

Engagement Working Group 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
- We will care more about what is right than who is right.
- After the meeting, we will support any decision that we make as a team.
- 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.
- Meeting agendas will be distributed at least 24 hours in advance, and members will have the opportunity to review and add comments to meeting minutes before they are posted to the website.

Engagement Working Group Definition of Consensus:

- **Consensus IS:**
 - Reaching an agreement that all team members can support – **both during the meeting and once they leave.** It is an agreement that no member opposes, even though it may not have been someone's first choice.
 - When each team member can say, "I've had my chance to speak my mind, and I can support the decision we've reached even if it is not the decision that I might have reached alone."
- **Consensus IS NOT:**
 - The same as a unanimous vote. A consensus decision may not have been everyone's first choice.
 - The same as a majority vote. In a majority vote, several people may be unwilling to support the agreement.
 - All team members being totally satisfied with the agreement. Consensus does not mean that you have 100% agreement, but that everyone can live with and support the decision.

Definition of Engagement:

- An employee’s emotional commitment, motivation, and willingness to go the extra mile for their employer. Factors influencing an employee’s level of engagement include their relationship with their manager/supervisor, career development, recognition, work-life balance, and perception of fairness.
- Workforce engagement impacts retention, productivity, and satisfaction.

Work Groups - Members, Purpose, and Scope

- **Engagement Working Group**

- Members:

- Jess Berry
- Zach Brown-Cross
- Joe Castonguay
- Mark Cayer
- Megan Couch
- Sylvia Deschaine
- Keiko Konoeda
- Curtis Johnson
- Alec Morrissey
- Andrea Trumble
- Nora Molloy
- Patty Rooney
- Hope Burnell

- Purpose and Scope: the working group is an advisory body charged with advising HR and Senior Staff on the goals and scope of the staff survey, vetting potential vendors for the staff survey, presenting vendor options to senior staff for final selection, and using staff survey results, input session data, and best practices to inform the development of goals and priorities.

- **Engagement Leadership Group**

- Members:

- Josh McIntosh
- Pat Schoknecht
- Leana Amaez
- Leigh Weisenburger
- Nora Molloy
- Patty Rooney
- Hope Burnell

- Purpose and scope: the charge for this group is to develop and implement recommendations for the engagement strategy, identify and communicate goals and resource needs, work through challenges throughout the life of the project, and provide senior leadership with updates and outcomes related to the project. Hope and Patty have decision-making authority for operational and logistical plans.

- **Operations Group**

- Members:

- Nora Molloy
- Patty Rooney
- Hope Burnell
- Purpose and scope: this group plans and executes the logistics for the engagement strategy and keeps senior leaders and the working group informed throughout the project.