

Employee Relations Team Minutes

04.21.26
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 checked="" type="checkbox"/>	Nealey Jackson
<input type="checkbox"/>	Sophia Conley	<input checked="" type="checkbox"/>	Trina Moore	<input checked="" type="checkbox"/>	Special Guest: Kevin
<input checked="" type="checkbox"/>	Dr. April Dollins	<input checked="" type="checkbox"/>	Christopher Scott	<input checked="" type="checkbox"/>	Rachael Trotter
<input checked="" type="checkbox"/>	Rachel Hannan	<input checked="" type="checkbox"/>	Dr. Micah Spicer	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Rhiannon Martin	<input checked="" type="checkbox"/>	Rebecca Wilson	<input type="checkbox"/>	

Agenda Items:

- I. Call to Order @ 10:04
- II. Approve Minutes:
 - A. March: Rachel H motioned to approve and Rachael T seconded.
- III. Additions to the Agenda - Leave operating standard is going to the executive committee this Thursday.
 - A. The HR Council selects operating standards, and starts it around the other committees.
 - B. [Kevin Hunsperger](#) took questions regarding the Email Standard
- IV. Discussion
 - A. Old Business
 1. Shawnee Super Saints- May is Dr. April Dollins
 - a. March - Sydnee Ross
 - b. April - [Kristy Koch Stephenson](#)
 2. Operating Standard Performance Improvement Plan - going to Executive Council on 4/23/36
 3. Operating Standard Corrective Action - going to Executive Council on 4/23/36
 4. Operating standard Performance Review - going to Executive Council on 4/23/36
 5. Communication Operating Standard - going to Executive Council on 4/23/36
 6. Strategic Plan

a) Another meeting Wed Apr 29, 2026

B. New Business

1. Operating Standard Nepotism

- a. Concerns raised by Dr. Dollins concerning employees' children attending employee classes.
- b. Felicia clarified that employees who are married can both work here at the college, even in the same department, but not in a supervisory capacity.
- c. **Remove the line:** "All student decisions affecting academic records should not involve employees, faculty, or staff who are related to the student(s)."
- d. Felicia submitting to an attorney to look at.

2. Operating Standard Outside Employment

3. Compensation Framework

- a. Bands now attached to each pay grade.
 - i. Foundational 0-2 years
 - ii. Proficient 3-6 years
 - iii. Advanced 7-12 years
 - iv. Strategic/Mastery 13+
- b. Cost of Living Adjustment: COLA raise/Small percent
- c. Market Instructor Support Adjustment to keep salaries fair and competitive.
- d. Market Reset: One time adjustment so all employees are paid the minimum of the salary range.
- e. Pay Grades decided by Compensation Study. Previously operated in 20 pay grades. New Addition: The Bands.
- f. Progression Opportunities assist employees in moving to the next band/grade. Merit based. Must be fair and consistent. Similar to goal setting.
 - i. If someone did not meet their goal, or did not get a positive evaluation, this could have ramifications on the potential of a progression opportunity.

V. Adjournment motion by [Rachel Hannan](#) and seconded by Dr. Brenda Brown @ 11:29 AM

Next Meeting: May 19, 2026 in the Founder's Room