

Tuesday, December 16, 2025

1:00 pm – 2:00 pm

Zoom Link: <https://marin->

edu.zoom.us/j/83274374121?pwd=NsryjjUTLMJMFQ4O9xPEh8uj6w5xai.1&jst=1

Present: Angela Lingo, Marco Cantua-Alvarez, Carl Freschl, Kat Alvarado Wing, Alyssa Graff

Absent: Holley Shafer, Angela Olmanson, Lauren Servais, Manjit King, Anna McShea

Note Taker: Brandon Christian

Call to Order: Called to order at 1:03 pm.

1. **Agenda:** Agenda reviewed at 1:03 pm.
2. **Minutes:** Minutes reviewed and approved at 1:05 pm.
3. **Agenda Item: EEO Award Roll Out (Lingo)**

The council discussed what the actual EEO award would be and look like. Lingo shared the following ideas developed by her and Servais:

- Art installation on campus (mural-type installation where each person has a tile that creates a mural on the wall outside of a building)
 - Or maybe handprints on the wall
- A plaque (an anchor or something sea themed)
- and/or the recipient receives something tangible (actual trophy or award)

The council liked the idea of having something visual on campus, possibly representation of an award with the recipients' names underneath it. Members of the council mentioned that the mural should look nice with just one since this is a new award and we will slowly be adding to it. The council recommended that the mural be placed in the new Center for Student Success building.

The council also recommend there be some sort of physical award to give to the recipient to put on their desk or in their office. There was a recommendation for the award to be something that can be hung in a hallway or department in case they don't have an office.

The council discussed reaching out to the Marketing & Communications Department to get ideas about what an art installation for the awardees may look like.

Regarding the timeline, the council needs to send the application for nominations by April 2026, so the submissions can be reviewed and applicants awarded by the end of the Spring semester.

Action: Cantua-Alvarez will reach out to the marketing team to get their input on the art installation.

Action: Lingo will gather these ideas, send a message to the council, and ask for feedback via email.

4. Agenda Item: Leadership Program (Graff)

Graff gave an overview of the Classified Leadership Program that was launched this year. She noted that the program has thus far been successful and positively contributed to the learning and development of classified professionals.

A goal of the program is to develop strategic planning skills amongst classified professionals, but there have been challenges to developing this skill set with this group.

Graff is looking for recommendations in supporting the group to think larger in terms of strategic planning and goal completion. Graff also needs support in educating the group on consensus building over majority vote, and how to move forward if people don't agree.

The council provided the following recommendations.

- For the first three days, the structure needs to provide information on what strategic planning is; maybe have Shafer come in at the beginning of the program and do a data demonstration
- Host one-off sessions like career advancement, interviewing, networking, etc., throughout their time in the program
- Consider splitting them into two groups so it is easier to manage and build consensus
- Give a presentation guide so they know the difference between a presentation prepared for the executive leadership team and one prepared for their department

- Have them focus on what their strategy for completion is, why this is their strategy and what the end goal is, and tie it into the strategic plan and open space for conversations around it
 - Focus on the qualities of leadership, so they can look within to assess how they embody these qualities
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5. Agenda Item: Professional Development, Mentoring (Graff)

Graff needs support with identifying the vision for this component.

The council suggested that a new employee experience survey may help address this item. The data from the survey may let us know what new employees want and what they might be missing, and help give an idea of what their professional goals are.

Members of the council asked if the Professional Learning Committee (PLC) can support with drafting a survey to get relevant information from new employees. Then EEOAC would work with PLC and HR to have this survey or assessment administered.

The council recommended adding the following question to the survey:

- What are your professional goals?

PLC can take the data from the survey and share resources that can help Graff accomplish this component.

Action: Lingo and Graff will connect with Shafer and determine follow up steps to get survey administered.

6. Agenda Item: Outreach Process to Build Relationships with Graduate Programs, etc. (Cantua-Alvarez)

Lingo and Cantua-Alvarez discussed the “Outreach Process to Build Relationships with Graduate Programs...” goal. They discussed needing more information from Gina who is completing career mapping for classified professionals, and specifically needing more information on the outcomes.

The council discussed how it would measure work currently being completed to accomplish the goals we have (e.g., staff leadership program, career mapping for classified to do faculty work, etc.). The assessment data will be the measures.

The council discussed the MOU allowing classified professionals to reduce their FTE to allow them to teach. The council recommended that we clarify the MOU by creating a FAQ document and sharing the information at Classified Professional Learning Day so more staff can take advantage of it.

Action: Create FAQ document to help classified professionals navigate the MOU related to reduced FTE for teaching purposes.

7. Agenda Item: Maintaining Updated Curricula, Texts, and/or Course Descriptions (Freschl)

We are on year three goals for this component which includes conducting a survey for feedback in gaps in implementation.

Freschl shared that to complete this component he will work with Gina Cullen, Sarah and one of the articulation officers. They have been trying to consider what key points the survey will include.

The council discussed the roll out of the survey. There was a recommendation for Freschl to talk to the staff who helped roll it out and inquire if there were separate surveys sent to students and faculty to see what challenges they face, what worked and what didn't. Then conduct a survey for feedback on the gaps in implementation.

8. Agenda Item: Department Onboarding Checklist (Lingo)

Lingo shared that the final onboarding checklist should be ready for departments in Spring 2026.

The final version of the employee virtual onboarding should be available before the end of the Winter break. It will be in ProLearning for new employees to complete by the end of January 2026.

9. Next Meeting: January 26, 2026, at 11:30 am