Employee Relations Team Meeting Minutes
DATE: September 27, 2022
TIME/LOCATION: Founders Room/ Zoom 10:00am

Roll Call:

	Names			Names
✔	Deborah Vines		✔	Rebecca Wilson
✔	Emily Forthman			Sherrie Malone
	Don Koch		✔	Bea Gordon
✔	Amanda Hannan		✔	Amanda Hazel
	Becky Steinmetz			John Sparks

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Deborah Vines, Chair, called the meeting to order at 10:00 am
A quorum was present.

II. Approval of Minutes of August 23, 2022

The minutes were sent out prior to the meeting. **Amanda Hazel** made the motion to approve the minutes as written, **Bea Gordon** seconded the motion. All members voted in favor of the minutes without corrections and the motion carried.

III. Items For Discussion

a. Appoint New Chairperson- no volunteers. Will send an email prior to the next meeting.

b. Policies- Shared Governance: Article VI - Employed 6100-6117, 6130-6198, 6200-6296 (except 80, 82, 92), and 6300-6370.

- Emily Forthman explained the purpose of reviewing the policies that the committee is responsible for, that they did not have to be done all at once. We will work on them together each meeting and determine if they are necessary, if they need to be changed, or if they can be removed altogether. Communication will then go to the DEI Council and report to the Executive Council.
- It was expressed by a team member that the ability to communicate has not been as good recently, due to level of

authority, and finds it difficult to ask questions regarding this information.

- We will take our time to complete these policies,
- Exit Interview tool is being used - but the policy regarding this needs to be addressed "to allow the college to improve…." Procedure needs to be created as well.
- Transfer Procedure needs to be addressed as well; definitions were the issue. Emily said "HR should be the owner of advising," that when a transfer occurs, communicating with Supervisor should be done by HR. Transfer Definition: takes a position at the same level. Promotion: takes a position at another level. Demotion: takes a position at a lower level. There is a formal process regardless of transition level to a different position. Now, technically, the application and interview process can be completed without supervisor knowledge. The purpose of this revision is to prevent this from happening in the future.
- Vacation/Sick Leave Transfer Policy/ Procedure: Current - donate sick time. Council liked the changes to sick and vacation time but requested more restrictive qualifiers: Added: catastrophic illness or injury. Definition Added. Eligibility: "Benefit Eligible" - 1st day of the month after board hiring, and exhaust accrued sick/ vacation leave.
- Council's worry relative for the "bank" was that it could not be budgeted. It will be based on individual's that are current employees and the days they want to donate. There is a cost to the college of donating time if an employee leaves. Council also liked that days were increased to 15.
- Changes have been made by Emily based on council recommendations. Etrieve form has been updated as well.

i. **6100-6117:**
    1. **Should this be included?**
    2. **Would this be covered by the faculty contract?**
    3. **Is it a policy or is it a procedure (or both and should be separated)?**
    - **1st to review - 6110:** Emily stated that "two letters of recommendation" is something that is difficult to get. We also do two reference checks.
    - Affirmative Action officer: Emily - makes sure that everyone gets a fair chance to a position, regardless of their demographic information (that there is no bias/ discrimination based on gender, age, race, etc.).

- Addressed: “Level 4 management and below” positions released internally prior to outside advertisement - does that need to be here? How many people are looking for lateral transfers?
- This will be reviewed for the next meeting.

c. DEI Tool

i. Tool will be sent out prior to the next meeting. It will be best if we work through this together, as the tool is a bit confusing. Can we create a link for this tool on MySCC (icon for link)?

d. Employee of the Month - Google vs Etrieve form to be created (volunteered: Emily) Goal 3/5/6 - Consistent Employee Recognition Program

i. Working on together -Nomination Form:

1. Eligibility: Full or Part Time Faculty/ Staff
   - Employee has made an accomplishment towards the strategic plan.
   - Employee has gone above and beyond at work or outside of work.
   - Employee has made a difference in their community.
   - Employee has been involved in an activity that supported the college’s mission or values.
   - Employee’s “story” must be included for any of the above.
   - Note for selection team: how long has the employee worked here, Department information.
2. Rewards: Connie’s Vouchers ($5 - 5 days worth? - Extension Centers - vouchers. Bookstore Vouchers. Designated Parking Space?
3. Who chooses? Team or Leadership (Cabinet).
4. Name of the Award: Saint of the Month, SCC Employee of the Month, Check other schools or talk to Kevin, SCC VIP, “Star,” Spotlight award, **SCC Employee Excellence Award**.
5. Nominations not chosen: showcased on bulletin board in cafeteria.

IV. Action Items for October Meeting

1) **Review Policy 6110**
2) **Consider next policy to review**
3) **Create Employee of the Month Nomination Form - Etrieve?**
4) **Check with Mike to see if they need that bulletin board in cafeteria**

V. Adjournment

A motion for adjournment was made by **Bea Gordon** at 11:06 am, with a second by **Rebecca Wilson**.

The next meeting will be held October 18, 2022 at 10am in the Founders Room/ Zoom.