

Meeting date: Tuesday, September 5, 2023
Time: 12:30 pm - 1:45 pm
Attendees: Hope Burnell, Patty Rooney, Nora Molloy, Alec Morrissey, Andrea Trumble, Jess Berry, Joe Castonguay, Keiko Konoeda, Mark Cayer, Zach Brown-Cross, Sylvia Deschaine, Curtis Johnson, Megan Couch

Minutes

- **Welcome and appreciation sharing**
 - Members selected names from a bowl and shared something they appreciate about another member of the working group.

- **Review of previous notes and agenda**
 - Participant had noted that some of the content from the last meeting felt redundant and Hope made note to consider this for future meeting agendas.
 - Participant had noted a desire to have the data included in the minutes and Hope asked for that question to be held for later in the meeting. (See *communication plan* below)

- **Connection between Engagement Working Group and Senior Staff**
 - Hope and Patty meet with a subset of senior staff bi-weekly and they share the working group agendas and updates on the working group's work. Patty noted the group asks questions, is engaged and fully supports the work underway.

- **Communication plan**
 - The communication subcommittee (Joe, Sylvia, Keiko, Jess, Hope) met and Hope shared a draft communication plan based on the group's discussion. The group discussed audiences, modes, channels, accessibility considerations, folks receiving information in different ways, and being intentional about the purpose of the communication, particularly if the audience is expected to take an action.
 - Intention of communications plan is to ensure faculty and staff have updates on the work underway, actions and progress of the working group.
 - Communication points include:
 - **Working group meeting minutes:** Minutes will be posted to the website. The content of the minutes will focus on actions and decisions of the group and will be aligned with the group's scope and charge.
 - The group discussed the proposed process for minutes to be drafted, sent to the group for review, and posted to the engagement website 48 hours after each group meeting. Hope will provide final approval to the minutes. A proposal was made to review the minutes at each following meeting before posting minutes

to the website. The group discussed a desire to review the minutes while the meeting was still fresh and decrease the likelihood that reviewing the minutes will fall behind competing priorities and delay the review and posting process.

- **DECISION:** Minutes will be drafted, distributed to the group for comments, and posted on the website within 48 hours following working group meetings. If this timing poses a challenge, the topic will come back to the group for discussion.
- **Working group member talking points:** Minutes serve as guidance for talking points when engaging with other employees. Group members will refer people to the engagement website and the engagement email address (engagement@bates.edu) to submit questions and suggestions. Further discussion is needed to examine the efficacy of the communication channels and to identify others if needed so that the information is easily accessible to the community.
- **Campus Community Emails:** Engagement Working Group update emails will be sent bi-monthly (Sept., Nov., Jan.) Email will go to all faculty and staff with updates on the work of the group, actions, progress and next steps. Emails will be translated and also provided in hard copy for distribution in DCCE and Facilities.
- **Connection to Senior Staff:** Hope and Patty are meeting with the subset of senior staff regularly (Josh, Pat, Leigh and Leana). Hope will request time on an upcoming senior staff meeting to provide a full update on the working group's actions, progress, and to ask for their continued engagement. Hope will provide senior staff with the themes the working group has discussed.
- **President's Council:** Hope will request time to present on the working group's actions and progress in an upcoming meeting, ideally October if the agenda has not been filled completely.
- **SWOT activity wrap up**
 - Joe reviewed his work team's SWOT analysis that was completed during the prior meeting.
- **Survey objectives discussion**
 - Hope distributed a summary of the themes from multiple sources the group has considered and outcomes from the SWOT analysis exercise
 - Hope distributed a summary, generated from the themes, of proposed areas for the survey to assess. The group reviewed and discussed the summary. The group would like to have further discussion on terms and intents/goals around DEI language which will be discussed in a subsequent meeting. A participant requested advanced reading materials to prepare for the discussion.
 - Hope noted that this information will be used to build assessment matrix for use when group is evaluating vendors
- **Action Items:**
 - RSVP to the October 27th dinner invitation.
 - Include time for discussion on intentions/goals for DEI questions in the next meeting agenda.
- **Meeting Ranking: 8.5**