

March 2, 2026
2:00-4:00 p.m.
AC 217 and Zoom

Present: Holley Shafer, Mary Kesler, Nicole McIntyre, Emily Fox, Kathleen Antokhin, Laura Cooper, Brier Welch

Absent: Eresa Puch, Hector Saez, Julian Solis, Kai McCarthy, Kahtara Harris

Review Agenda – Agenda approved

GRC Self-Evaluation: The committee's self-evaluation is on hold pending a template from the GRC.

2/2/26 Minutes: No quorum – will review next meeting

Discussion about feedback

- Steward Engagement: Concerns from the Academic Senate and EPC indicate some stewards are not holding group meetings with their coordination teams, limiting ground-up input.

- Action: Holley will address this at the manager/supervisor meeting and College Council to reinforce the need for inclusive, group-based collaboration.

Strategic Priority: Be a Great Place to Work and Grow – Goal 3

Provide employee-informed professional growth opportunities for employees to excel in their work and prepare for advancement opportunities.

Steward: Director of Institutional Effectiveness: Holley Shafer

- Progress: Strong progress on most implementation strategies.
 - ProLearning Platform Redesign: A major success. The redesigned platform is now the central hub for all classified staff training, enabling better tracking and data-informed management.
 - Professional Learning website update is complete.
 - Professional Learning Plan is completed.
 - Classified Leadership Program: The first cohort is nearing completion. An exit evaluation and a 1-year follow-up are planned to assess impact and inform future cohorts.
 - Employee Survey: Data collected on classified staff goals, preferences, and barriers will serve as a baseline for future assessment.
 - Among other items, employees would like more forms of public recognition
- Challenges:

- Proposed increase in Classified Staff Conference/Travel funding has not been approved: The \$500/year PD budget for classified staff is on track to be fully spent again. Two requests were denied last year due to lack of funds.
- Budget Review: A department-by-department review of PD budgets for consistency and equity has not yet occurred.

Strategic Priority: Be the Best Place to Study and Learn – Goal 2

Enhance student experience by expanding access to and utilization of support services and improving the campus environment.

Steward: AVP of Counseling and Student Services: Stormy Miller Sabia

Context: Stormy Miller Sabia (AVP of Counseling & Student Services) is the new steward for this goal, which was previously on hold.

- COM Website & Signage: The website is a critical barrier to student success.
 - Issues: Poor navigation, outdated content (e.g., old campus map), lack of student-centric design (e.g., no direct link for Financial Aid), and no Spanish translation.
 - Process: The approval process for website and signage updates is unclear and siloed, causing delays (e.g., a simple sign for the Financial Aid window).
 - Possible Solution: A holistic redesign is needed, likely requiring an external consultant. The recent Accessibility Capability Maturity Model (ACMM) report will be a key starting point.
- System Rollouts & Communication: Recent technology rollouts have been poorly communicated. For example:
 - AIM System: Launched without faculty training or clear guidance, forcing instructors to learn the system mid-semester. Notification emails are excessively long and unclear.
 - Makeup Testing: The makeup testing facility was eliminated without official communication to faculty, creating a significant burden on instructors.
- Strategic Planning: Stormy plans to use an OKR (Objectives and Key Results) framework to make the goal's strategies more specific and measurable.
- Data Tools: A new SEM (Strategic Enrollment Management) dashboard and a Counseling dashboard (both in Tableau Cloud) will track student progress through the funnel, from application to SEP completion.
- Mandated SEPs: Discussions are underway to pilot mandated SEPs for degree/transfer-seeking students, potentially using registration holds as an incentive.
- ConexEd: counseling is taking the lead – 1 year in to launch

Dr. Miller's next steps:

- Provide EPC with a summary of progress and recommendations for Goal 2 before the June board report.
- Follow up on the ACMM report to inform website redesign efforts.
- Engage student services teams to refine Goal 2 strategies using an OKR framework.

Holley's next steps:

- Draft and share key questions for goal stewards' spring reports.
- Address steward engagement at the manager/supervisor meeting and College Council.
- Initiate a discussion with Fiscal about a department-by-department PD budget review.

Wrap up

April 6 EPC Meeting facilitator – Emily Fox is facilitating the study session so would be willing to facilitate the meeting

Next meeting: March 16, 2026

Meeting Adjourned