

# THRIVE 2024 Year 1 Action Plan

## *President's Office*

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### Modernized Marketing and Recruitment

**Objective M.3:** Employees and students will more fully serve as ambassadors in the community and faces of the College (**Led by the President's Office**)

- **Strategy M.3 C:** Intentionally increase the presence of College faculty, staff, and leadership throughout the community through participation and presence/membership in civic organizations, local boards, parent teacher associations, civic and faith organizations, military support organizations, and business and professional organizations as representatives and ambassadors of the mission and vision of the College

Action Step	Deadline	Responsible Party
1. Each Cabinet member will represent the College by serving on no fewer than one external business council, civic organization, etc. Options include local Rotary's, Chambers, Community Action Board, Town & Gown, Education Foundation Boards, NAACP, LatinX Foundations etc.	Dec 2021	Porter Brannon & Ada Badgley
2. Monthly, Cabinet Members will present monthly (during extended cabinet) regarding potential College opportunities or challenges/threats that surface during their community/civic meetings.	Jan 2022	Porter Brannon, Ada Badgley, & Malcolm Hall

### Employee Investment and Development

**Objective E.4:** The Peninsula Community will be served by a College that is better prepared for the future and able to build leadership capacity throughout its organization (**Led by the President's Office**)

- **Strategy E.4 A:** Engage College leadership, faculty, and staff in training and development designed to promote good listening, discourse, shared governance, and consensus-building in an effort to build better inclusive and shared decision-making processes and authentic and transparent communication channels

Action Step	Deadline	Responsible Party
1. Each College Cabinet member will participate in multiple Diversity, Equity, and Inclusion workshops.	Feb 2022	Porter Brannon & Ada Badgley
2. Diversity, Equity, and Inclusion workshop series will be made available for all Deans, mid-level managers, and college faculty and staff.	June 2022	Porter Brannon & Ada Badgley
3. The Shared Governance Committee will have liaisons to each College unit and provide monthly updates on significant College matters to the Shared Governance Committee members.	Dec 2021	Keisha Samuels and Paul Tessier
These steps are part of a long-term goal to increase faculty and staff retention and satisfaction. Evidence that these Action Steps are effective will be measured by		

witnessing statistically significant increases in the Great Colleges to Work for Score Card. Specifically, in the following categories:

- Job Satisfaction
- Professional Development
- Shared Governance
- Pride
- Senior Leadership
- Respect & Appreciation

### Transparent and Authentic Communication

**Objective T.2:** Employees will be more fully engaged in College initiatives and upcoming changes that will impact their work, and will be able to plan ahead and share their ideas and expertise for the betterment of all involved **(Led by the President’s Office)**

- **Strategy T.2 B:** Hold all employees accountable for communicating comprehensively and openly with students, faculty, staff, and administrators on topics within their area of responsibility and expertise

Action Step	Deadline	Responsible Party
1. Each Cabinet member will create and communicate SMART initiatives related to their THRIVE 2024 Annual Priorities.	Oct 2021	Porter Brannon, Ada Badgley and Steven Felker
2. Each Cabinet member will finalize SMART initiatives related to their THRIVE 2024 Annual Priorities.	Nov 2021	Porter Brannon, Ada Badgley and Steven Felker
3. Each Cabinet member will provide verbal and written updates related to their SMART initiatives during the monthly extended Cabinet meetings.	Nov 2021	Porter Brannon and Malcolm Hall
4. 100% of all Classified staff and AP Faculty will have updated and signed EWP’s (job descriptions).	Jun 2022	Jasmine Sanders
5. 100% of all Classified staff and AP Faculty will have updated annual evaluation.	Jun 2022	Jasmine Sanders
6. Training and workshops, related to staff evaluations, will be offered for all Managers/Supervisors.	April 2022	Melanie McNall
7. Provide Virtual e-mail etiquette training for all employees.	Feb 2022	Porter Brannon and Ada Badgley
8. College will produce annual reports that are shared with the community	June 2022	Cyndie Callaway
9. President will host annual “State of the College”	Nov 2022	Porter Brannon and Ada Badgley

- **Strategy T.2 D:** Utilize newly - adopted technologies to host virtual town halls and forums that provide broad and transparent updates to students and employees and allow time for questions, feedback, and conversation

Action Step	Deadline	Responsible Party
1. Coordinate and host "State of the College"	Nov 2021	Porter Brannon, Ada Badgley, and Steven Felker
2. The President will host no fewer than one Student Town Hall per term.	Fall 2021 Spring 2022	Betsy Harrison
3. Facilitate Town Halls or Monday Meetups to provide TNCC community with relevant updates related to, but not limited to: Marketing & Communication plan, Facilities Update, Budget Update, Enrollment Update, WFD success and updates, CCWC updates, IT upgrade updates, Organizational changes, etc.	May 2022	Ada Badgley, Lynsey Lemay, All College Cabinet Members
4. College Cabinet members will host no fewer than one annual Town Hall, providing updates related to their division.	May 2022	Each Cabinet Member is responsible for Coordinating and Communicating their Town Hall.
5. Create Town Hall Repository	Dec 2021	Porter

- **Strategy T.2 E:** Integrate the principles of shared governance and shared leadership into the decision-making fabric of the College

Action Step	Deadline	Responsible Party
1. Shared Governance Committee will report on progress during a Monday Meetup or College Town Hall.	Fall 2021 Spring 2022	Keisha Samuels and Paul Tessier
2. Shared Governance Committee will attend monthly meetings with a cabinet member, their designee, or attend a unit meeting to gain insight into college initiatives, then report updates to the Shared Governance Committee.	Nov 2021	Cabinet Members, Keisha Samuels, and Paul Tessier
3. Shared Governance Committee will finalize, and share with Cabinet, drafts of the: <ul style="list-style-type: none"> <li>- Philosophy Statement</li> <li>- Assessment and evaluation tools</li> <li>- "Rules of Engagement" or Shared Governance process map</li> </ul>	Jan 2022	