

## Employee Relations Team Minutes

08.19.25

Founders Room

10 a.m.



Chair: Dr. April Dollins  
Co-Chair: Karen McGoy  
Advisor: Felicia Rouse

### Roll Call:

<input checked="" type="checkbox"/>	Dr. Brenda Brown	<input checked="" type="checkbox"/>	Rhiannon Martin	<input checked="" type="checkbox"/>	Rebecca Wilson
<input type="checkbox"/>	Sophia Conley	<input type="checkbox"/>	Karen McGoy	<input checked="" type="checkbox"/>	John Sparks - added
<input checked="" type="checkbox"/>	Dr. April Dollins	<input checked="" type="checkbox"/>	Christopher Scott	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Amanda Hannan	<input type="checkbox"/>	Dr. Micah Spicer	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Rachel Hannan	<input checked="" type="checkbox"/>	Rachael Trotter	<input type="checkbox"/>	

### Agenda Items:

- I. Call to Order 10:01am
- II. Approve Minutes: We did virtual minute approval for May meeting after last meeting
  - A. No minutes for June or July (no meetings)
- III. Additions to the Agenda
  - A. April Dollins asked a clarifying question about whether her tenure as cochair was up. She stated that the Shared Governance guidelines indicated a year of tenure, which would be up to give over that responsibility. Reviewed the charge to ensure we have enough faculty vs staff. We will table for further clarification.
- IV. Discussion
  - A. Old Business
    1. HLC Celebration - Felicia was unavailable. Rhiannon stated that Kevin is now in charge, looking like upcoming Assessment Day coming up (September 2), with an "after hours" event. HLC Steering Committee is handling it. We don't have to do anything else from this committee!
      - A. July - Rhiannon Martin was Super Saint!
      - B. August - Becky Hawes, James Walton and Matthew White Super Saints.

C. September - 7 responses Virginia Chamness is our Super Saint!

2. Shawnee Community Kudos - nothing new. Just encourage people to submit kudos. Rhiannon sends reminders. Rachael asked if we ever determined a way for students/ community to submit kudos? Kevin was supposed to create a QR code., Rhiannon will follow up. Along the same lines, Rachael T. described her peers recent visit for a potential student athlete (area teachers/ coaches) and that their visit was really great here, that it was a wonderful experience.
3. Bernie's Hall of Fame Annual Awards - nothing to report. We are looking at doing that in April (Community College Appreciation Month).

B. New Business

1. Review Employee Relations Team Charge
  - a) The team reviewed printed copies of the charge. Dr. Dollins read it aloud to the committee. Note that HR council was formerly DEIB Council. Reviewed HLC 1.C and 3.C.1. Members stated that some of the reviewed content seemed more of an HR role, not the committee role. Discussion around once employed, inclusion practices are part of this team, not part of employee recruitment. It was asked if we should come up with priorities for FY27 yet, will move this to January 2026 to begin that process. Dr. Dollins stated that we had May agenda items including refining the complaint process here. Rhiannon stated that is being worked on. Actively with Rhiannon, Felicia, Kevin and Jonathan. Rhiannon stated that it would be structured like Waubensee College and showed the Waubensee website for various types of complaints. Jonathan has most of it ready to go on the website. Rebecca asked about a process to roll that out to students.
  - b) Regarding the team composition, we are very staff heavy. We do have the 3 faculty, but we have more staff than are needed as of this date. We will look to see if changes are necessary for the future.
2. Review Mission, Vision, and Values
  - a) Rachael described the first meeting that was held where the college looked at our current mission, vision, and values statement and rewrote through various exercise. They compiled the information that

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was brought in that day to be agreed upon. That team followed up and created a new written statement/ statements for each of the Mission/ Vision/ Values. Mandy described the recent event where a SOAR analysis was done. Rebecca said that she recently saw some of the new language being used/Empowering Learners. Enriching Communities. She also asked about “economic prosperity” and that that phrase meant that we didn’t want to just meet, rather exceed economic growth. Rachael described that we didn’t want people to leave the region, rather have them stay and help the local economy thrive, helping both businesses and students. Rhiannon asked if we have any suggestions regarding the updated materials. Rachel H. stated that she needed to read a little deeper, Rebecca described that the mission and vision were very brief and that the values were well-broken down with clear definitions.

### 3. Review Professional Conduct Operating Standard

- a) Rhiannon stated that we are reviewing this to get opinions before sending to the HR council. Rachael suggested that under respectful communication...”language” - does that include verbal, nonverbal, email, etc? Suggest replace “communication” or ensure that nonverbal communication is described. Remove the bottom bullet: “Examples of unprofessional conduct include, but are not limited to:” and it was noted that the font sizes were not the same for the following: “Inattention to Duties: Persistent idleness or excessive personal conversation that interferes with work responsibilities during scheduled work hours.”
- b) Rachel H asked the question with the current presidential administration, should we be cautious of using words like “inclusive?” She asked regarding her role in TRIO and the changes that have been made that

surround certain terms. Rhiannon stated that we must only ensure that we are not excluding any groups. All teams/ committees should be mindful of DEIB at this time.

- c) Rachael brought up a recent issue surrounding language and requested information about sending a letter to a clinical site regarding preferred name/ pronouns and legal documentation. While not related to the topic at hand, the discussion revolved around inclusive practices within the college.
- d) Donna Vasalo supervisory skills training - noted that culturally, "SCC has a problem with gossiping." This is why we have "reporting and enforcement." If something is brought as a complaint and it was intended to be malicious, the employee will face consequences. Rebecca asked - what counts as gossip? "So and so doesn't do any work, they're always up walking around and talking to people." Complaints go up, not laterally.

#### 4. Review Professional Appearance Operating Standard

- a) Discussed departmental dress up days, which Rhiannon said that was fine. Possibly change language for "department specific events?"
- b) April Dollins asked that Scrubs be added as acceptable for those who instruct in the allied health and nursing labs since Facilities had a separate dress code. Suggest that instead of just for "facilities," add a notification or approval from HR statement in general for possible issues.
- c) Rebecca clarified that we could wear tennis shoes on a regular basis. As long as the shoes are in good repair/ clean, they are acceptable.
- d) Shorts- if a group is cleaning a lab on a day without students, they must let HR know so that if asked, HR is aware and can state that consent was given.
- e) Shoes were discussed as needing to wear certain tennis shoes for foot conditions which also brought about discussions regarding attire because of medical equipment or religious/ cultural wear or other accommodations (#5 discusses accommodations), which HR should receive notification about, not necessary to have medical documentation.
- f) Suggested SCC Gear for Wednesday since there are more students, faculty, and staff on campus on

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Wednesday. Possible that more SCC gear would be purchased by students to wear on those days?

- g) We discussed that during convocation this year, it was not expressly stated whether jeans could be worn. Future clarification would be appreciated.
- h) Discussed jeans - as long as they are not full of holes and completely tattered, they are likely okay.
- i) Athletic dress and athletic coaches/ staff: Should we address athletic wear (deemed inappropriate)?
- j) Offensive tattoos, piercings, etc.- Discussed that this should be included related to divisive language or symbols. Student handbook does not mention for students. This is a very subjective topic... Rhiannon will discuss this with the HR consultant. Should we add it in advance so that it is not seen as discriminatory AFTER hiring?

- 5. Other Discussion: Updated date for next meeting (incorrect on agenda). Also discussed upcoming NEOEd training, eliminating Mineral training, etc. Mandy requested someone fill for taking minutes at the September meeting due to being out of town. Rebecca stated that she could.

- V. Adjournment: A motion was made by Rebecca Wilson at 11:39am to adjourn, seconded by Rhiannon.

**Next Meeting: September 16, 2025 in the Founder's Room**