Management
Advisory Group

Administrative Services
## Meeting Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:30 – 9:45 a.m.</td>
<td>Greeting</td>
<td>William J. Conley, Jr.</td>
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<td>Director Administrative Services</td>
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<tr>
<td>9:45 – 10:00 a.m.</td>
<td>Marketing &amp; Communications</td>
<td>Ellen Ryder</td>
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<td>Website Update</td>
<td>Chief Marketing &amp; Communications Officer</td>
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<td>10:00 – 10:15 a.m.</td>
<td>DLT/HC in Solidarity Update</td>
<td>Catherine Roberts</td>
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<td>DLT Chair, Faculty Chair Math &amp; Computer Science</td>
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<td>10:15 – 10:30 a.m.</td>
<td>Performance Review Status</td>
<td>David Achenbach</td>
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<td>Director of Human Resources</td>
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<td><strong>Spot lights:</strong></td>
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<td>10:30 – 10:35 a.m.</td>
<td>Leadership Series</td>
<td>Kate Kilby</td>
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<td>Senior Associate Director, HR &amp; OD</td>
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<td>10:35 – 10:45 a.m.</td>
<td>ITS-Panopto Capabilities</td>
<td>Jim Cahill</td>
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<td>Senior Desktop Support Specialist</td>
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<td>10:45 – 10:50 a.m.</td>
<td>Athletic Update</td>
<td>Joe Bertoletti</td>
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<td>Senior Associate Athletic Director</td>
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<td>10:50 – 11:00 a.m.</td>
<td>Closing Remarks</td>
<td>William J. Conley, Jr.</td>
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<td>Director Administrative Services</td>
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Introduction- William J. Conley, Jr.

• https://www.youtube.com/watch?v=qXudpW1I5Mw
MARKETING & COMMUNICATIONS - WEBSITE PROJECT OVERVIEW
ELLEN RYDER & CHRISTIAN SANTILLO
Completed Project Phases

- Interim homepage: Aug. 18, 2014
- Discovery and campus meetings: Through Nov. 1
- Monitoring website traffic/usage: Ongoing
- Information architecture: Through Feb. 11, 2015
- Initial design concepts: Through Feb. 11
Interim Homepage

• Launched August 18, 2014
• Traffic to key landing pages increased nearly 100% c.f. 2013
  – About Holy Cross, Visit, Apply, Virtual Tour, Student Life, POD
• Scroll depth
• Time on screen
• Content sections
  – News, faculty stories, student profiles
Founded in 1843, College of the Holy Cross is a highly selective, four-year college of approximately 2,900 students. One of the nation’s leading liberal arts institutions, Holy Cross offers an academically challenging and personally fulfilling education in the Jesuit tradition.

The Holy Cross experience is characterized by an emphasis on open exploration and an urge to question that inspires students to ask more of themselves — academically, spiritually, and in their personal development. Devoted exclusively to undergraduate study, Holy Cross ensures close ties and mentoring relationships between faculty and students.

College of the Holy Cross
Next Steps

✓ Executive Team presentation
✓ IA complete – Feb. 16
  • Website Redesign Advisory team meetings – February
  • Visual design complete – March 20
  • Departmental meetings and site content alignments - March/April
  • Content development – Through May 1
  • Technical development – Through May 1
  • Site migration and build – May
  • Q/A – Through June 22
  • Site launch – June 22
  • Additional content enhancements – Ongoing
QUESTIONS?
• http://www.holycross.edu/hcinsolidarity/

• Associate Dean for Diversity and Inclusion and Chief Diversity Officer

• HR efforts to increase diversity in all hiring

• Understand experiences on campus with diversity
  – Consortium on High Achievement and Success (CHAS) survey
  – HC Employee Satisfaction Survey
PILOT ONE

- A&F Area (plus some others)
- Exempt Employees
- Competencies
- Major Areas of Responsibility
- Annual Goals
PILOT TWO - DESIGN

- 30 participants in random sample
- Conducted 3 Work Sessions
Work Sessions-Core, Leadership & Supervisory Competencies
PILOT TWO – DESIGN

• Summarized

• Re-bundled
  – Based on session votes determined list of competencies
  – Added in “Ignatian” Language
  – Made it shorter

• A&F Feedback & Greenlight
Results - Core Competencies

- Quality of Work
- Working Relationships
- Customer Service
- Verbal Communications
- Written Communications
- Diversity and Inclusion
- Motivates, Develops, Empowers Others to Excel
- Manages Risk
- Interpersonal Skills
- Honesty/Integrity
- Decision Making
- Influencing, Coaching, Mentoring
- Understands and Models HC Values
- Self Management
- Strategic Thinking
- Recognizes and Rewards Achievement
- Engages Frequently with Direct Reports
- Sets Clear Expectations

College of the Holy Cross
PILOT TWO – CORE COMPETENCIES

• Employee assumes responsibility for being the best he or she can be

• Employee assumes responsibility for the tasks, processes and tools in his or her HC job

• Employee focus is on the needs of those the work supports

• Employee is engaged with our HC values and community
PILOT TWO – SUPERVISOR COMPETENCIES

- Manager takes responsibility for the development of his or her people
- Manager engages in good supervisory practices to get the best from his or her people
- Manager plans & organizes his or her people’s work logistics so as to create the conditions for maximum success
PILOT TWO – LEADERSHIP COMPETENCIES

• The leader thinks and acts strategically

• The leader creates a compelling vision of what the future will look like

• The leader exemplifies HC values and creates HC community
PILOT 2 – THE REST

CONTINUE TO HAVE

• Major Areas of Responsibility
• Annual Goals

EMPLOYEE SELF-REFLECTION
Leadership Series- What’s your Story?

• Human Resources is excited to announce the launch of a new series of monthly presentations by our own campus leaders.

• You have the opportunity to hear directly from our Leaders during these new one-hour “lunch and learn” sessions focused on “leadership storytelling.”

• The sessions are designed to give insight into how Holy Cross leaders are:
  – shaping innovation and technological advances on campus
  – how they are developing individuals within their departments and divisions
  – how they are managing change in today's fast-moving world
  – and much more.
Leadership Series

• Each month, a leader from Holy Cross will give a highly personal presentation on leadership.

• Through this Storytelling, you will get to know our leaders and their backgrounds and values—along with a deeper understanding of current challenges, opportunities, and ways to support the College’s mission and identity.

• Sessions will be presented on the last Thursday of every month for the next several months.
  – Sessions will be held 12:00pm open for lunch 12:30-1:30 presentation, Hogan 402/403
  – A sign-up sheet will be sent out at the beginning of each month.
  – Space is limited to 50 employees
  – For more information, contact Kate Kilby x 3568
ITS NEW PANOPTO CAPABILITIES-
JAMES CAHILL
Panopto Video Capture Platform

- Records audio, video, PowerPoint, and screencasts
- PC/Mac/iOS client does recording; rest is cloud-based
- Traditionally used for lecture capture, but we encourage use by all departments
- Content can be restricted to specific audiences
- Questions? Contact Jim Cahill at x3865 or jcahill@holycross.edu
Panopto Example – Geoff Findlay

Pathology of the disease (cont’d)

- Normal retina
- MD

Stargardt-like disease: Inherited form of MD
Autosomal dominant
Why study the rare, inherited, early-onset form of...
Rectangle 3
Mapping STGD3: LOD score analysis
≈ 5,000,000 bp
Panopto Example – Screencast
ATHLETICS UPDATE-
JOE BERTOLETTI
Holy Cross Staff & Faculty Benefits

- **Summer Camps** – Take 25% off Registration\(^\text{^}
  GoHolyCross.com/camps

- **Season Tickets** – Take 42% off the total cost*
  Football, Men’s & Women’s Basketball, Hockey

- **Individual Game Tickets** – Take 25% off*
  Football, Men’s & Women’s Basketball, Hockey

\(^\text{^}\) denotes each camper registration
*denotes each individual ticket
Upcoming Games & Camps

• **Basketball**
  - Men – Feb. 25 7:05pm
  - Women Feb. 18 7:05 pm & Feb. 21 1:05 pm

• **Hockey**
  - Men – Feb. 21 7:05 pm
  - Women – Feb. 21 2:05 pm

• **Camps**
  - Registration begins in March
  - Camps start June – July

Vist GoHolyCross.com for more information
CLOSING REMARKS-
WILLIAM J. CONLEY, JR.