Employee Relations Team Minutes
02.18.25
Founders Room
10 a.m.

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

Roll Call:

x	Dr. Brenda Brown	x	Rachel Hannan		Dr. Micah Spicer
x	Sophia Conley	x	Rhiannon Martin	x	Rebecca Steinmetz
	Dr. April Dollins	x	Karen McGoy	x	Rachael Trotter
x	Amanda Hannan		Mackenzie Scherer	x	Rebecca Wilson

Agenda Items:

I. Call to Order 10:01am
II. Approve Minutes
   A. November 2024 - A motion to approve was made by Rachel Hannan, seconded by Rhiannon Martin. All in favor.
   B. January 2025 - A motion to approve was made by Rebecca Wilson, seconded by Rachel Hannan. All in favor.
III. Additions to the Agenda - Rachel H. sought clarification of the "Bernie's Top Dog Award" as it has been named the same for Scholarships for students. Rhiannon stated that she changed the name to Shawnee Community Kudos. It was discovered in discussion of Employee Appreciation that there are appreciation awards and monthly awards. Bernie's Hall of Fame, Shawnee Community Kudos and Bernie's Top Dog, therefore we will rename the Top Dog.
IV. Discussion
   A. Old Business
      1. Warmest Thanks Luncheon - We ended up not really doing this because of the HLC luncheon.
      2. Employee Recognition -
         a) An example employee Card of Thanks/ Appreciation was passed around. This will be a handwritten note from managers.
         b) The name "Shawnee Super Saint" was suggested as an alternative to the Bernie's Top Dog Award (Bernie's

Best awards). This is the monthly recognition award. Nomination forms will be made available on the website. Rhiannon reviewed the nomination form (google form). The form allows for long answer replies on why one is being nominated and how they align with the core values of the college. Request up to 2 specific examples to limit. These nominations will come to the ERT to review and select the monthly recipient. The cutoff date will be the 10th of the month.

c) Rewards include a certificate, custom "Super Saints" mug or pin, a service from automotive/ cosmetology. A suggestion was made for a pop socket and there was discussion about employees having a choice of items. A tshirt was also suggested. Lanyards, Koozie's, keychains were also suggested to have the "Super Saint" on it. We will continue to discuss ideas.
d) Nomination form for the Shawnee Community Kudos was reviewed, including what did this person do to receive recognition, how actions made a positive impact, and the ability to offer additional narrative. These will also come to the monthly meeting for review. This form should state that "all responses will be posted publicly." It was decided that all forms should state this.
e) Milestone Saints Service: 1 year, 5 year (cup with gift card to bookstore), 10 year and 20 year acrylic or glass awards. Kevin is posting the recent recipients.
f) Annual Awards:
    (1) Bernie's Hall of Fame
        (a) Categories - Outstanding Faculty Member, Exceptional Staff Member, Innovation in Education, Community Impact, Rising Star (less than 3 years). Dr. Taylor would like to see more categories.
        (b) Discussion regarding additional seat at commencement for a staff of the year (NISOD award winner(s)). With outstanding faculty and distinguished alumni.
        (c) Exceptional Staff Member Nomination - different categories of the award were discussed.
        (d) Rising Star - for less than 3 years of service.

Employee Relations Team Minutes
02.18.25
Founders Room
10 a.m.

(2) NISOD award winner - ADDED TO AGENDA when we realized that this nomination needed to be in by March 7th, 2025. The minutes were reviewed and included: Kevin Hunsperger, David Black, Jonathan VanMeter, Blake Goforth, Michelle Williams, Matt Steinmetz, Karen McGoy, Dane Muckler, Mindy Ashby, Kevin Hunsperger, Sheryl Ribbing, Don Koch. The team stated that since Kevin Hunsperger won twice, it was felt that he deserved the award. A motion was made by Rachel Hannan to select Kevin Hunsperger as the NISOD award winner for 2025. This was seconded by Dr. Brown. All in favor.

(3) Awards Ceremony (day of graduation), could be in Ed Center. 2-4pm (end of the workday). Students arrive very early. Included should be some fun/ funny awards. Funny things over the years that some people would remember. We are wanting to make this more personal. Will continue to discuss at the next meeting.

3. FY25 ERT priorities (Old Business) and FY 26 Priorities (New Business):
    a) Reviewed current priorities. Employee appreciation and rewards were a constant priority for this year. We have done customer service training, leadership skills, Microsoft Excel training. We have worked on onboarding and exit interview process with NeoEd
    b) `Pending items: Perform an organization skills assessment to identify talent gaps and create opportunities for cross-skill training.
    c) No new FY 26 priorities were brought to today's meeting. We will likely pull the two addressed in B to FY26 and also discuss more in a future meeting.

B. New Business

1. Discussion of HLC celebration - when official results come in, we will celebrate. In a future meeting

V. Adjournment - Rachel Hannan motioned to adjourn and Dr. Brown seconded. Meeting was adjourned at 11:07am.

Next Meeting: March 18, 2025 in the Founder's Room