

DEAN'S CABINET MINUTES
WEDNESDAY, DECEMBER 8, 2021

Virtual Meeting
CABINET MEMBERS:

- **Sandra Bauman**, Dean/CEO
- **Tricia Fiscus**, Asst. Dean of Admin. Affairs
- **Tammy Burke**, Exec. Dir. CTE
- **Valerie Curtin**, Exec. Dir. Compliance/Fin. Aid
- **Donna Breitbart**, Director of Marketing & Communication
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Jessie Pate**, Dir. IR/Effectiveness
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion

12/2/2021 Minutes approved.

CCSSE Decisions (JP)

- The participation in the survey will be tracked by the students HCS number. The access code will be the students HCS number.
- The program code sheet aligns degrees with the student's area of concentration or program. CESSE allows HC to create a custom list.
 - Use program names and then categorize by meta-majors. Robyn, Tammy, Sarah, and Jessie will determine the list.
- The CESSE survey will be sent out to all registered students.
 - Start February 15, 2022 and end on March 4, 2022.
 - Reminders will be sent out throughout the period.
- Provide promotional language to faculty, advisors, LLH, and TRIO.
 - Ask faculty to promote the survey to their classes.
 - Encourage the faculty to allow time in class to complete the survey.
 - The survey can be uploaded into Moodle.
- Promote the survey using the digital screens on campus and flyers in the display sleeves in bathroom stalls and on sign holders.

College Employee Satisfaction Survey Results (JP)

- Jessie Pate will compare the data based on the previous HC survey and a peer institution comparison is provided.
- Section two is important because it shows how the employees ranked the goals for the institutional priorities.
- Next steps: How will HC implement recommendations?
 - Cabinet will review the information. See **ACTION** item below.
 - Divide the information between different groups and ask them to look at it.
 - Staff, Extended Cabinet, and Directors.
 - Provide the comparison between last survey and the comparison with peer groups.
 - Decide what needs to be shared and who is going to be shared with and strive to be very intentional to follow up on the recommendations.

ACTION:

- Review the survey results.
- Look at the numbers first, evaluate, then read the comments.
- Share the top three positives and top three challenges for the January 5th Cabinet meeting
- Jessie will complete a historical comparisons and post it in the team file.