

## EMPLOYEE ENGAGEMENT WORKING GROUP MEETING MINUTES

**Meeting date:** Tuesday, August 8, 2023  
**Attendees:** Hope Burnell, Patty Rooney, Nora Molloy, Alec Morrissey, Andrea Trumble, Jess Berry, Joe Castonguay, Keiko Konoeda, Sylvia Deschaine, Curtis Johnson, Megan Couch  
**Absent:** Mark Cayer, Zach Brown-Cross

### Discussion summary:

- Welcome, introductions, and review of agenda
- Presentation and Discussion on Charge and Scope of Work for the Group
  - Advise HR and Senior Staff on the goals and scope of the staff survey
  - Vet potential consultants for the staff survey: The group will talk to the vendors/consultants and make recommendation
  - Use staff survey results, input session data, and best practices to inform the development of goals and priorities
- Presentation and Discussion on the Work Ahead for the Group
- Discussion on Meeting Norms

### Decisions:

- The group discussed and agreed on ground rules
  - We will assume positive intent.
  - We will give people a chance to voice their opinions without interrupting them.
  - If we do not understand something, we will ask questions - there are no silly questions.
  - On important issues, we will not assume that there is agreement. We will ask if everyone agrees and can support the decision.
  - We will voice any disagreements or concerns that we have during the meeting and will not wait until after the meeting. Utilize the option to add notes to the meeting minutes to bring items back into discussion at the next meeting. (see below)
  - We will care more about what is right than who is right.
  - After the meeting, we will support any decision that we made as a team. Group discussed decision making processes and the importance of consensus and what that means vs. a “voting” process.
  - We will keep side conversations to a minimum. We will try to have only one person talking at a time.
  - When voicing disagreement, we will focus on the task and not the person.

- When “brainstorming” ideas, we will try to withhold judgment or comments until all ideas have been heard.
- We will try to limit interruptions to “emergencies” only.
- We will all respectfully enforce the spirit of the ground rules.
- Group members will add their thoughts, comments, and reflections to the meeting minutes once distributed. These notes are not a part of the publicly posted meeting minutes.

**Action Items:**

- Group members will review the minutes and add thoughts and reflections
- Patty and Hope will send background information about conducting a SWOT analysis
- Next meeting is 8.22.23 and agenda will be distributed no later than 8.21.23
- Message to the campus of who is in the group
- Establish a way to communicate progress reports to the campus

**Meeting ranking: 8.27**