



Employee Relations Team Agenda

9.17.24

10 a.m., Founders Room

Roll Call:

Dr. Brenda Brown

Amanda Hannan, Secretary

Becky Steinmetz, Chair

Beth Crowe

Rachel Hannan

Rebecca Wilson

Dr. April Dollins

Karen McGoy

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