



## MEETING NOTES

CVT Team Meeting

Friday, April 19<sup>th</sup>, 2023

9:00-10:00am EST

A 138

TOPIC	NOTES
<b>ACTIVITY: SPECTRUM MAPPING</b>	Purpose is to see where we connect/disconnect on the following topics: <ul style="list-style-type: none"><li>• Teamwork</li><li>• Communication</li><li>• Leadership</li><li>• Accountability</li><li>• Workplace Environment</li></ul>
<b>REASON FOR THIS MEETING</b>	Team meeting to address administrative and team concerns revolving: <ul style="list-style-type: none"><li>• Toxicity in the workplace</li><li>• Undermining</li><li>• Poor team cohesion</li></ul>
<b>CURRENT FACULTY/STAFF CONCERNS</b>	Team discussed current concerns focused on communication, appearance of leadership, and time.

**ACTIVITY: A BOSS  
DISCUSSION**

PD Scott stated that she would like to speak to the team individually to pull more information of some of the issues.

Team identified Bosses that were their favorite and least favorite. The team then shared 3 things they did or did not like concerning that Boss. In addition, we discussed how we supported the Boss we liked.

**SHARED EXPECTATIONS**

For the purposes of this meeting, we reviewed the shared expectations for the team:

- Communication
  - Verbal and written responses
  - Calendar Sharing (all details)
- Shared Accountability/Teamwork
  - Time
  - Communication moving forward of being late or leaving early (4:00pm)
  - Follow-Up
- Effort & Grace

## **DIRECTOR PRIORITIES**

Succession Planning

Curriculum

Administrative Responsibilities

CVT Team



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