



**Employee Engagement Committee Meeting Notes 2019 / 2020**

**Date: 5/19/20**

**Attendees: Julie Galgano, Karen Ramirez, Emily Wineacker, Stuart Harris, Kellie Porter and Jeremy Poehnert**

**The Candy bar certificate is to be changed from paper to digital and will be emailed out to the employees of the departments with the highest completion rate. (FES, Com Ed, HR, Foundation, Instructional Support and TeLS)**

**Kellie is altering the content of the certificate to say “candy bar”**

**Emily will supply email address for employees and Kellie will initiate email**

**Survey action item was chosen: Administrative Processes clearly defined**

**Next meeting, how to choose which processes to focus on?**

**Jot Form? Biggest Headache?**

**Jeremy to supervise our chosen method uses the Outward Mindset teaching**

**Check sheets will need to be made so supervisors can accurately deliver the candy bar**