

## Employee Relations Team Minutes

03.18.25

Founders Room

10 a.m.



Chair: Dr. April Dollins

Co-Chair: Karen McGoy

Advisor: Felicia Rouse

### Roll Call:

X	Dr. Brenda Brown
	Sophia Conley
	Dr. April Dollins
X	Amanda Hannan

X	Rachel Hannan
X	Rhiannon Martin
	Karen McGoy
	Mackenzie Scherer

X	Dr. Micah Spicer
	Rebecca Steinmetz
X	Rachael Trotter
X	Rebecca Wilson

### Agenda Items:

- I. Call to Order at 10:08 am (zoom link sent out at 10:05am)
- II. Approve Minutes: motion to approve February minutes was made by Rebecca Wilson, Seconded by Dr. Spicer.
  - A. February 2025
- III. Additions to the Agenda - none
- IV. Discussion
  - A. Old Business
    1. HLC Celebration: That was January 29th with a “wind down” lunch. Dr. Taylor would like to still have a HLC celebration. Suggested that we have a plan A, plan B, plan C for location, menu, date, etc.
    2. Options may include lunch, mid-afternoon, or after-hours event. Looking at Summer or possibly fall when we return for the fall semester. Felicia said “venue” is difficult.
      - a) Rachel stated that evenings and weekends are generally not well-attended, others concurred.
      - b) Fall was agreed upon as “best” since not all faculty are present in summer. Convocation time is hectic for students services with enrollment and the bookstore being full/ busy. The Friday after convocation was suggested since faculty are back.
      - c) Outside venues were discussed, but logistically, main campus seemed best.

- d) Brenda suggested holding it later in the afternoon on day of convocation because some adjuncts would also be present.
- e) Plan A is Assessment Day, where there are no students. A potential theme, like a carnival, was suggested. Everyone seemed to agree that an outdoor event would be fun. The eclipse event was really enjoyable so something like that.
- f) Plan C, if we have to incorporate with holidays, it was suggesting that we avoid Christmas and wait until January. The day after convocation is best for faculty, though student services were a bit concerned about being busy.
- g) Menu items discussed were grilling out, catering, vegan options, or food trucks.
- h) Students not included...we included them in the wind down. This will be for faculty/ staff/ adjuncts.

## B. New Business

1. Shawnee Super Saints nominee - There was one nomination for Super Saints (Toby Martinez) but we are including anyone who received kudos (Alex Copley, Michelle Williams, Ginny Severs, and Brandy Woods). We will give two awards. Toby will receive a Super Saint award for April.
2. Shawnee Community Kudos - we had 4 for this month.
  - a) We decided that any Kudos would lead to a nomination and we as a team would decide who the "Super Saint" is. There was a motion made by Rachel and seconded by Dr. Spicer to change how we are doing the Super Saint process. From the Kudos, Alex Copley will receive a Super Saint award for April.
  - b) The actual award was discussed...mugs, St. Bernard trophies (\$85), and services to Cosmetology/ Automotive, voucher from bookstore or Connie's, or an item from Sam's or Amazon, and a gift card to the local Cornerstone Cafe. Employees can pick!
3. Bernie's Hall of Fame Annual Awards - we will not be able to do that this year. Graduation was proposed and is just too busy to get everything done. Felicia said others didn't want more added that day.
  - a) April is community college month, so for the upcoming year, that may be an option, though we will have to change the plans for this year.
  - b) Assessment Day is an option for this year to give these awards. In Summer, faculty aren't here.

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- c) We have only had one nomination...May is short notice.
  - 4. Ergonomic workspace: Felicia stated that several employees are doing PT due to pain and injuries from their workspace. Rachael Trotter presented information about designing an ergonomic workspace. An actual assessment is a lengthy process, but she stated that she could do a generalized assessment. There is an option for a self-adjustment as well for injuries that typically occur (wrist, spine, etc).
    - a) Good to add this to OT month, which is in April.
    - b) Questions about if equipment was needed, who purchases those things? Keep it within department, although keeping some mouse wrist supports and other items were discussed that it would be good to keep a few on hand in HR.
    - c) Rachael will discuss with Kevin and will update forms to meet our needs, including a self-assessment and also be a resource for specific needs.
  - 5. Dr. Spicer - had question about the NeoEd implementation. Working on onboarding process. We will try this on a new IT student support specialist in a few weeks when that person starts with us. Rhiannon went through NeoEd with the team. We requested the \$600/hr be changed to reflect "credit hours." NeoEd will be where we house Title IX, etc training.
  - 6. The Professional Development Request/ Repository: When faculty/ staff complete PD or renew licensure, it needs to be sent in. Example, nursing licensure.
- V. Adjournment motion to adjourn at 11:27 by Rachel H, seconded by Dr. Brown.

**Next Meeting: April 15, 2025 in the Founder's Room**