

Employee Relations Team Minutes

09.16.25

Founders Room

10 a.m.



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

Roll Call:

☒	Dr. Brenda Brown	☒	Rhiannon Martin	☒	Rebecca Wilson
☒	Sophia Conley	☒	Karen McGoy	☐	
☒	Dr. April Dollins	☐	Christopher Scott	☐	
☒	Amanda Hannan	☐	Dr. Micah Spicer	☐	
☒	Rachel Hannan	☒	Rachael Trotter	☐	

Agenda Items:

- I. Call to Order @ 10:01 am
- II. Approve Minutes:
 - A. August w/ corrections 5.20.25 to August date. Two "Now's" in HLC celebration #1. "To be agreed upon" in B2 on the third page. Also on B2 "regard" to "regarding." Rachel H. motioned to approve minutes with changes. Dr. Dollins seconded. All approved.
- III. Additions to the Agenda -
 - A. Update: No additional HLC celebration.
 - B. Also: Awards Banquet: Bernie's Hall of Fame - Need to do a survey for members to vote on what time staff/faculty prefer. Discussed doing it on a day when all faculty/staff will be included. Graduation suggested by Dr. Brown, March, and April were discussed. Sophia suggested Spring break. Dr. Dollins suggested the Final Exam block. Could eat in K-Atrium and do the awards in the Ed-Center. Director of HR suggested signage saying "Employees Only." Report back on Bernie's Hall of Fame Banquet to develop a survey next month.
 - C. Director also discussed having two employee celebrations of the year: Fall and Spring. First week of December for fall, but NOT holiday-themed.

D. Halloween Department Challenge: department or division dress up according to a given theme, Kevin takes a picture, and people vote using pennies in bucket to benefit Bernie's place. Rebecca suggested Department challenge, not division. Dr. Dollins suggested October 29 for date. Will send invites for departments to participate voluntarily. Brenda Brown suggested doing this in November. Rachael T. suggested book themed costumes. November is National Family Literacy Month and Picture Book Month. Dr. Dollins suggested "Masquerade" or "The Great Literary Masquerade." A fundraiser and/or food drive will already be involved in November. This can either tie-in or be separate. Departments wear the costumes one day and vote with pennies the next day. Dr. Dollins has already started work on the verbiage. People can donate coins and bills other than pennies, and it will count toward the total. No coins will count against the total. Money jars should be in all locations: main campus and ext. centers. Thinking of letting departments self-select and let us know who is in what group. Wording will say "department, office, or group of friends." November 5 or 12 are possible dates. Felicia will find out and send out the invite Dr. Dollins is composing or a Save the Date.

IV. Discussion

A. Old Business

1. Shawnee Super Saints
 - A. September - Virginia Chamness; October is Tina Dudley
2. Employee Relations Team Charge - clarification on committee positions (chair, co-chair, etc.). Also: need to update the website to remove specific titles from team composition. We will hold the current make-up of the committee until more faculty join.
3. Mission, Vision and Values - Many others have also addressed the "economic prosperity" terminology from the mission statement, so that will be clarified.
4. Professional Conduct Operating Standard - HR council met last Thurs and added their comments, so it's a current work in progress.
5. Professional Appearance Operating Standard - Still work in progress from HR Council. There's now a template of how each operating standard should be developed. These standards are under the purview of the Director of HR, Felicia Rouse, and not under the VP, as it currently states.

B. New Business

1. Review Developing Operations Standards - Revisions already being made.
2. Review Definitions List Management

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3. Review Administrative Policy & Operating Standard Framework - template to standardize the operating procedures for developing guidelines.

- V. Adjournment: Karen made the motion to adjourn and Rachel H. seconded.

Next Meeting: October 21, 2025 in the Founder's Room