

Bates

Office of Human Resources

Meeting date: Tuesday, December 12, 2023

Time: 11:30 pm - 1:00 pm

Location: Commons 201

Attendees: Hope Burnell, Patty Rooney, Alec Morrissey, Andrea Trumble, Jess Berry, Keiko Konoeda, Zach Brown-Cross, Sylvia Deschaine, Curtis Johnson, Megan Couch

Absent: Mark Cayer, Nora Molloy, Joe Castonguay

MINUTES

1. Welcome - Hope

2. Icebreaker

- a. Members were asked "If you could start a hobby and immediately be an expert, what would it be?"

3. Update on preparations for information to be presented to senior staff

- a. Hope described the materials going to senior staff, including a vendor summary, pricing, and supporting materials (sample reports, etc.)
- b. Hope anticipates and hopes that a decision will be made on Monday (Dec. 18).

4. Administrative Discussion

- a. The group will hold our current meeting time on Tuesdays through the winter semester for continued work for this group.
- b. The group discussed post-survey plans and what to expect. The group can sketch out possible next steps but needs some decisions before we can do the detailed fine-tuning. The group acknowledged that it will be important to recognize, celebrate, and replicate things that are going well across the college.
- c. A member asked how the COACHE survey results would be shared. The group expressed interest in transparency for everyone to see results from both faculty and staff surveys results.
 - i. Hope will ask the COACHE group to meet with the engagement group to connect and share what both teams are working on and to help break down silos.

5. Holiday Party

- a. A member proposed the group provide a board where people write/answer "Why do you like working at Bates?" People will write on post its, and the working group would be there to promote survey participation.
 - i. Hope will reach out to COACHE group to invite them to join the working group
 - ii. Hope and Patty will reach out to the group to help prep materials for the holiday party and follow up to let people know when cups will be getting packed.

6. Meeting Review

a. Went Well

- i. Timing
- ii. Hybrid meetings are working well
- iii. Close to decision/finish line
- iv. Discussion about opportunities to connect with the faculty committee
- v. Discussion about how college is considering employee concerns
- vi. The group's ability to move the work forward quickly
- vii. Setting timeframe/meeting dates for next semester was helpful

b. What can be improved

- i. Deliver on commitment to provide Italian Bakery - action item for Patty