# San Jacinto College District Board Workshop

**April 1, 2013**

**District Administration Building, Suite 201**

## MINUTES

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<tr>
<th>Board Workshop Attendees:</th>
<th>Board Members: Marie Flickinger (MF), Brad Hance (BH), Dan Mims (DM), John Moon, Jr. (JM), Keith Sinor (KS), Larry Wilson (LW), Dr. Ruede Wheeler (RW)</th>
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<td><strong>Chancellor:</strong> Brenda Hellyer (BLH)</td>
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<td><strong>Others:</strong> Stephen Trncak (ST), Sandra Ramirez (SR), Gabe Rodriguez (GR), Christy Gilchrist (GC), Emily Earnest (EE)</td>
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<th>Agenda Item:</th>
<th>Discussion/Information</th>
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<td>I. Call the Meeting to Order</td>
<td>Workshop began at 5:30 p.m.</td>
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II. Human Resources Update

ST reviewed a high level historical view of past accomplishments and future goals.

MF – Do you expect there to be less to do in the future?

ST - Most of what we did was just the tip of the iceberg. Would like to dig a bit more.

MF - When you started would you expect us to be here?

ST – No, but we’ve had amazing leader support.

**Leadership Development Program**

Presented by Gabe Rodriguez

Reviewed current training efforts being taken.

Expectations of Leaders:

- *Influence Others*
- Demonstrate *Interpersonal Effectiveness* within all levels of the College
- Demonstrate *Strategic Awareness* in diverse situations
- Have a *Performance Execution* focus to
achieve results

Leadership Competencies:
- Performance Execution
- Influencing Others
- Strategic Awareness
- Interpersonal Effectiveness

Program Modules:
- Module 1 – Leadership Foundations: New standards for leadership success
- Module 2 – Leading Self – Developing emotional intelligence
- Module 3 – Leading Others – Maximizing performance through others
- Module 4 – Leading the College – Creating a better future

Results:
- Developed SJCD leadership competency framework in November 2012
- Provided leadership coaching to 14 leaders in the college
- Partnered with Dr. Hellyer to host a half-day event for top 225 leaders in the college focusing on ‘leadership expectations in the New Normal’
- Launched Module 1 of the SJCD Leadership Development Program in March 2013 - Leadership Foundations for Success
  - Completed a 2-day training workshop for 30 SJCD leaders March 25-26
  - Purchased and began implementation of Skillsoft On-Demand learning system which makes learning available 24/7

Team Development
Presented by Christy Gilchrist
LW - Is this for just faculty?
CG - No faculty and staff.
LW - How are they able to miss a day and a half of class?
CG - Not all are missing class because it includes faculty, department chairs and deans.
ST – They will also cover for each other if necessary.
CG - This targets teams that scored low on the Organizational Wellness Instrument.
What benefits does team development provide to the College?
- Aligns team activities with strategy and priorities to ensure the right people are working on the right things
- Builds trust, job satisfaction, loyalty
- Integrates values into work performance
- Increases productivity of individuals and teams
- Enhances work dynamics and relationships
- Instills college culture

Team Selection Criteria:
Teams will be selected based upon strategic purpose. It is a good time for teams to participate in team development when:
- The team is experiencing significant change in work group structure.
- A new team leader is introduced.
- Issues within a team are negatively affecting results, productivity, individual or team performance (may be leader identified, OWI identified, etc.).
- Business changes alter tasks and roles within the team.
- A team is ready to move to the next level – the team is good but their leadership is positioning them to be “great”.

Team Development Workshop:
**1.5 Day Workshop**
**8-5pm 8-Noon**
**Pre-Work**
- Belbin Assessment
- Brain Profile
**Workbook** to accompany classroom presentation
**Highly Interactive** with practical and fun exercises to reinforce learning and promote practice in a safe environment

Customized Workshop Topics:
- Benefits of Teams
- Team’s Life Cycle
- Belbin Team Roles
- 5 Dysfunctions of a Team
- Emotional Intelligence
- Giving & Receiving Feedback
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<th>Overall Learning Outcomes:</th>
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<td>On return from the team development workshop, teams will:</td>
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<td>- Be better equipped to achieve specific SJC organizational/departmental goals</td>
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<td>- Experience better coordinated teamwork leading to increased productivity and efficiency</td>
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<td>- Improve communication skills leading to a more motivated workforce</td>
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<td>- Have a wider appreciation of group dynamics and improve their team building skills</td>
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**Onboarding at San Jacinto College:**

**SJConnections**

Presented by Christi Gilchrist and Emily Earnest

**Goal of Onboarding:**

- Make our new employees feel welcome and keep them excited and engaged, confirming their decision to join San Jacinto College.
- Create the onboarding experience with their first experience here, including: the process of hiring, orienting, and successfully integrating them into the San Jacinto culture throughout their first 90 days… and beyond.

**Guiding Principles:**

- Engage new employees early and often
- Onboarding is a continuous process which occurs over time
- Leaders play the most important role.
- Deliver the most important information first.
- Facilitate the process of socialization.
- Provide early exposure to leadership.

**Stages of Onboarding:**

- Phase 1: Discover and redesign of current pre-arrival processes
- Phase 2: New employee session – SJConnections
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|   | • Phase 3: Monitor and evaluate the onboarding initiative
|   | • Phase 4: Preparations for future development
| Results: |   |
|   | • Redesigned new hire paperwork process, reducing pre-arrival processing time and improved internal paper hand-off.
|   | • Increased utilization of technological resources.
|   | • Established full-time hire dates.
|   | • Redesigned the original Benefits Orientation provided on an employee’s first day. The new and improved “Let’s Talk Benefits” (LTB) session focuses more on benefits and immediate need-to-know information.
|   | • Created a Hiring Manager’s Toolkit for Onboarding to ensure an employee’s first week is welcoming and engaging.
|   | • Conducted 2 sessions for 30 people.
| Monitor & Evaluate Results: |   |
|   | • Metrics
|   | • Measuring voluntary separation rates at 90 days and at one year.
|   | • Collaborate with Employment Team to establish full-time staff and administrator turn-over rate
| Surveys |   |
|   | • We will automate surveys to both new staff and administrators and hiring managers at several intervals throughout the onboarding process.
| Continuous Improvement |   |
|   | • Survey results and testimonials will afford us the opportunity to continuously improve onboarding.
| Future Expansion: |   |
|   | • Develop peer to peer/SJC Ambassador program.
|   | • Incorporate established employees into the program for re-engagement.
|   | • Incorporate rewards and recognitions.
|   | • Develop solid off-boarding initiative.
RS – Are you hiring faculty for one location?
CG - Going forward we’ll use a one college approach in hiring. Position will be for the discipline and the applicant will have a full understanding they could be moved between campuses.
BH – How many new employees each month?
EE - Generally around 12

ST – Appreciate the support. Execution of plans is the key. We’re being supported which allows us to execute.

| III.  | 2013 Board of Trustees Institute Update | BLH gave an update from the 2013 Board of Trustees Institute Update. Attended on March 28, 2013 by Marie Flickinger, Dr. Ruede Wheeler, and Brenda Hellyer.
Reviewed
- Points of effective boards and performance funding map.
- Data supporting success points by San Jacinto College.
- Commitment to Action document generated at the conference. |
| IV.   | Generation Park Update | BLH showed map of the Generation Park map outlining the 102 acres.
- Working through confidentiality agreement before signing. Will bring details to the May Board Workshop for discussion. |
| V.    | Calendar | 1. 4/10 Lyceum Committee
2. 4/26 Employee Service Awards
3. 5/3 Clear Horizons Early College High School Chancellor's Dual Diploma Medal Ceremony
4. 6/1 CCATT meeting in Austin
   ○ Noah Brown will be speaker
   ○ Dan Mims will be alternate voting member
5. 10/6 ACCT Seattle, WA |
| VII.  | Adjournment | Workshop adjourned at 6:55 p.m. |