

Bates

Office of Human Resources

Meeting date: Tuesday, February 20, 2024
Time: 11:30 am - 1:00 pm
Location: Commons 201
Attendees: Alec Morrissey, Andrea Trumble, Jess Berry, Joe Castonguay, Keiko Konoeda, Zach Brown-Cross, Sylvia Deschaine, Megan Couch, Scott Tiner, Nick O'Brien, Dana Bosse, Jess Fournier, Patty Rooney
Meeting Facilitator: Patty
Timekeeper: Sylvia
Recorder: Dana/Jess

Meeting type: Learn and Decide

AGENDA

1.) Welcome – Patty (5 mins)

2.) Icebreaker- Andrea (10 mins)

3.) Review of action items from 2/15 mtg- Patty/Dana (20 mins)

- a.) Sign-up sheet for computer lab space- (how do we circulate the sign up sheet)
 - i.) Where are we at with reserving space?
 - ii.) Support staff volunteers
 - iii.) Scott- tips on dealing with sign-on issues?
- b.) Zoom sessions- (2/29, 3/6 11-12, 3/12 11:30-12:30, 3/15 1:00-2:00, 3/21 9:00-10:00, 3/27 12:30-1:30, 3/29 10:00-11:00)
 - i.) Commit to four over the course of the survey and adjust as necessary
 - ii.) Best way to send out info regarding Zoom sessions? All-staff email? Others?
- c.) Paper copies should be in hand by 2/21. Patty will distribute to Megan and Joe on 2/27

4.) Support for DCCE and Facilities staff – Patty (10 mins)

- a.) Schedule interpreters (who does it, when do we need it, how many)
- b.) Encourage to sign up for lab space or request paper copy
- c.) By March 1, have blocks of time scheduled for DCCE and facilities staff to take the survey

5.) Roadshow- Dana/Patty (15 mins)

- a.) Review of PPT
- b.) Review of Talking Points
- c.) Review of spreadsheet to determine employee pockets missing
 - i.) Keiko- faculty meeting date?
 - ii.) brunch, who's attending?

6.) Update on marketing collateral- Nick and Kirsten (15 mins)

7.) Discussion of any open items (10mins)

a.) Is there a cut-off date for staff who can take the survey?

i.) all staff as of 2/27?

ii.) staff who have been here for at least 3 months?

8.) Rank the Meeting

a.) What went well

b.) What could be improved