

Bates

Office of Human Resources

Meeting date: Tuesday, February 6, 2024
Time: 11:30 pm - 1:00 pm
Location: Chase Hall Lounge
Attendees: Hope Burnell, Patty Rooney, Andrea Trumble, Joe Castonguay, Keiko Konoeda, Sylvia Deschaine, Megan Couch, Zach Brown-Cross, Dre Gager, Scott Tiner, Jess Fournier, Dana Bosse
Absent: Mark Cayer, Curtis Johnson, Alec Morrissey, Jess Berry,

Meeting Facilitators: Hope & Patty

MEETING MINUTES

1. Welcome

- a. Hope welcomed the group

2. Icebreaker

- a. Members were asked to share what they are looking forward to most in the next phase of the project.

3. Update on survey promotion

- a. Patty provided an update on activities to date to prepare for survey promotion:
 - i. A spreadsheet has been created to track all of the promotional events that are on-going and opportunities for this group to promote the survey.
 - ii. The link to the spreadsheet is in Bates Staff Presentations
 - iii. Engagement group members will add anything that is missed and will sign up to attend meetings when they are available to promote the survey.
 - iv. Patty and Dana have created a survey timeline tracking spreadsheet which serves as a central repository for activities leading up to and following the survey launch.
 - v. The next employee newsletter due out between March 11- 15, will highlight the survey.
 - vi. The potential value of a promotional video will be discussed at the Promotion Sub Committee meeting on Thursday, 2/8
- b. Review of survey promotion presentation slides
 - i. The committee reviewed the slide deck for use in promotion presentations.
- c. Messaging:
 - i. The group discussed key messaging considerations:
 1. Focus on the "WHY" for the survey
 2. Emphasize confidentiality
 3. Importance of some messaging coming from senior staff members, including a directive to help employees carve out time to complete the

survey on work time

4. Action items:

- All committee members need to send feedback to Sue/Patty/Hope on the draft survey by Monday, February 12. (All)
- Add Zoom info sessions to the promotion schedule and survey timeline (Dana)
- Slides finalized for CSWG members by the end of the week, 2/9/24 (Dana)
- Employee photos to be provided to Dana for use in the presentation (Nick)
- Add a workflow visual in a slide that explains how employee data will flow through the system and ensure that the survey remains confidential (Dre)
- Connect with senior staff on expectations around employees having time and space to complete this survey (Patty)
- Sub-committee will make final decisions on what the visuals look and feel like. That information will be shared with the larger working group no later than Friday morning, 2/9 (Patty and Dana)
- Confirm process for accessing the survey (Nick with RC)

5. Meeting evaluation

a. What went well

- i. Good overall discussion
- ii. Follow up on previous topics, eg utilizing the survey promotion ideas from the President's Council

b. What can be improved

- i. Meeting location - Chase Hall lounge is not ideal
- ii. Meeting management

c. Meeting rating 8.1