



Group5-Shared Docs



Group 5

David Conway, Facilitator

Courtney McGill, Recorder
Aaron Adair
Cody Chapman
Mary Jo Diessner
Brett Elliott
Teresa Golden
Eddie Harbin
Teriki Hicks
Tony Lehlring
Scott Willman



Group 5 meeting 7/9/2012 updates

Group 5 met this week to review the progress made on our goal - morale as well as review other group's progress.

Items we previously identified as positive morale incentives have already been acted on or are in the progress:

- Longevity pay plan that was announced and implemented last year
- The faculty lounge is a reality
- The current review of tuition offset for dependents of SE employees.

All these are positive steps toward better morale.

We also discussed requesting President Minks comment on the Harvard groups during the faculty/staff general meeting in August.

Reviewing the other groups agendas we found several items that would have a positive effect on morale.



Group 5 Update

Attached Files:



File PDP Action Plan.docx (15.905 KB)

Topic – Morale

Objective: To help increase morale of faculty, staff, and students at Southeastern.

Approach:

- Identify area(s) of current concerns that affect morale
- Determine feasible options to address current concerns
- Implement feasible options

Focus areas:

- Lack of a faculty lounge
- Lack of pay raises
- Lack of tuition assistance for dependents

Solutions:

- Faculty lounge a reality located in Room 113 in the Science Building (2011)
- SE administration instituted the 2011-2012 Compensation Plan (2011)
- SE administration instituted Tuition Waiver Benefits for Dependents (2012)

Discussion: Morale will always be an issue that deserves attention. The faculty lounge has been well received by all with generous donations by the faculty funding the hardware and coffee. The 2011-2012 Compensation Plan is a multiyear plan; a positive step to help increase the salaries for most of the faculty and staff at SE. The recently announced revised Tuition Waiver Benefits that now include dependents will have a definite positive impact on campus.

Group 5 reviewed the action plans of the other groups and determined that most of the groups are working on issues that will have a positive impact on morale at SE especially communication and *I am SE*. The continued discussion led to two questions:

1. Should (or can) some of the groups be combined that have similar objectives?
2. Do we (group 5) need to go back and review our previous work to focus on different goals since our original goals have been met?



Group6-Shared Docs



Group 6

Camille Phelps, Facilitator
Sharon Robinson, Facilitator

Stephanie Davison, Recorder
Dennis Brewster
Alan Burton
Diane Dixon
Vivian Guarnera
Billy Hashaway
Theresa Hrnair
Morgan Pierce
Kay Lynn Roberts



Southeastern Master Calendar

Enabled: Statistics Tracking
Please visit the link and be prepared to discuss at the Administrative Council Meeting on Monday, July 23rd at 2:00 pm.



HARVARD PROFESSIONAL DEVELOPMENT PROGRAM Group Six Presentation 11-10-2011.docx

Enabled: Statistics Tracking



Group 6 Action Plan - One Page.docx

Enabled: Statistics Tracking



Group 6 Action Plan Update 7-18-2012.docx

Enabled: Statistics Tracking



Long Term Action Plan for your review and comments

Group 6 - Action Plan
Theme – Master Calendar

Facilitators: Sharon Robinson, Camille Phelps

Objective: Communication and Master Calendar

Resources/Inputs

- Recommend that a Task Force be formed consisted of the Following Representatives

President's Office
University Communication
Special Events
I.T.
Academics
Alumni
Athletics
SGA
Student Affairs
Community Representatives

Activities

- Locate and Purchase Software
- Designate a Central Point Person or a Representative from Various Departments to handle Calendar Input
- Have a Standard Template for Calendar Input
- Have one Central Calendar on University Homepage with links to Departments for more Detailed Information about Events
- Categorize what Types of Events Happening

Outputs

- Production of Calendar updated on a Daily Basis

Outcomes

- Would be the Centralized Point of Information
- Would be Documented as Civic Engagement
- Would be able to See How Many People were Visiting the Site to view
- Has it improved attendance?
- Actual Number of Calendar Events

Impact

- The benefit is that it is a central location making information easy to access.

Group 6 – Action Plan Progress Report - July 2012

Theme – Master Calendar

Facilitators: Sharon Robinson, Camille Phelps

Objective: Communication and Master Calendar (Worked with Group 8 to develop master calendar)

Resources/Inputs

- Recommend that a Task Force be formed consisting of the following Representatives

President's Office
University Communication
Special Events
I.T.
Academics
Alumni
Athletics
SGA
Student Affairs
Community Representatives

Outcomes

Identified the following areas as calendar managers in conjunction with Group 8:

Special Events
Music
Theatre
Student Life
Residence Life
Athletics
Academics

Activities

- Locate and Purchase Software – COMPLETED (Microsoft Office Suite)
- Designate a Central Point Person or a Representative from Various Departments to handle Calendar Input
- IN PROGRESS – Groups suggest the areas listed above hold monthly calendar meetings with the calendar managers in coordination with the President's Office.
- Have a Standard Template for Calendar Input - COMPLETED
- Have one Central Calendar on University Homepage with links to Departments for more Detailed Information about Events - COMPLETED
- Categorize what Types of Events Happening – COMPLETED

Outputs

- Production of Calendar updated on a daily basis by the calendar managers – NEEDS APPROVAL

Outcomes

We anticipate the master calendar will meet and/or exceed the outcomes listed below.

- Would be the Centralized Point of Information - COMPLETED
- Would be Documented as Civic Engagement
- Would be able to See How Many People were Visiting the Site to view
- Has it improved attendance?
- Actual Number of Calendar Events

Impact

- The benefit is that it is a central location making information easy to access.

Discussion Questions

- Who should convene the monthly calendar meetings with the calendar managers?
- What other features would you link to the master calendar? i.e. Maps, location of venue, general information, etc.
- Where does the link from the home page to the master calendar need to be accessed?

Suggestions

Training – Cody Wood will train the calendar managers at their workspace and provide backup assistance from the help desk. He will prepare a one page instruction sheet for each calendar manager.



Group7-Shared Docs



Group 7

Cathy Conway, Facilitator
Scott Hensley, Facilitator

Stephanie Makke, Recorder
Dyanna Bowen
Ellen Hendrix
Sadie Woodruff
Vicki Hudson
Charles Matthews
Ross Walkup
Susan Webb
Stacy Weger



Southeastern's History(1909-1919)

Enabled: Statistics Tracking

Attached Files:



File Southeastern History 1909-1919_Revised 7-12-12.docx (19.304 KB)

Information collected by Susan Webb



Founder's Day Discussion

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Each year's event to cover a decade starting with 1909-1919. Three main events all located in Montgomery for the 1st kick-off year.

Date/Time Tuesday, March 5th, 3:00-5:00

Location Montgomery Auditorium (alternate location Glen Johnson Student Union atrium and loft). Scott to reserve venues.

1st Event:

3:00-3:30 Orator/Historian Dr. David Norris - the creation of SE including the selection of President M. E. Moore, and significance of the peach orchard. Vicki to contact Dr. Norris.

2nd Event:

3:30-4:30 Peach cook-off and Peach art show/display Montgomery main entrance/hallway – categories: cobblers/pies; cakes; preserves/jellies; peach ice cream.

Peach tea and water provided by Sodexo.

3rd Event:

4:30-5:00 President Minks – Southeastern's Vision and Future


Also, involve Alumni Office and Alumni Association with remote celebrations/requesting a SE speaker to visit their community.

Weather permitting, 5:00 Group picture in front of Montgomery Auditorium with students, faculty, staff, and guests, similar to the picture taken in front of Montgomery in 1909 (in Welcome Center).



Group 7 Original Action Plan

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Attached Files:  File Group 7 Original Action Plan - 1 Page.doc (28 KB)



Group 7 Action Plan Update

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