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.