

Monday, November 10, 2025

11:30 am – 12:30 pm

Zoom Link: <https://marin->

[edu.zoom.us/j/83274374121?pwd=NsrYjUUTLMJMFQ4O9xPEh8uj6w5xai.1&jst=1](https://marin-edu.zoom.us/j/83274374121?pwd=NsrYjUUTLMJMFQ4O9xPEh8uj6w5xai.1&jst=1)

**Present:** Angela Lingo, Alyssa Graff, Lauren Servais, Kat Alvarado Wing, Holley Shafer, Angela Olmanson, Carl Freschl

**Absent:** Marco Cantua-Alvarez

**Note Taker:** Brandon Christian

**Call to Order:** Called to order at 11:33 am

1. **Agenda:** Agenda reviewed at 11:33 am
2. **Minutes:** Minutes reviewed prior to the meeting.
3. **Agenda Item: EEO Certification and Funds Approved**

Lingo shared that the EEO Certification Report submitted to the California Community College Chancellor's Office (CCCCO) in July 2025 was approved and they provided very little feedback in terms of improvements needed for next year. The CCCCCO has awarded College of Marin \$138k in EEO funds for the next fiscal year. Lingo thanked everyone for their participation and support.

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**4. Agenda Item: Group Work for Comprehensive Onboarding for Newly Hired Employees – Department Onboarding**

Lingo suggested the council rotate component 13 projects each month and work together as a group to complete the work and document it.

Lingo presented the council with the new employee onboarding project document. This document and project will support departments onboarding new employees.

The council reviewed the new employee onboarding document, and the co-chairs asked the council members to keep in mind that it needs to be flexible so it can apply to any constituency, and the departments can add any specifics they might need later. This can be a live document that is continuously updated by the council and shared as a read-only document for other departments.

The council updated specific portions of the document during the meeting.

Additional Feedback regarding updates is listed below:

- One goal for ProLearning is to get some of the department-specific training courses uploaded into ProLearning to be a part of the onboarding process
  - Follow-up for this goal is to create a playlist for all College of Marin training courses so they can be found in one place
- Having all employees complete sexual harassment prevention training within their first week
  - It was noted that sometimes it is difficult due to timing for access to ProLearning (sometimes it will take a week for an employees ProLearning account to be activated)
- Request to update the plan to include which departments new employees would connect with for each training item (e.g., workspace set up, campus tour, etc.)
- Request to add joining participatory governance as one of the onboarding items
- Request to add attending flex sessions as an onboarding item
- The council discussed the potential of dress code information

Lingo and Servais requested council members to make additional comments on the document within the next week so they can begin to finalize it and move it forward.

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## **5. Agenda Item: New Hire Experience Survey**

The council reviewed the draft new hire experience survey. The council made updates to the survey questions during the meeting.

Some of the items the council discussed were:

- A recommendation to develop response options for some of the questions (e.g., Likert-scale)
- Developing questions that lead, e.g., if someone says “No” to a certain question, they get directed to provide more information

The co-chairs would like council members to make comments on the document within the next week with additional feedback so they move the process forward.

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**6. Agenda Item: Ongoing Co-Chair Support for Assigned Items**

Agenda item not discussed.

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**7. Agenda Item: Next Month Group Work**

In the next meeting, Graff could use some feedback on the leadership program and recommendations for how to improve it next time.

The co-chairs asked the council members to send language to Christian for their component 13 item so it can be agendaized and the council can work as a group on it.

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