

## Employee Relations Team Minutes

05.20.25

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"/>	Sophia Conley
<input checked="" type="checkbox"/>	Dr. April Dollins
<input type="checkbox"/>	Amanda Hannan
<input checked="" type="checkbox"/>	Rachel Hannan

<input type="checkbox"/>	Tara Huffman
<input checked="" type="checkbox"/>	Rhiannon Martin
<input checked="" type="checkbox"/>	Karen McGoy
<input type="checkbox"/>	Mackenzie Scherer
<input checked="" type="checkbox"/>	Christopher Scott

<input checked="" type="checkbox"/>	Dr. Micah Spicer
<input checked="" type="checkbox"/>	Rachael Trotter
<input checked="" type="checkbox"/>	Rebecca Wilson
<input type="checkbox"/>	
<input type="checkbox"/>	

### Agenda Items:

- I. Call to Order at 10:01 a.m.
- II. Approve Minutes:
  - A. Rachel made motion to approve April 2025 minutes, seconded by Rhiannon.
- III. Additions to the Agenda - none
- IV. Discussion
  - A. Old Business
    1. HLC Celebration - waiting on official results.
    2. Ergonomic workspace: - Rachael has done one individualized assessment. This employee completed self assessment first and then reached out to Rachael. They had a lot of adjustments to be made. Sent recommendation directly to Felicia. Form was emailed out on April 15th. May look at posting it somewhere for employees to access.
    3. Professional Development Request/Repository - Mineral trainings do not need to be entered into Professional Development; HR receives notification of completion and certificate, and updates employees file. NEOED Perform will be used for performance evaluations which will be rolled out in fall in time for performance evaluations. NEOED Learn will be used for trainings and will be implemented after Perform.

4. June Shawnee Super Saint - Felicia Rouse
5. Shawnee Community Kudos - reminder email will be sent out for summer participation.
6. Bernie's Hall of Fame Annual Awards - possibly in April 2026

B. New Business

1. Welcome new team members, Tara Huffman and Christopher Scott
2. Strategic Initiatives FY26 -
  - a) Three celebrations for this year. Looking at Assessment Day for scheduling HLC Celebration. Felicia will have definite update at next meeting. December event will be on December 3rd and will be simply called Employee Appreciation. Do not want it tied to holiday. Employee Appreciation Day falls in March. Looking at sending employees a formal invitation to Bernie's Hall of Fame Annual Awards to be held in April. Team members should be thinking of creative ways to make it a success. Wednesday may be the best day or a Thursday/Friday if it's the last two or three weeks of April. Looking at April 30th as possible date. Rebecca suggested considering music-band, choir, or artist. Monthly updates will be provided through the end of the year, with more focused planning starting in January. Awards categories may be specific to certain departments for variety. Department challenge could consist of departments creating commercials to promote their department. Everyone would vote on best commercial for the award.
  - b) Refining college complaint process. Shared Waubonsee Community College's webpage as an example of what an ideal page would look like. HR often receives anonymous complaints which cannot be followed up on. Possible widget in mySCC that will link directly to webpage for complaint. Once it is established, training will be provided. Will be a major project for Employee Relations. Will need training on Title IX, Fraud, Waste & Abuse, and Whistleblower complaints to get a clear understanding of differences. May have HR Consultant assist us.
3. Team will be communicating via email to plan the HLC Celebration in September.

V. Adjournment: Motion to adjourn at 11:02 a.m. was made by Rachel seconded by Rebecca.

- 1.

## **Employee Relations Team Minutes**

05.20.25

Founders Room

10 a.m.



**Summer business will be conducted via email. Next in-person Meeting: August 19, 2025**