Employee Relations Team Meeting Minutes
DATE: April 19, 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 10:02am
A quorum is present.

II. Approval of Minutes of March 15, 2022

The minutes were sent out prior to the meeting. Bea Gorgon made the motion to approve the minutes as written, Sherrie Malone seconded the motion. All members voted in favor approval of the minutes without corrections and the motion carried.

III. Items For Discussion

a. Exit Interview – Reviewed (carried from previous meeting)

i. Updates to the Exit interview form were discussed including meeting with the employee, making the form work better, and using an electronic version for individuals who cannot attend a face-to-face meeting.
ii. In the previous meeting, suggestion was made to contact Dr. Teske for information about how to create the desired survey so that data could be compiled and addressed. Emily Forthman met with Dr. Teske who suggested to align with Strategic Goals, to make which KPI's are covered and add others as needed within the interview document.
iii. Other discussion regarding the document included the use of open-ended questions being hard to measure. It was suggested to have a drop down list of choices and also allow room for additional comments as necessary.
iv. The use of Survey Monkey for an electronic version was discussed.
v. Approval for use to be determined at May meeting.

b. New Hire Orientation

i. Points from previous meeting were reviewed regarding the purpose statement narrative and 90-day "blank" on document so all would know when the orientation should be complete.

ii. A Process form and Onboarding article were provided for review. A decision has not been reached on the format of a new process document.

iii. Videos for orientation purposes and future reference were discussed. Kevin Hunsperger is updating college videos which may be able to be used. Additionally, other videos such as Becky's requisition Zoom meeting could be posted so staff or faculty could review if needed. It was recommended that phone lists, organizational charts, and other key documents and videos could all be kept in one place on MySCC's Employee Self-Service.

iv. No definitive decisions were made at this time. To continue discussion at May meeting.

c. Standard Checklist

i. A standard employee checklist was discussed and suggestions were made for items to include. Caleb Ingram suggested introductions of new employee to everyone. At this time, Emily sends out an email, Dr. Price walks people around, and ultimately it is more of a "Director" responsibility. It was suggested that someone act as a host or mentor and be responsible for at least attempting to take new employee around to others.

ii. It was also suggested to have a "check off" area on a new-hire orientation form or checklist that this be completed.

iii. A "30-day check in" by a mentor or HR was also suggested.

IV. Additions to the Agenda

a. Employee Recognition: at this time, years of service and faculty of the year are celebrated. We also have "Advancing Shawnee" for individuals who advance their degree. Tina/ Dr. Taylor send out Birthday cards. It was suggested to add other "Employee of the Month" awards such as low-cost "tokens" or "special parking spots." A suggestion was made to post something on the Campus-wide TV screens or on social media to bring more recognition to faculty and staff. It was noted that this process aligns with Strategic Plan Goal 3, Objective 5, Strategy D, Creating a consistent employee recognition processes.

b. Action Items:

i. May meeting: Bring employee recognition ideas

Adjournment

Kylee Frassato made a motion to adjourn the meeting, with a second by Sherrie Malone.
The next meeting will be held May 17th, 2022 at 10am in the Founders Room/ Zoom.