



Minutes

Executive Committee Meeting

Tuesday, October 26, 2021 at 2:00 PM

In-Person – Administration Building 100 – Boardroom

Open Session

1. Call to Order and Roll Call

- Meeting called to order at 2:02 PM
- **Executive Committee Members Present**
 - Mr. Joe Gibson, President
 - Ms. Star Alfaro, Vice President
 - Ms. Eva Jimenez, Executive Director (Non-Voting Member)
 - Mr. Pat Frost
 - Mr. Mike Mari
 - Dr. Joe Wyse (Ex-Officio Non-Voting Member)
- **Executive Committee Members Absent**
 - Ms. Jennifer Finnegan, Secretary/Treasurer
 - Mr. Hiram Oilar
 - Mr. Pat Carr, Representative for the Shasta College Board of Trustees

Eva Jimenez said we've had a change in personnel. Andree Blanchier and Jennie Dougherty from the President's Office, as well as my Executive Assistant, Desiree Gunderman, are helping for now.

2. Call for Requests from the Audience to Speak to Any Item on the Agenda

- None

3. Discussion/Action Items

3.1 Motion to approve the minutes from the Executive Committee meeting held on September 14, 2021 as corrected was made by Pat Frost and seconded by Star Alfaro.

Joe Gibson asked, were there any corrections?

Star Alfaro said my name is misspelled on the last page: it reads “Staf” but should be “Star.”

Joe Gibson asked, do we have a motion to approve the minutes with the noted correction?

The motion was approved with the following votes:

- **Ayes:** Joe Gibson, Star Alfaro, Pat Frost, Mike Mari
- **Nays:** None

3.2 Change of the Executive Assistant Position

a. Job Description and Job Posting

The committee discussed the advantages and disadvantages of postponing the job search for the Executive Assistant (EA) until the new Executive Director (ED) is hired. Currently, staff from the President’s Office are helping to support the Foundation but it will be determined by Dr. Joe Wyse if the President’s Office can continue to do so.

- The new job description for the Executive Assistant will be refined to better attract candidates with a financial background.
- Advantages: the new ED can select their EA; the new ED can have input on the job description and the hiring committee membership; might increase applicant pool (assuming December would be difficult to recruit due to the end of year holidays)
- Disadvantages: increase the timeline for recruitment by two months; would need to rely on President’s Office staff for a longer period of time; the new ED might not have the support they need to transition to the college from the start (may be better to help the ED sooner rather than later to make the Foundation as successful as possible)

3.3 Recruitment of Executive Director of Foundation – Update on Position and screening process

a. Job Description and Job Posting Plan

- The Board of Trustees approved this job description at the regular meeting held on October 20, 2021
- Dr. Kate Mahar, Dean of Innovation and Strategic Initiatives, will be the committee chair (the Foundation is the fiscal agent for the contracts and

grants that support Kate's work for the district, so Kate has experience working with the Foundation and understands their needs)

- Amy Westlund, Director of Human Resources, provided an overview of the hiring process and what the Board can expect from the process:
 - The position description is developed by the department and submitted to HR for posting.
 - Positions are advertised for 45 days, and Shasta College advertises with about 20 different advertising outlets. Interested candidates apply through the Neo Gov system.
 - Eva Jimenez said Jennifer Finnegan has a recommendation for advertising to the nonprofit fundraising world via CASE that we would like to use as well.
 - The hiring committee is composed of: two/three administrators, two representatives from the faculty, two representatives from the classified staff, and two students are invited to participate.
 - One additional member of the committee is an EEO representative. This individual has completed additional training concerning equal employment opportunity practices, and will ensure that the process is equitable.
 - During the 45 days of advertising, the committee will meet to determine the screening matrix, the skills/behaviors important for the position, interview questions (usually 10 – 12) and the desired answers that coincide with the desired behaviors.
 - When the recruitment period closes, the applications that passed the HR screening process will be available to the hiring committee members to review through the NeoGov portal. HR will provide instructions for accessing NeoGov.
 - Interviews are conducted over Zoom with the possibility of bringing second level candidates in for an in-person interview, though this may not be possible for an out-of-area candidate or increase the cost of recruitment if the Board choose to provide for a candidate's travel expenses. Zoom format is working well for this process, and allows the college to capture a more robust pool of candidates from out of state.
 - Interviews are conducted during the workweek and normal business hours, and sometimes spread out over a couple of days depending on the size of the applicant pool.
 - First level interviews are usually 45-60 minutes.

- Time is allotted at the end of the day after all qualified applicants have been interviewed for the committee to discuss the applicants interviewed. HR provides areas for notetaking on the hiring forms provided to the committee.
- The first level interview is usually conducted by the entire hiring committee and is more formal, while the second level interview is typically more intimate and informal to get an understanding of fit and personality, and only involves the district President and the hiring committee chair (usually the supervisor of the position). In this case a Foundation board member will likely attend.
- After the second level interview, but before the candidate is offered the position, reference checks are completed.
- Eva Jimenez said that sometimes candidates do presentations and for this position, it will be important to see how they articulate or present, so I recommend requiring a presentation.
- Star Alfaro said chemistry is so important in selection, so I would recommend meeting in person for this position if possible.
- Star Alfaro asked for more information about the EEO position, and Amy Westlund shared that including an EEO representative on hiring committees is not new at the district and is something the district has done for a while now. Having an EEO representative complies with federal and state hiring regulations, and ensures our hiring process is equitable. There is not one EEO representative within the district, rather, multiple employees are trained to serve as the EEO representative. The district has an EEO Plan which is reviewed and updated periodically, and we are able to apply data and research to help us understand barriers to the hiring process to improve it.
- Eva Jimenez suggested including three Executive Committee Board members on the hiring committee in addition to the Shasta College employees and students who shall serve.
 - After some discussion, it was determined that two Executive Committee Board members shall be involved in the first level interview; Joe Gibson and Star Alfaro were selected for this. It was suggested that up to three Executive Committee Board members be present for the second level interviews; Joe Gibson, Star Alfaro, and Jennifer Finnegan were suggested for this.

3.4 Motion to approve the budget transfer effective January 1st to cover new Executive Director salary was made by Star Alfaro and seconded by Pat Frost.

- Dr. Joe Wyse said that I've met with the subcommittee of the Foundation Board to discuss the cost sharing of the ED position with the college. The proposed transfer of \$43,310 will cover six months of salary [January – June 2021] for the ED position as well as half the year of the typical transfer of money for the current structure of employees assigned to help the Foundation. The idea is to transfer money and to adjust the original budget, but not to change the bottom line.
 - Additionally, The proposal includes a request to transfer \$3000 of funds to cover any other costs associated with the recruitment of the ED, such as special advertising or travel costs for those being interviewed.
- Dr. Joe Wyse explained the proposed seven year plan for funding the cost of the ED position:
 - 1st year: 60% paid by the district, 40% paid by the Foundation
 - 2nd year: 55% paid by the district, 45% paid by the Foundation
 - 3rd year: 50% paid by the district, 50% paid by the Foundation
 - 4th year: 45% paid by the district, 55% paid by the Foundation
 - 5th year: 40% paid by the district, 60% paid by the Foundation
 - 6th year: 35% paid by the district, 65% paid by the Foundation
 - 7th year: 30% paid by the district, 70% paid by the Foundation
- Dr. Joe Wyse said that we have asked our attorneys to prepare a formal agreement between the District and the Foundation to memorialize this approach.

The motion was approved with the following votes:

- ***Ayes:*** Joe Gibson, Star Alfaro, Pat Frost, Mike Mari
- ***Nays:*** None

3.5 Motion to approve the budget for Emeritus wall preparation costs at Football Field was made by Pat Frost and seconded by Mike Mari.

- Eva Jimenez provided the background for this project and shared that this budget will also feed the new initiatives and projects planned by the Emeritus club.

- The Emeritus club members enthusiastically selected this project. Mike Mari, Dean of PEAT/Director of Athletics, and Andy Brown, Director of Physical Plant, both approved this project.
- The idea, developed by the Emeritus club, is to sell dedication plaques for somewhere in the range of \$100. The plaques would be purchased by the retiree, and retirees could purchase a plaque honoring their years of service and/or the service of a former mentor or special colleague.
- Fundraisers could also help with the cost of the plaques.
- Eva Jimenez shared photos of the entrance to the football stadium (where the statue of the knight is). The photos showed structures with the original concrete pad that has rockwork in the concrete. This area would be smoothed out so that plaques could be installed on the wall. Smoothing out the wall would save on the cost of having to purchase bricks to adhere to the wall so that the plaques could be hung.
- There is additional space to hang plaques (where the wall further down is already smoothed) in the future if this portion of the wall is filled.
- Joe Gibson asked, what are the qualifications for a plaque? How many years of service? Joe Wyse responded that a good threshold to consider would be to ensure the employee retired from the district with a certain number of years of service, and exclude those who resigned. Eva Jimenez suggested consulting with the Emeritus club on the criteria. Joe Wyse added that the Emeritus club could develop criteria for the Executive Committee to review and approve.
- Star Alfaro asked will the Emeritus group fundraising would be managed by the Executive Committee? Eva Jimenez responded that my vision is to get to the point where the Emeritus club is truly a club with officers and the ability to manage their own accounts.

The motion was approved with the following votes:

- ***Ayes:*** Joe Gibson, Star Alfaro, Pat Frost, Mike Mari
- ***Nays:*** None

3.6 Finish Line Scholars Grant Update

- Eva Jimenez gave the report and said the Finish Line Scholars Grant is going well.
- The California Community Colleges Foundation notified our Foundation that we are eligible to apply for \$25,000 more in funding, for a total of \$150,000 for the 2022 – 2023 academic year. This shows they liked how we managed the first round. We are very excited for this opportunity.

3.7 Survive and Thrive Fund Update

- Eva Jimenez provided the report and said we have had the same success in distributing funds to students through Survive and Thrive. We awarded an incredible \$21,000 this week to students who needed additional help this semester, and we still have some money there. The District allocated \$50,000 to the Foundation from the federal stimulus funds for Survive and Thrive, and that is how we have been able to award more money. It has been very helpful to students.

3.8 Executive Committee Member Updates

- Joe Gibson asked for updates from members.
- Mike Mari shared that the 26th annual celebrity dinner auction has been planned for April 22nd, 2022 at Win River Casino. Win River generously pays \$20,000 to support our fundraiser, and they have chosen professional baseball player Eric Byrnes, who previously played for the Oakland A's, to be this year's celebrity. We are excited to host this event in person.
- Joe Gibson said I have been getting together with quite a few of the regents from my area, and they're excited about helping. Eva Jimenez noted that excited is good – we need an active and engaged Board for the new Executive Director to be successful.
- Pat Frost said in Trinity the training group is active and moving. I was working with Stephen Bell to get him acquainted with the community, but then the wildfires hit. It was disappointing—we had a group of eight different organizations with whom he was going to speak. Hopefully, he can visit before the winter weather gets too bad.

3.9 Setting of Future Meeting Date

- The Executive Committee decided that a meeting was not needed before the December holidays, but that a meeting in January to update the Board would be planned. The President's Office will coordinate with the Executive Committee members to select a date.
- Those Executive Committee members who shall participate on the hiring committee may take an abbreviated training on the hiring process, provided by HR, in November or December. The President's Office will coordinate.
- The committee returned to the discussion about how many Executive Committee members should participate in the ED hiring committee. It was determined that only Joe Gibson would need to participate in the first level interviews. It was suggested, depending on the schedule, that three Board

members be present for the second level interviews, which is typically only a two to three hour time commitment.

3.10 Other Business

- Joe Wyse said I would like to extend a big thank you to Eva for her work and dedication to the Foundation. It's been a great 12 years having you on this committee and I have especially appreciated your leadership over the past couple of years. The Executive Committee joined in thanking Eva for her years of service.

4. Public Comments from the Audience

- None

5. Motion to Adjourn at 2:51 pm.

The motion was approved with the following votes:

- ***Ayes:*** Joe Gibson, Star Alfaro, Pat Frost, Mike Mari
- ***Nays:*** None