



Board Monitoring Report

Human Resources

June 18, 2026

Following the Board policy on Monitoring College Effectiveness (B1002), monitoring reports will assist the Board in guiding the President in decisions related to the Strategic Plan, including prioritizing improvement initiatives and allocating resources. Specific monitoring measures and performance indicators are suggested in each Strategic Outcomes policy and aligned to Strategic Plan strategies.

The Strategic Outcomes policies for Human Resources are:

- Employee Relationships (B3001)
- Organizational Culture (B3003)
- Employment, Compensation, & Benefits (B3004)

The Key Performance Areas (KPA's) are:

- Preparation, Performance, Cultural Condition, and Employee Satisfaction

This report updates Human Resource activities aligned with the Board's Strategic Outcomes using the Key Performance Indicators (KPIs) in the Shawnee Community College Effectiveness System (SCCES).

The areas of measure identified for looking at the key performance indicators include:

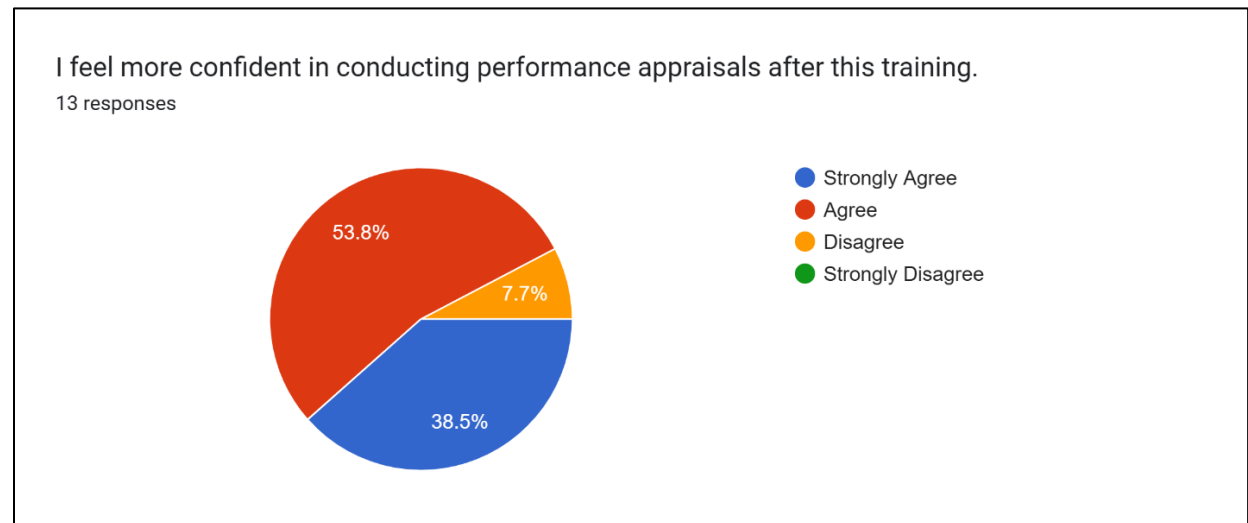
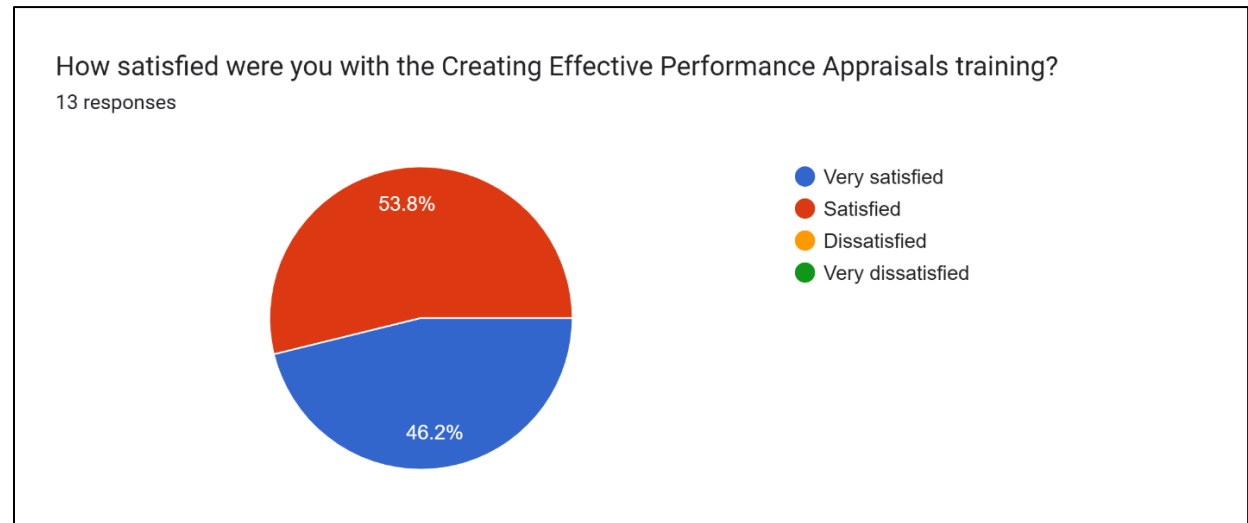
- Leadership
- Growth & Development
- Organizational Alignment
- Operating Standards
- Employee Diversity
- Communication
- Effort & Strategy Alignment
- Decision-Making
- Empowerment & Collaboration
- Work Execution
- Reward & Recognition
- Enhanced Effort
- Work Environment Quality
- Loyalty
- Pride
- Morale
- Environment

Leadership/Growth & Development

The College continues to invest in professional development opportunities that support employee growth and institutional effectiveness. Throughout Fiscal Years 2025 and 2026, employees participated in training initiatives facilitated by Inclusive Outliers and Steve Gavatorra Group. These programs focused on strengthening communication, leadership skills, collaboration, inclusion, workplace culture, and employee engagement, providing employees with tools and resources to enhance individual performance and contribute to the College's overall success.

Key training initiatives include:

- Situational Leadership,
- Enhancing Your Supervisory Skills,
- Creating Effective Performance Appraisals
- Leadership Coaching Sessions with Steve Gavatorra Group



Operating Standards

To strengthen employee relations, promote a consistent workplace culture, and clarify institutional expectations, the Executive Council approved seven Human Resource operating standards that are being implemented across the College. These standards align with the Administrative Policy for Employees and complement the College's existing human resource policies by providing clear guidance regarding employee responsibilities, workplace expectations, and operational practices.

- Alternate or Remote Work
- Corrective Action
- Leave – Paid & Unpaid
- Performance Review
- Performance Improvement Plans
- Professional Appearance
- Respectful Workplace

Employee relations are supported through comprehensive Human Resource Operating Standards that establish expectations for professional conduct, workplace appearance, performance, attendance, accountability, corrective action, and leave administration. These standards provide a consistent framework for addressing workplace matters, supporting effective supervision, and promoting fairness, transparency, and consistency in employment practices.

Performance accountability and employee development remain institutional priorities. During the most recent evaluation cycle, all employees completed performance evaluations, providing opportunities for meaningful feedback regarding performance, accomplishments, expectations, and areas for continued growth. Structured evaluation processes, Performance Improvement Plans, and corrective action procedures support employee development, accountability, and consistent application of workplace expectations.

The College maintains current written human resource policies and operating standards that define working conditions, establish performance and behavioral expectations, provide mechanisms for addressing employee concerns, and support equitable treatment of all employees. Standardized leave practices further support employee well-being while promoting operational continuity and consistent administration of employee benefits.

Together, these policies and operating standards reinforce the College's commitment to a positive, professional, and inclusive workplace. They provide employees and supervisors with clear expectations, support continuous improvement, and help protect employees from wrongful employment practices, harassment, discrimination, retaliation, and bias. Through continued implementation and communication of these standards, the College continues to strengthen employee relations, enhance accountability, and foster a culture built on respect, trust, and shared responsibility.

Communication


Internal Communication

Human Resources launched an internal newsletter to improve communication and provide timely updates. The first edition included information on required online training for Title IX, the Clery Act, and VAWA under the Illinois Human Rights Act; FMLA facts and myths; employee survey results from the Employee Appreciation event; and upcoming employee appreciation activities.

Feedback, Concerns, and Reports

The College maintains confidential reporting processes that allow employees and community members to report concerns or suspected improper activities without fear of retaliation. These processes promote transparency, accountability, and ethical practices by providing accessible resources for submitting feedback and obtaining information regarding Whistleblower Reporting procedures.

Sharing Feedback, Concerns, and Reports



We want to hear from you.

Shawnee Community College values every member of our campus community. We're committed to maintaining a respectful and supportive campus where everyone feels heard, valued, and treated fairly. If you have a complaint or suggestion we encourage you to share it with us using the tools below.

<p>Student Complaint Form</p> <p>For students wishing to report issues related to academic or non-academic matters (instructor, course, staff).</p> <p>If you have a complaint that needs to be addressed, please follow the process outlined in the Student Complaint Procedures of the Student Handbook.</p> <p>Student Complaint Form</p>	<p>Employee Complaint Form</p> <p>For employees with concerns related to workplace issues or interactions.</p> <p>For further guidance, please refer to operating standard A4300.25 Employee Grievance.</p> <p>Employee Complaint Form</p>	<p>Harassment or Discrimination Form</p> <p>For formal complaints involving harassment or discrimination of any kind. - Title IX Webpage</p> <p>Harassment or Discrimination Form</p>
<p>Whistleblower Report</p> <p>The Whistleblower Reporting Form is used to report allegations of unethical conduct, infractions of college policies, or violations of the law from</p>	<p>Incident Report</p> <p>For reporting any incidents that occur on campus, including accidents, injuries, and safety concerns.</p> <p>Incident Report Form</p>	<p>Community Feedback</p> <p>We invite you to share your thoughts, ideas, and suggestions to help us grow and better serve our community.</p>

Reward & Recognition

The Saints Service Awards recognize and honor employees who have reached significant service milestones with the College. These awards celebrate employee dedication, commitment, and contributions to the institution.

From July 1, 2025, through June 30, 2026, the following employees were recognized.

Merit Award - 1 year of service

- Elizabeth Wheeler
- Rachael Trotter
- Maggie Calcaterra
- Robinson Karunanithy
- Micah Spicer
- Sophia Conley
- Adrian Fox
- Mackenzie Scherer
- Rhiannon Martin
- Nikki Basler
- Dorie Wilburn
- Sydnie Ross
- Tara Huffman
- Christopher Schott
- Ender Schmidt

Bronze Award – 5 years of service

- Tim Taylor
- Virginia Severs

Silver Award – 10 years of service

- Kayla Sauerbrunn
- Blake Goforth

Platinum Award – 20 years of service

- David Black

Emerald Award – 25 years of service

- Leslie Cornelious-Weldon
- Dwayne Fehrenbacher

Shawnee Community Kudos is a peer recognition program that celebrates employees' outstanding contributions, exceptional teamwork, and positive impact on the college community, highlighting and acknowledging their efforts. From July 1, 2025, through June 30, 2026, we received 76 submissions for Kudos.

Shawnee Super Saints is a monthly recognition program that celebrates an outstanding employee who exemplifies excellence, dedication, and a positive impact on our college community.

From July 1, 2025, through June 30, 2026, the following employees were recognized.

- July 2025 – Rhiannon Martin
- August 2025 – Matt White
- September 2025 – Virginia Chamness
- October 2025 – Tina Dudley
- November 2025 – Christy Parks
- December 2025 – Donna Price
- January 2026 – Dwayne Fehrenbacher
- February 2026 – Mary Ramsey & Sophia Dudley
- March 2026 – Sydnie Ross
- April 2026 – Kristy Stephenson
- May 2026 – Dr. April Dollins

The Employee Relations Team hosted two **Employee Appreciation** events during the report period: a fall event in December with more than 90 employees participating and a spring event in March with 104 employees participating. Activities for the events included: Food in the K-Atrium, Employee Raffle, Glass-Painting Class, and Relaxing Sound Bath.



Decision-Making

Implementation of a new compensation framework

The College completed a comprehensive compensation study to evaluate and strengthen its compensation practices based on regional labor market data, internal equity considerations, job responsibilities, and position classifications. As a result, the College implemented a new compensation framework that establishes a transparent salary structure with defined pay bands, consistent methods for salary placement and alignment, and opportunities to recognize employee growth and progression over time.

To support understanding and transparency, the College held individual meetings with 62 employees to review the new compensation framework, explain how salary placement for their positions was determined, and address questions about implementation.

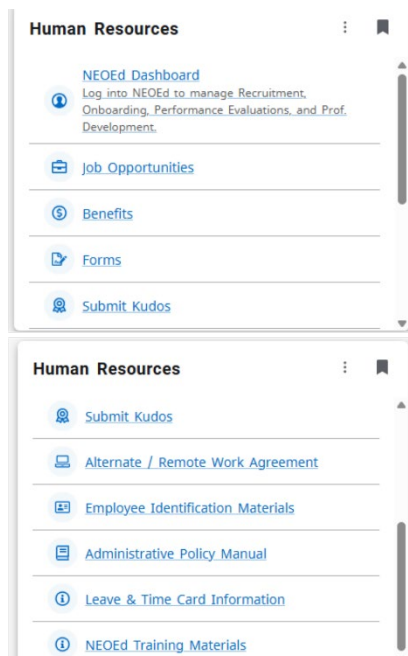
The College will continue to monitor compensation practices and market conditions to maintain competitive wages, support employee recruitment and retention, promote internal equity, and ensure long-term fiscal sustainability.

Empowerment & Collaboration

Implementation of an HR resource tool

Human Resources identified frequently requested employee services and developed a centralized resource tool to improve accessibility, efficiency, and employee support. The resource provides employees with convenient access to commonly needed information, including leave submission guidance, benefits resources, ADA and FMLA request forms, and training materials for the NEOED software system.

Following completion, Rhiannon Martin and Jon Van Meter collaborated to make the resource available through the Human Resources card on the MySCC homepage. This centralized location provides employees with streamlined access to essential HR information, forms, and support resources.



The College remains committed to maintaining an environment where employees are supported, valued, and equipped to contribute to student success while advancing the Board's Strategic Outcomes and the institutional mission.

Key priorities for continued Improvement

As it relates to Board Policy 3001, Employee Relationships, I recommend ongoing refinement and implementation of Human Resource Operating Standards to ensure consistent application across all areas of employee relations, expansion of professional development opportunities to further strengthen leadership capacity, collaboration, and employee effectiveness, and continued emphasis on employee engagement strategies to support communication, inclusion, and organizational effectiveness.

As it relates to Board Policy 3003, Organizational Culture, I recommend continued strengthening of workplace culture to further enhance trust, transparency, and employee engagement, and ongoing reinforcement of a respectful, equitable, and inclusive workplace through consistent application of reporting, accountability, and conduct standards.

As it relates to Board Policy 3004, Employment, Compensation, & Benefits, I recommend further development of the compensation framework, including continued monitoring of market competitiveness and internal equity to support retention.

As it relates to Board Policy 1012, Diversity, Equity, Inclusion, and Belonging, I recommend continued integration and alignment of DEIB-related efforts with the ICCB Equity Plan to further reduce duplication and strengthen outcome-based reporting and oversight.