



2022-23 GREAT DEANS PROGRAM

September Regional Session

Friday, September 23, 2022

COLLEGE OF SAN MATEO

1700 W Hillsdale, Blvd., San Mateo, CA 94402

Building 10, 4th Floor, Room 468

Map of the campus:

<https://collegeofsanmateo.edu/map/docs/CSMCampusMap.pdf>

Park in Lot G. There is no charge for student parking.

COVID CAUTION: *Masks are required in the building. If that information is updated in advance we will let you know. If you need onsite assistance contact Dr. Moon-Johnson at 256-326-0609.*

AGENDA/ITINERARY

8:30 to 9 a.m. **Coffee and Conversation**

9:00 to 10 a.m. **Check in/Opening Remarks/Ice Breaker**

10 a.m. to Noon **Program Part I—SELF Care**

Facilitator Geisce Ly, Interim Vice Chancellor, Academic and Institutional Affairs at City College of San Francisco, will present an overview of essential tools to expand your understanding of managing and improving your own self care and will guide a discussion of best practices and strategies.

Noon to 1:00 p.m. **Networking Lunch**

1:00 p.m. to 3:00 p.m. Program Part II—TEAM Care

*Facilitator **Joshua Moon-Johnson**, Vice President of Student Services at College of San Mateo, will lead a discussion and breakout exercises about how you as a Dean, have a pivotal role in the well being of your team, and share some tools and strategies for ensuring that you can execute it in the best interests of your most valuable resource, your team!*

- *Welcome back*
 - Goal of afternoon
 - Supporting your team with self-care and balance
 - Impact of neglecting wellness
 - Turnover
 - Mass exit from higher education
 - Challenges with hiring
 - Long-term sustainability and happiness of employees
 - Methods of supporting wellness
 - Managing priorities
 - Teach time management techniques; project management tools
 - Focus on accurate position descriptions; aim to allocate percentage estimates of time spent
 - Long-term planning; annual cycles
 - Balancing work loads of team members
 - Ensuring structure allows for vacation and sick time
 - One-on-ones focus on short-term, long-term, and personal satisfaction
 - Discussion:
 - Small group discussion: What tools have you utilized to ensure your team members are balancing their work with wellness and self-care?
 - Report out to large group
 - Challenges:
 - Addressing a team when self-care/personal care takes over fulfilling basic job functions.
 - Small group discussion
 - A. Managing expectations of work productivity with an extreme focus on self-care.

