

## Employee Relations Team Minutes

04.15.25

Founders Room

10 a.m.



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

### Roll Call:

<input type="checkbox"/>	Dr. Brenda Brown	<input checked="" type="checkbox"/>	Rachel Hannan	<input type="checkbox"/>	Dr. Micah Spicer
<input checked="" type="checkbox"/>	Sophia Conley	<input checked="" type="checkbox"/>	Rhiannon Martin	<input checked="" type="checkbox"/>	Rebecca Steinmetz
<input type="checkbox"/>	Dr. April Dollins	<input checked="" type="checkbox"/>	Karen McGoy	<input checked="" type="checkbox"/>	Rachael Trotter
<input checked="" type="checkbox"/>	Amanda Hannan	<input type="checkbox"/>	Mackenzie Scherer	<input checked="" type="checkbox"/>	Rebecca Wilson

### Agenda Items:

- I. Call to Order at 10:03 a.m.
- II. Approve Minutes: motion to approve March minutes with corrections was made by Rachel Hannan, seconded by Rebecca Wilson.
  - A. March 2025
- III. Additions to the Agenda - none
- IV. Discussion
  - A. Old Business
    1. HLC Celebration: no update
    2. Ergonomic workspace: Rachael sent the self-assessment form that she revised to Kevin. Waiting on him to update it so it can be sent out. Felicia and Rachael will follow up with him again.
    3. Professional Development Request/Repository: Rhiannon reviewed what constitutes professional development and the categories that professional development should fall under - workshops/seminars, online courses/webinars, certifications, and college courses/programs. Rachael noted that it's helpful having those categories listed on the form. On April 24th, Rhiannon will start the implementation process of NEOED Perform. This will be used for performance evaluations.
  - B. New Business

1. May Shawnee Super Saint - Jaqueline Hamilton-Smith is the winner of the May Shawnee Super Saint award. She received the most votes out of those employees receiving Shawnee Community Kudos. Rhiannon created a survey for members to vote prior to the meeting, and the team agreed that they liked selecting the winner that way.
2. Shawnee Community Kudos: There was discussion on what screens across campus the Kudos are displayed on. A student wanted to submit a Kudo, so Rhiannon sent the student the link. There was discussion about including students. It was suggested using a QR code posted around campus that they could scan to access the form. How employees are notified that they receive Kudos was also discussed. Rhiannon is working with Kevin on sending something out to those employees.
3. Bernie's Hall of Fame Annual Awards: This has been moved to next year.

V. Adjournment: Motion to adjourn at 10:30 a.m. was made by Mandy, seconded by Rachel.

**Next Meeting: May 20, 2025 in the Founder's Room**