

Monday, January 26, 2026
11:30 am – 12:30 pm

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

Absent: Angela Olmanson, Manjit King, Anna McShea

Note Taker: Brandon Christian

Call to Order: Called to order at 11:30 am.

1. **Agenda:** Agenda reviewed at 11:33 am.
2. **Minutes:** Minutes reviewed and approved at 11:35 am.

3. Agenda Item: Feedback on Virtual Orientation

The committee discussed the virtual orientation recently completed by Human Resources. The committee gave positive feedback on it, and recommended that it be uploaded in ProLearning and on MS Teams as some employees may have difficulty accessing ProLearning or their access may not be available until after they start their assignment.

4. Agenda Item: New Employee Hiring Checklist

The committee gave their feedback on the new employee hiring checklist. The committee asked if there can be a pilot period this semester, allowing them to give feedback on what worked and what doesn't work, especially in terms of onboarding full-time versus part-time faculty.

The committee recommended that we start by sending out the list to all managers, and also house it on the MSC teams site.

The next step is that this will go to cabinet, get their feedback and then it can be rolled out.

5. Survey Questions

The committee was asked to review the engagement survey questions and give recommendations on new questions to include or something similar. The survey will likely be re-sent in Fall 2026, so there is a large window for people to submit their feedback.

6. Next Steps for EEO Award Rollout

The co-chairs are ironing out the details of the nomination form, and plan to send it to the campus in the beginning of April for nominations. The submission deadline will be the end of April, and applications will be reviewed in May.

The award will be ordered over summer, then given to the awardee in the fall.

The committee recommended that the chairs go in-person to some committee meetings and inform people about it, not just disseminate through email. The recommended committees are listed below.

- PLC
- MSC
- Grit Committee
- Distance Education
- Classified Senate

7. Component 13

This year, we will be reporting on year two goals (last years goals). The co-chairs asked the committee members to go in and start adding notes and updates to the area you are assigned to on Component 13. If you have questions, please contact either of the co-chairs.

8. Use of MS Teams

The committee discussed how heavily teams is used throughout the district, and how do we get employees to engage with each other more? There was a recommendation to

set some expectations and parameters for why we use teams and encourage faculty and others to use Teams more.

9. Next Meeting: February 9, 2026, at 11:30 am