

# Bates

*Office of Human Resources*

**Meeting date:** Monday, January 22, 2024

**Time:** 9:00 am - 1:00 pm

**Location:** Chase Lounge

**Attendees:** Hope Burnell, Patty Rooney, Andrea Trumble, Jess Berry, Keiko Konoeda, Zach Brown-Cross, Sylvia Deschaine, Megan Couch, Nick O'Brien, Scott Tiner, Dre Gager, Joe Castonguay

**Absent:** Mark Cayer, Curtis Johnson, Alec Morrissey, Steve Tate

## MINUTES

### 1. Welcome - Hope "It's happening!"

### 2. Icebreaker

- a. Introductions by Sue- Attended Penn State, initial research on, "how does the environment of higher ed impact faculty, staff and students?"
- b. Bates staff introductions, name, profession, length of service at Bates and what this project means to you.
- c. "Ground Rules" honesty and experiences shared through individual perspective.
- d. If there is anything you want to share away from the group, write it down and give to Sue, Hope, Patty and Mel.
- e. Dana will share the calendar invites for future meetings.

### 3. Bates Powerpoint Presentation By Sue

- a. Reminders
  - i. Slides are accessible through the Google Drive and everyone should have access
  - ii. You can share the slides with colleagues, but not the survey questions!
- b. Who We Are
  - i. Grounded in Academic Literature
  - ii. Motivated By Data-Driven Decision Making
  - iii. Situated in the Current Social Context
- c. What's the Survey About?
  - i. Staff who feel connected and valued = higher likelihood of success
  - ii. Purpose is to gather staff's experiences and overall Bates climate
  - iii. Will look for data trends

- d. Survey Themes
  - i. Workplace climate
  - ii. Resilience
  - iii. Sense of belonging
  - iv. Health and Wellness
  - v. Personal experience
  - vi. Institutional actions
- e. Key Process Points
  - i. Confidentiality, transparency and communication with senior leaders
- f. Projected Scope and Timeline
  - i. JANUARY (Phase 1&2) campus preparation and assessment tool, develop communications plan
  - ii. FEBRUARY (Phase 3) administer assessment
  - iii. MARCH-JUNE (Phase 4&5) assess quantitative and qualitative data analysis and present key findings report
  - iv. JULY (Phase 6) develop change management plan
  - v. Everything will be in done in 4 weeks and 4 days with the plan to share the results in two open staff meetings

#### **4. Sue Shares Survey Question Template**

- a. Will offer both online and paper/pencil option
- b. Will need to have it available in multiple languages
- c. Will give staff members links to available resources if the survey triggers emotions for them
- d. Participants will be able to hover over words for specific definitions

#### **5. Questions/Amendments Made by the Group**

- a. Do we want the survey to be stop/start? Yes, more inclusive
- b. Edited the "Racial/Ethnic" Identification groups and made changes to Latine and African
- c. Added explanatory statement to the sexual identity question
- d. Need to revisit department groups listed in question 32. Pulled from banner, but not all correct
- e. Do we add in seasonal affective disorder to question 36, conditions/disabilities?
- f. Can we add a dependent/elderly care option to the survey? Yes!
- g. Can we add issues with "senior leadership" as an option to question 7? Yes!
- h. Added "off-campus event sponsored by bates" as option for question 14
- i. Added alumni and student parents to question 15
- j. Need to add a question about work location, remote, hybrid, campus
- k. Need to somehow add in a question about giving performance reviews of supervisors. Sue is going to think more about this one.

#### **6. Wrap-Up**

- a. Will discuss in future meetings how to best engage everyone and encourage participation
- b. If there are any other thoughts, concerns or edits that people want to make, need to

email Hope, Patty, Sue and Mel by close of business on Wednesday!

- c. Hope and Patty will review the final draft at the end of the week.