

Bates

Office of Human Resources

Meeting date: Tuesday, October 31, 2023
Attendees: Hope Burnell, Patty Rooney, Nora Molloy, Alec Morrissey, Andrea Trumble, Jess Berry, Joe Castonguay, Keiko Konoeda, Zach Brown-Cross, Sylvia Deschaine, Curtis Johnson, Megan Couch
Meeting Facilitator: Hope

MINUTES

1. Welcome and check in
 - a. Group members were presented an opportunity to share how they are feeling.
2. Vendor demo update

Hope shared an update on her progress scheduling demonstrations with vendors. Current schedule with vendors:

 - a. Gallup: call this afternoon with goal to set a meeting time
 - b. Culture Amp: scheduled for 11/7 11:30 am - 12:30 pm
 - c. Korn Ferry: scheduled for 11/14 11:30 am - 12: 30 pm
 - d. Rankin: Hope is working on scheduling a time
3. Review engagement survey evaluation tool
 - a. Jess and Alec reviewed and updated the tool the group will use to evaluate the vendors and it was shared. This is intended to allow group members to put structure on their feedback.
 - b. Member asked if the scoring format consistency was important across group members and Hope felt we should work to be consistent.
 - c. Member asked if the zero represents a poor ranking or an N/A if the vendor did not discuss it. Hope replied that 0, 1, 3 could be thought about as low, medium, high. A member noted that having no answer and having a poor response both equating to a 0 seemed practical.
 - d. A member asked if what we are looking for is communicated to the vendor. Hope indicated she did not share this form with them, but had talked to each of the vendors about these priorities for their planning. Patty noted that once we narrow these down to 3 vendors, we would still have an RFP process to further request information and solicit vendor responses.
 - e. A member felt the vendor providing easy means to communicate with them during the survey implementation process should be represented in this evaluation tool. Technical concerns/glitches/fast response. Hope indicated this evaluation grid will be updated to reflect that need.
 - f. Member asked if there was pre-reading before presentations. Hope suggested reviewing our meeting minutes and documents to have refreshed thoughts around what we have identified as being important to us.
 - g. It was asked if the group should try to be in seats with the expectation that the vendor is able to start their demonstration right at 11:30 am and that was confirmed.
 - h. Member asked if Rankin and Gallup can't present on our timeline what we would do. Hope indicated she would be very flexible in allowing the vendors to propose times and we would work to be flexible to try to make the group available.