Employee Relations Team Meeting Minutes
DATE: March 15, 2022
TIME/LOCATION: Founders Room/ Zoom 10:00am

Roll Call:

	Names			Names
√	Deborah Vines		√	Kylee Frassato
√	Emily Forthman			Sandy Fontana
	Don Koch		√	Bea Gordon
√	Amanda Hannan		√	Greg Sheppard
	John Sparks		√	Sherrie Malone
√	Becky Steinmetz			Lee VanAlstine
	Caleb Ingram			

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Deborah Vines, Chair, called the meeting to order at 10:10am
A quorum is present.

II. Appoint Secretary

The floor was open to volunteers for Secretary of the Employee Relations Team. Amanda Hannan volunteered to serve in that role. Greg Sheppard made a motion to approve the position, Sherrie Malone seconded. All members voted in favor and the motion carried.

III. Approval of Minutes of February15, 2022

The minutes were reviewed with the group by Deborah Vines. Sherrie Malone made the motion to approve the minutes as written, Becky Steinmetz seconded the motion. All members voted in favor approval of the minutes without corrections and the motion carried.

IV. Additions to the Agenda

There were no new additions to the agenda.

V. Items For Discussion

a. Exit Interview – time sensitive: Review at April 19th Meeting, Due in May.

i. It was discussed that the Exit interview is a newer process that has not historically been completed prior to the past year. The exit interview has been sent to those who have voluntarily resigned from their positions, not those who have been terminated from their positions.

ii. Discussion regarding ensuring completion revealed that we need to align this process with the strategic plan. Also, the exit interview could not be tied to “final paychecks” but might be done if there was some other incentive to complete or another method to ensure completion. Having an online survey was discussed as being more appealing than being handed a paper version and that data analytics would be available if it was an online survey.

iii. It was suggested to contact Dr. Teske for information about how to create the desired survey so that data could be compiled and addressed.

iv. Other discussion regarding the content offered ideas for adding a purpose statement (to mimic the orientation packet) to "please help us to improve our employee relations by completing the following." Also, in reviewing individual sections, some new language was suggested by multiple team members to included items that influenced leaving (Health Insurance, Lack of Communication/ Respect, Culture or Lack of Recognition, and an "other" with comments. It was recommended that each "negative" be followed up on after their resignation. In the second section, adding working "environment" and feeling valued within the organization or having tools necessary to be successful could be added. Deborah had a resource from a previous employer that had excellent options. The third section was reviewed and recommended to add "direct supervisor" and also to add "encouraged advancement or offered training/ preparation for advancement." It was suggested that all potential changes be sent to Emily Forthman within the next 2 weeks.

b. New Hire Orientation

i. There was a discussion regard the New Hire Orientation. Revisions to the purpose statement were requested to reduce redundancy: "to ensure all new employees understand their role as faculty/ staff…"

ii. It was suggested to add the individuals actual "90th day" date on the HR checklist with a definitive end date – which could help the employee and supervisor know when that 90-day evaluation should take place.

iii. It was requested that the current checklist offer a section for "Department" so that HR could ensure that a departmental orientation had been completed within the first 90 days.

iv. This discussion prompted a suggestion for an online orientation for faculty and staff. Members had various ideas for this possibility, including linking to the MySCC page or in a shared file with links and videos that could be accessed later if needed. This will be added as new business to a future agenda.

v. It was discussed that this did not have a specific time constraint and would add the first two sections for discussion at the April 19th meeting.

V. New Business

There was no new business

Adjournment

Sherrie Malone made a motion to adjourn the meeting at 11:16am, with a second by Bea Gordon. All voted in favor and the motion carried.

The next meeting will be held April 19th, 2022 at 10am in the Founders Room/ Zoom.