

Employee Relations Team Minutes

03.17.26
Founders Room
10 a.m.



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

Roll Call:

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

Agenda Items:

- I. Call to Order @ 10:12
- II. Approve Minutes: Rhiannon motion to approve and Rachael T seconded
 - A. February
- III. Additions to the Agenda - Leave
- IV. Discussion
 - A. Old Business
 1. Shawnee Super Saints
 - a. February - Congratulations to Mary Ramsey and Sofia Dudley
 - b. March - Sydnie Ross
 - C. April - Kristy Stephenson Super Saint
 2. Operating Standard Performance Improvement Plan
 3. Operating Standard Corrective Action
 4. Operating standard Performance Review
 - a) When Felicia hears something she'll bring it back.
 - b) Exec Council on Wed Mar 25, which is also employee appreciation.
 - c) Will likely be April before we have updates on items #2-#4
 5. Employee Appreciation
 - a) Asked to swap with Dr. Ian to get the room J2051. Waiting to hear back.

- b) Crafts in River Room; Food up front in K-Atrium box lunch from 11-1 or 2.
 - c) Craft sign ups are full. Sound bath still has spots open. Need to create an email explanation. J1023 for Sound Bath session. Need to make room signs.
 - d) One rep from each extended campus will come get food for everyone. Or they can rotate out. Sophia noted she can also pick up lunches possibly.
6. Strategic Plan
- a) Had to identify deliverables for several strategies, resources needed, and barriers to address. Each member of the planning committee had to score deliverables via a rubric. Everyone voted and results were marked on a chart.
 - b) Communication made it in as a strategy.

B. New Business

1. Communication Operating Standard

- a. Questions about what defines a mass email; which emails are included in the mass email standard. Concerns about emailing Kevin adding extra time to time-sensitive issues.
- b. Does this include external emails?
- c. If you know in advance something needs to go out to the full college, all students or all staff, send it to Kevin first.
- d. Email signatures are going to become more uniform.

2. Conference presentation

- a. Dr. Brooke Jacobs discussed psychological safety
- b. Steven Christmas - motivational balloon artist speaker.

3. Evaluation Tool needs to be changed

- a. Still using same software
- b. Need more department-specific, easier evaluations
- c. Need to find meaningful evaluations.
 - i. Parts can be combined that are redundant
 - ii. There is a section that coordinates to the specific job description of the employee.
 - iii. If anyone finds an example that is helpful, send to Felicia
 - iv. MYSCC HR Card Knowledgebase in the works.

V. Adjournment

- A. Motion by Dr. Brenda Brown and Second by Christopher Scott.

Next Meeting: April 21, 2026 in the Founder's Room

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