

TAMING THE BEAST

Creating An Operations
Calendar That Works
For Your Entire Team

Tiona Broussard
Texas A&M University





I also like long walks on the beach.

ABOUT ME

- **3 Years Conventional Housing**
 - Real Estate Agent & Investor
- **5 Years Private Student Housing**
 - Leasing/Marketing Manager & Assistant General Manager
 - 450 – 800+ beds
 - New Orleans, Louisiana & Des Moines, Iowa
- **1+ Year Public University Housing**
 - Texas A&M University – College Station, TX
 - Administrative Coordinator, Housing Assignments Office

ABOUT TAMU

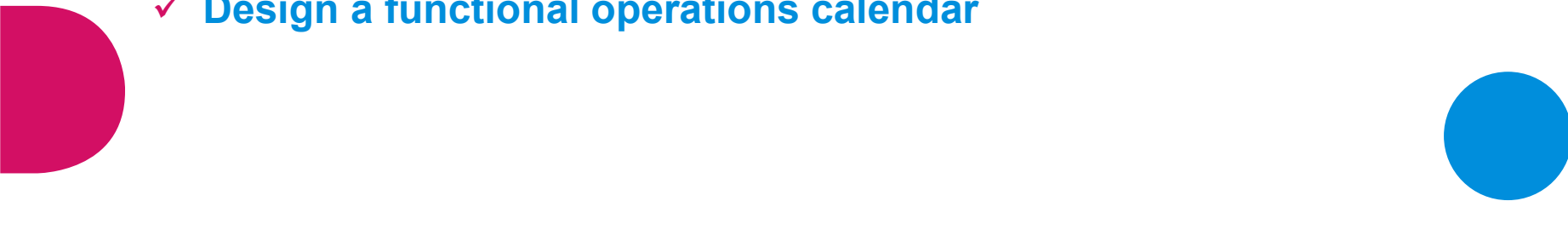
- No live-on requirement
- 1 Department of Residence Life
- 7 distinct semester/housing terms
- 10 Office Areas
- 21 Living Learning Communities
- 50 buildings
- 5,400 acres
- 12,000 beds



A little larger than my previous operations.

GOALS/LEARNING OUTCOMES



-
- ✓ Recognize the importance of a practical operations calendar
 - ✓ Identify key components of an effective operations calendar
 - ✓ Design a functional operations calendar
- 

WHAT IS AN OPERATIONS CALENDAR?

An orderly list of functions and processes



An operations calendar must be OPERATIONAL.



BENEFITS

- Communication
- Organization
- Accountability
- Coordination
- Streamline Processes
- Historical Information
- Strategic Planning

What would you add to this list?

CONTENT



What needs to be shared?

Is it sensitive or confidential information?

Include

- Move in/out – F&O, Res.Ed, etc.
- Billing – Financial Aid, Installments, etc.
- Application cycles – Housing, RA, etc.
- Academic calendar – Classes, Holidays, etc.
- Large processes – Renovations, CGSO, etc.

Exclude

- Private appointments (HR)
- Personal details (time off)
- Day-to-day responsibilities (checking emails)

Think about what will work for your institution.

Use the Black Belt Success Cycle.

KEEPERS OF THE CALENDAR

- The main point of contact for designated area
- Involved in the planning and coordination of processes in their area
- Has the authority to add, remove, and modify items



A high honor bestowed on only the most esteemed

PERMISSION vs ACCESS



Who needs to make changes to the Ops Calendar?

Who needs to see the Ops Calendar?

Permission

- Administrative Coordinators
- Assistant/Associate Directors
- Program Specialists
- Coordinators

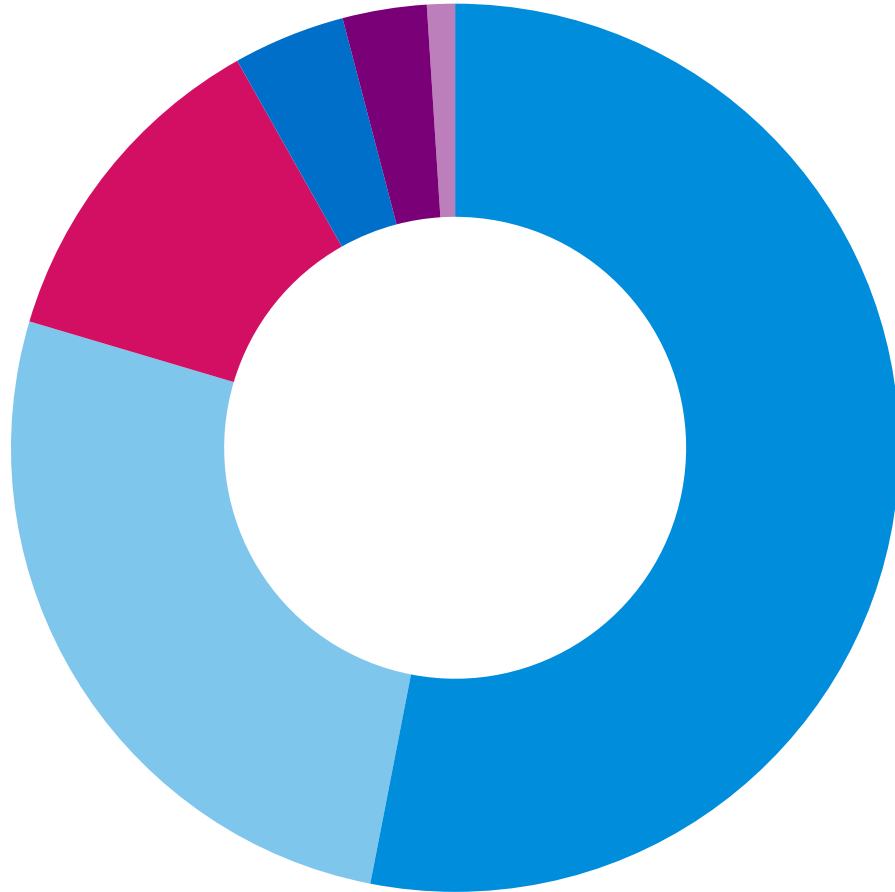
Access

- Executive Director
- Hall Staff
- Support Staff
- Marketing Team
- **Everyone**

Think about what may work for you institution.

MULTI-LEVEL APPROACH

Set deadlines to enter future events.
When should you update & review?



Weekly
Staff Meeting

Bi-Weekly
1:1 Meeting

Monthly
Sr. Leadership

Quarterly
Departmental

Semesterly
Stakeholders

Annually
Outcomes

WHY WE ARE HERE

➤ **Describe your current operations calendar.**

➤ What works?

➤ What challenges are you facing?

1 minute

Text your vote to: (205) 784-3301 OR go to swiftpolling.com & enter
8388



Describe your current Operations Calendar. What works and what are some challenges?



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WHAT WORKS FOR US

Teamup Calendar

A web-based program with collaboration, sharing, and security capabilities.



QUESTIONS?

THANK YOU!

PLEASE TAKE THE SURVEY!

<https://rb.gy/3rjd6t>

TIONA BROUSSARD

- ti_broussard@tamu.edu
- 979.845.4744
- Connect on LinkedIn

