

**Educational Planning Committee**  
**January 27, 2025**  
**2:00-4:00 p.m.**  
**AC 217 & Zoom**

**Present:** Holley Shafer, Julian Solis, Brier Welch, Alina Varona, Mary Kesler, Eresa Puch, Kathleen Antokhin, Meg Pasquel, Hector Saez

**Absent:** Emily Fox, Logan Wood

**Review Agenda** – Agenda items order changed

Switch Agenda Items 4 and 5: Discuss and develop 5-year goals for priority area “Great Place to Work” first then Discuss Goal Alignment with Vision 2030.

**Minutes from last meeting 12/9/24:** approved

**Share and discuss Data Results of goal setting forum, Leadership Convening, Employee Survey Re: Make COM a Great Place to Work:**

**Employee survey report themes and comments:**

- Concerns included communication, collaboration, and transparency.
- Employees report feeling left out of decision-making processes and lack clear information about the reasoning behind decisions.
- Desire for more cross-departmental collaboration and professional development opportunities.
- Need to streamline processes to improve efficiency and focus on long-term strategies.
- Concerns about workload, with many employees feeling overburdened and unable to participate in additional activities such as PGS due to their current workload.

**Discuss/develop 5-year goals:**

**Strategic Priority: Be a Great Place to Work and Grow**

Reviewed changes to this priority suggested by the President:

- This new draft lacked a specific goal for accountability, which was added by EPC as follows:  
**Draft goal #1: *Cultivate a culture of accountability, engagement and collaboration.***
  - Need for accountability and a shift in culture in addition to improvements in processes to improve the organization's overall performance.
  - Discussed the importance of accountability and communication within shared governance structures.
  - Mechanisms for providing feedback and holding people accountable already exist, but they need to be utilized more effectively.
  - Need a standardized method for assessing the effectiveness of committees and ensuring that the work they produce is utilized and its impact is understood.

- Importance of committee members sharing back information from their discussions to ensure inclusive dialogue.
- **Draft Goal #2: *Expand employee effectiveness via operational efficiencies designed to minimize transactional and maximize relational work.***
  - Discussed the concept of “transactional” versus “relational” work
    - Transactional work refers to tasks that can be completed quickly, while Relational work involves more personal interactions.
    - Focus should be on improving systems to reduce transactional work, allowing more time for collaboration and strategic thinking.
  - Standardization and efficiency in processes, particularly in the use of Adobe Sign and timecards.
    - issue of disjointed efforts due to inconsistent use of these tools and the lack of clear communication about deadlines and processes.
    - suggested the need for a centralized system or 'clearing house' to streamline processes and ensure everyone is using the same tools.
    - proposed the idea of requiring training for all staff to ensure everyone is proficient in using these tools.
    - suggestion of creating an inventory of all processes and leveraging the teaching and learning center for training.
  - Better communication and collaboration between departments.
    - issue of silos and the lack of clear roles and responsibilities, which can lead to inefficiencies and confusion.
    - idea of "appreciative visits" where staff members could visit each other's departments to gain a better understanding of their work.
    - need for a quick mechanism to update departmental information on the website.
    - suggested the creation of a centralized inventory or clearing house of processes to ensure the right information is disseminated to the right people.
- **Draft Goal #3: *Provide employee-informed professional growth opportunities for employees to excel in their work and prepare for advancement opportunities.***
  - Agreement to remove the term “data-informed” and replace it with "employee informed" to indicate that the opportunities should be based on identified needs of employees.
  - discussed the need for tracking and assessment of these opportunities, with a focus on participation and assessment of the sessions.
  - The college could send delegations to conferences like the RP Group, NCORE, and the Strengthening Student Success Conference. Suggested creating a repository on the college website to inform staff about these opportunities.
  - Discussed possibilities for mentorship and job shadowing opportunities for staff, particularly in the context of career advancement.

- idea of providing incentives for staff to take on additional responsibilities, such as department chair duties.

***Draft Goal #4: Nurture well-being via employee-informed programs, activities, and benefits.***

- Idea of organizing smaller, low-stakes social events to foster cross-functional collaboration and socialization among staff.
- Suggested the concept of a 'no-lift' get-together, focused on social interaction, similar to a brown bag lunch or a picnic, which could be easily organized and attended.
- Changed the language of data-informed to employee-informed programs for well-being.
- Emphasized the need for a more responsive and inclusive approach to employee needs, particularly for part-time staff who often feel overlooked.

**Strategic Priority: Be a Catalyst for Community Change – discussion:**

- discussed suggested changes in language for the goals, which left out some programming and green jobs aspects.
- suggested incorporating these elements into the implementation plan and making language adjustments to ensure clarity.
- discussed the importance of curriculum as a tool for climate action and social impact, want to ensure goal language allows for this
- Strengthening connections with social service agencies can be included in the implementation plan.
- suggested incorporating training for green and blue jobs into the current offerings or language for exploring potential opportunities in the implementation plan.

Meeting Adjourned

Next meeting: Monday, February 10th