

CAMPUS COORDINATING COMMITTEE MINUTES
MONDAY, OCTOBER 6, 2025
FIRST MONDAY OF THE MONTH FROM 2:00 TO 3:00 P.M.
DON 207

• ☒ Sandra Bauman, Dean/CEO • ☒ Kelley Turner, Exec. Dir. Of Operations • ☒ Cari Schwen, Exec. Dir. Fiscal Services • ☐ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid • ☒ Jessie Pate, Dir. IR/Effectiveness • ☒ Abigail Rausch, Director of Marketing • ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer • ☒ Sarah Dellwo, Exec. Dir. Enrollment • ☒ Kris Goss, Dir. Library Learning Hub • ☒ Ann Willcockson, Dir. TRIO & Retention • ☒ Dawn Anderson, Cosmetology	• ☐ Stephanie Hunthausen, Exec. Dir. CTE/DE • ☒ Stephanie Ratchford, Staff Senate President • ☒ Cheryl Ravenscroft, K-12 Partnerships Director • ☐ Seth Roby, Fac. Senate Pres. • ☒ Amy Kong, Dir. eLearning & Faculty Dev. • ☒ Seveda Raghieb, Director of Nursing • ☐ Katelynn Eberhardt, Director of Student Wellbeing • ☒ Jason Grimmis, Director of Crisis & EM • ☒ Mel Ewing, CIO • ☒ Michaela Parker, Dir. OTA Program • ☒ Tommi Haikka, Asst. Director of Facilities • ☒ Paige Payne, Exec. Asst. (Recorder)
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Mastermind Discussion:

Onboarding Checklist, OWLs, New Process (SD)

- Sarah Dellwo summarized the new onboarding process, checklists, and resources available to supervisors in the Supervisors' Resource MS Team. The goal is to have a consistent onboarding process for all employees, checklists and guidelines for the supervisors, and a positive experience for the new employee.
 - The Dean's office prepares a gift bag and card for the new employee on the first day. Their picture will be in the MMM.
 - Two Onboarding Welcome Leaders (OWLs, one staff member and one faculty member, are assigned to the new employee by the supervisor. To avoid burnout, a list will be added to the Team to track who has been asked to be an OWL.
 - If an employee has a consistent, full onboarding program, 58% are more likely to stay for 3 years.
 - The Standard Operating Procedures will be included in the folder.
 - There are templates, checklists, and guidelines in the Supervisor's Resource MS Team.
 - The individual development plan is a beneficial resource to open conversations and to build lasting relationships between the supervisor and new employees.

Feedback Loops

- If you are on a committee, ensure there is a clear feedback to the people you are representing.