Student Affairs Leadership Team Retreat Minutes  
Tuesday, September 13, 2016 – 9:15am-4:15pm  
James Island County Park Conference Center

Attended by:  
Jim Allison, Melantha Ardrey, David Aurich, Jeri Cabot, Alicia Caudill, Michael Duncan, Sarah Franciscus,  
Susan Hartman, Robin LaRocque, Talim Lessane, Bridget McLeon-Sykes, Deborah Mihal, Susan  
Payment, Eugene Sessoms, Teresa Smith, Stephanie Visser.

Goals for the Retreat:  
- Teambuilding and sharing  
- Laying the foundation for answering the questions in *The Advantage* by Patrick Lencioni  
- Creating next steps based on *The Advantage*

Small group presentations were delivered on the following chapters of *The Advantage*:  
- Discipline 1 – Build a Cohesive Leadership Team - Melantha, Gene, Teresa  
- Discipline 2 – Create Clarity - Michael, Deborah, Frank, Robin  
- Discipline 3 – Overcommunicate Clarity - Jim, Susan H., Susan P.  
- Discipline 4 – Reinforce Clarity - Jeri, Stephanie, Talim  
- The Centrality of Great Meetings – Bridget, Dave, Sarah

These concepts surrounding communication, sharing information, conducting meetings, and defining our values  
will continue to be reviewed in an intentional year-long process to identify new and old challenges and to look at  
our structure and collaboration as a team.

Energizer Activities were conducted by Jeri, Jim, Melantha and Susan in the morning and Michael and Bridget  
after lunch.

Reflections from today and next steps:  
- Alicia referred to p. 32 Fundamental Attribution Error “which prevents people who don’t know one  
another from building trust, combatted by helping team members understand one another by providing  
as much information as possible about who a person is and why this person might act the way they do.”  
- Concept of First Team p. 68, “where members must put the needs of the higher team ahead of the  
needs of their departments,” therefore, making balanced decisions while caring about everyone’s staff.  
- Agreed to schedule 30-minute SALT Tactical meetings twice a month, one as a separate meeting, one  
at the start of the regular 10:00 SALT Strategic meeting on 2nd Tuesdays, extending that meeting until  
noon if needed. Tactical Meetings will provide a brief, limited time, up to 2-minutes per member sharing  
relevant updates and topics without a formal agenda.  
- Agreed to add a half-day afternoon retreat in December, possibly at Deb Mihal’s house, to provide time  
for each member to share their story.  
- Remember the concept of Cascading Communications in timely sharing with department staff,  
beginning with today’s handouts if applicable, and referencing SALT meeting minutes. Share relevant  
information with student staff where applicable.  
- Stephanie will send electronically the staff recognition preference chart used in Civic Engagement.  
- Alicia will send electronically the Division Strategic Plan adhoc committee’s SWOT analysis from recent  
meetings. A draft of the Division Strategic Plan was distributed, which included the following outcomes:  
  1. Produce a robust calendar of signature events  
  2. Increase retention of under-represented student employees in the Division  
  3. Establish a Collegiate Recovery Program  
  4. Establish a program for the living learning experience  
  5. Enhance Division internal professional development programs

Announcements:  
- Civic Engagement now has a Vista staff member.  
- Alicia extended appreciation for the energy and interest put into the presentations today.