

PRESIDENT'S CABINET MEETING
September 3, 2024
MINUTES

CALLED TO ORDER

9:01 am

ADJOURNED

11:23 am

MEMBERS PRESENT

Bob Austin, Kevin Ball, Denese Skinner, Mark White, Cheryl Jones, Chris Sharp, Dr. Frank Sobey.
Joe Bill Sherrod

MEMBERS ABSENT

OTHERS PRESENT

Tammy Coats, Director of Human Resources
Heather Garcia, Assistant Director of Human Resources
Will Ratliff, Director of Organizational Development

DISCUSSION:

1. LEADERSHIP DEVELOPMENT WITH MANAGER METHOD	Jones
Action Items: Ms. Jones introduced a new leadership development option called Manager Method, developed by attorney Ashley Herd, and proposed its implementation. Ms. Jones discussed that feedback has indicated that staff are wanting more leadership development opportunities and that this program is designed to address those needs. Ms. Coats shared Ms. Herd's background as an HR social media influencer and how Ms. Herd emphasizes a fun, engaging approach. Training consists of interactive modules over unique topics, such as imposter syndrome. These brief modules would be followed by monthly in-person sessions. Ms. Coats proposed starting with the cabinet and then moving to Deans, directors, and coordinator groups. Cabinet asked about deployment, Ms. Coats stated they were looking at starting this possibly the last week in September and that communication would be going out soon. Mr. Ratliff further elaborated on the tactical nature of the training, covering management basics like hiring and interview practices, highlighting that this would refresh supervisors and benefit those who missed the previous trainings, such as the Learn to Lead series. Dr. Sobey discussed the importance of keeping communication going and the need for academic deans to provide buy-in early on. Cabinet requested that some pre and post assessments on the program would be helpful from a feedback perspective. Cabinet agreed on rolling out the program and making the training mandatory for certain leadership groups.	
Action Items: <ul style="list-style-type: none">Ms. Jones will get a list of the module topics to Cabinet.HR will send out communication regarding the program, due dates, and how to access the training program.	

- Ms. Coats will follow up if training will be coming to employees internally or externally.

2. CCSSE RESULTS	Witherspoon
<p>Mr. Witherspoon presented results from the Community College Survey of Student Engagement (CCSSE), which measures student engagement and retention, as well as from the Survey of Entering Student Engagement (SENSE), which focuses on first-time students. These surveys, provide helpful insights into areas affecting student success. Mr. Witherspoon went over the results and showed Cabinet how to navigate each survey.</p> <p>Cabinet agreed on the importance of utilizing the data to identify areas of action and to engage internal stakeholders.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Mr. Witherspoon will provide Cabinet will data from TRELLIS when it is ready for review. • Cabinet will individually review the data from the CCSSE and SENSE surveys. 	
3. FORMS COMMITTEE UPDATE	Jones
<p>Ms. Jones gave an update on the newly created forms task force. The task force is being led by Trae Kepley and consists of 10 to 12 individuals who represent many different areas of the college. Ms. Jones stated their first task is addressing the need to review the Travel Authorization process, looking to simplify and clarify the process.</p>	
<p>Action Items:</p>	
4. Other Discussion Cost to Educate Presidential Search	Cabinet
<p>Mr. Sharp requested to move the Cost to Educate agenda item to next week's agenda.</p> <p>Ms. Jones gave a brief report on the presidential search. We have received 14 applicants; application closes on Sunday.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Cost to Educate will be moved to next week's agenda. 	