

# Bates

*Office of Human Resources*

**Meeting date:** Tuesday, October 17, 2023  
**Time:** 11:30 pm - 1:00 pm  
**Location:** Commons 201  
**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

**Meeting Facilitator:** Hope

**Timekeeper:** TBD

**Recorder:** Nora

**Meeting type:** Bond, Do, Decide

## AGENDA

- 1) Welcome and activity - Joe (5 minutes)
- 2) President's Council debrief - Hope (5 minutes)
  - a) What was the best part?
  - b) What are you most proud of?
- 3) Preparing for vendor demos - Hope (60 minutes)
  - a) Evaluation factors - determine the criteria with which we will assess survey vendors against
  - b) DEI specific questions - what do we want and need to know from employees?
  - c) Bates background sheet to share with vendors in advance of demos - what do we want vendors to know about us in advance of sharing an overview of their product with us?
  - d) Determine potential demo dates and logistics
- 4) Holiday party idea
- 5) Wrap up

