

Minutes, College Council Meeting, December 13, 2021

- **Brown** called the meeting to order at 2:05 p.m.

CJC new on-boarding life cycle

- **Seay**
 - **New Strategic Initiative - Onboarding 2.0**
 - Welcome
 - Employee Buddy
 - Email once a week for 2 months to introduce the different operations and leaders
 - New employee orientation
 - Every 3 months for 1st year, attend the quarterly snack chats
 - At 6 months mark, will received the Stay Survey
 - 1 year anniversary will have a Stay Interview with HR.

Reply to all

- **Christiano**
 - **Technical way of handling “Reply to All” emails**
 - Restrict permission through “Information Rights Management” (done by IT department)
 - On specific emails, disable “Reply All” function
 - Blind copy recipients
 - Opt out of email (Ann has included directions)
 - **Behavioral way of handling “Reply to All” emails**
 - Leaders Set up the “Norm”
 - Attach instruction to email that reflect to not respond with “Reply All”
 - **Other Options**
 - Post on College’s Slack Channel
 - Post in CJC Newsletter
 - Add to Hub’s Weekly Notes

Sports and Social Media Lab updates

- **Brown**
 - **Sports**
 - **Working on plan of action**
 - Sports reporting
 - Sports production
 - Sports strategic communication
 - Sports Research
 - Speaker Series
 - **Social Media Lab Updates**
 - DNA Lab (Discover Networks and Analyze Lab)
 - Provost Funding \$514,000
 - Discussion on how the space will be utilized

Attendees

Hub Brown, Spiro Kiouis, James Babanikos, Randy Bennett, Ann Searight Christiano, Janet Coats, Marcia DiStaso, Julie Frey, Margaret Gaylord, Robyn Goodman, Katrice Graham, Jodi Harrison, Joanna Hernandez, Tom Kelleher, Evan Kropp, Frank LoMonte, David Ostroff, Keisha Reynolds, Julia Seay, Ted Spiker, Ryan Vasquez, Randall Wright

Meeting Adjourned at 2:32 p.m.

Respectfully submitted by Adela Van Antwerp