

**Employee Council Minutes**  
March 16, 2016  
Bouillon 211 – 3:00 – 4:00 p.m.

**Members in Attendance:** Ken Young (Chair), Missy Davis, Carol Peterson, Lorraine Chavez, Jon Belford, Kristen Paton, Lidia Anderson, Hayley Harrell, Gwen Bruce, Liz Inman & Kelly Clerf

**Action Items:**

Approval of Minutes for February 17, 2016 – Missy Davis moved, seconded by Carol Peterson that Employee Council approve the February 17, 2016 minutes as presented. Motion carried.

Appointment of Web Officer – Missy Davis moved, seconded by Hayley Harrell to appoint Jon Belford as Web Officer for the remainder of the 2015-16 academic year. Motion carried.

**Discussion/Information Items:**

Publicity Officer Update – Hayley Harrell gave an update on all that she has been working on since the February 17<sup>th</sup> meeting. She presented a marketing flyer that could be shared with classified staff and/or departments in a number of ways including, but not limited to, campus mail, classified email distribution list, new employee orientation, and Central Today. Hayley will add the Employee Council (EC) statement of purpose to the marketing flyer before distributing.

Hayley also shared the November Employee of the Month addition to the web page which has also been added to the newly created Employee Council Facebook page. She presented the idea to use the EC space in the HR Central newsletter as a way to recognize the employee of the month and will also include web address for the EC Facebook page.

Rich Villacres will take group and individual photos at an upcoming Employee Council meeting.

Employee of the Month Photos – Hayley will be in contact with this year's Employee of the Month recipients to make sure they make an appointment with Rich Villacres to have their photos taken.

Spring Event – The group discussed possible event ideas for spring. Lorraine said there was an ice cream social being planned by HR and we would be welcome to be a sponsor and contribute money for the classified staff portion of that event. It was agreed that the

sites also need to be recognized and there should be events at each site that correspond to events held on the main campus.

Rewards and Recognition Program – Lorraine Chavez presented on the newly created rewards and recognition program created to promote employee appreciation. The group is working on recognizing employees in new ways in addition to the annual awards appreciation event in May or June. Exempt Employee Association is also working on implementing an Employee of the Month Program in July and Faculty Relations may also implement a similar program.

Next Employee Council Meeting: April 20, 2016