

**Gabriel Nuokye

**April Dollins

**Amanda Palmer

**Felicia Rouse

Agenda Items:

1. Call to Order 10:06am

2. Approve April 2023 Minutes

Approval - Rebecca made a motion to approve the minutes, seconded by Becky Hawes. All approved.

3. Additions to the agenda

- a. Professional development team will merge into this team.
 - i. Currently creating customer service training. Part 2 training by Sherry Wessel from Harrah's - to provide training during Convocation. Felicia will notify the Professional Development team of the merge soon.
 - ii. Will team re-select chairperson?
- b. Think of other ideas to recognize employees (in addition to the monthly awards) - Pics on TV, Bernie Bucks, Cafeteria bulletin board, etc. - Roll out at convocation. Team member to describe what we're doing. Team Create a video (July). Play on words "Saint."

4. Update on Policies & Procedures (Tabled until Dr. Taylor provides template)

a. Umbrella Policy

b. Vacation/Sick Policy

c. Transfer-Transition Plan Procedure Review

5. Discussion

a. May 2023 Effort and Strategy Alignment Award Winner

- i. Congratulations to April Dollins and Lori Armstrong

b. Employee Excellence Award: Aug 2023 - Fiscal Stewardship

- i. Worked on August 2023 Fiscal Stewardship and September 2023 Community Service award criteria

c. Employee Appreciation - PLAN: June 21, 2023

- i. Picnic/BBQ - catered, not potluck
- ii. Large Games - inside and out/ Karaoke / Cornhole/
- iii. Ideas for employees who cannot attend (i.e., nursing faculty off campus at clinicals)
- iv. Volunteer coverage for extension centers/ delivery to extension centers.
- v. Crafts
- vi. Calendar invite: June 21, 2023/ Save the date out soon
- vii. Add to Cabinet agenda for 5/17/23
- viii. Shopping list on google drive

d. Summer Meetings

- i. June 20, 2023 - Professional Development team joining E.R. team
- ii. July 18, 2023

e. New Hire Process

- i. tabled

6. Adjournment: 1152

- a. Motion to adjourn made by Mandy Hannan, seconded by Gabriel Nuokye

Next Meeting June 20, 2023 in the Founder's Room

