

Meeting date: Tuesday, February 20, 2024

Time: 11:30 pm - 1:00 pm

Location: Commons 201

Attendees: Patty Rooney, Dana Bosse, Alec Morrissey, Andrea Trumble, Jess Berry, Keiko Konoeda, Sylvia Deschaine, Scot Tiner, Megan Couch, Nick O'Brien, Kirsten Marjerison, Jess Fournier

Absent: Zach Brown-Cross, Mark Cayer, Curtis Johnson, Joe Castonguay

Meeting Facilitators: Patty

MEETING MINUTES

1. Welcome

- a. Patty welcomed the group

2. Icebreaker

- a. Andrea asked members to discuss what type of dinosaur they are drawn to

3. Review of Action Items from 2/15 mtg- Patty and Dana

- a. Sign-up sheet for computer lab space
 - i. Ladd library and Carnegie 111 both places we want to reserve
 - ii. Dana and Scott reserve locations by next Wednesday, 2/28
 - iii. Patty follow up with Jason Morin to ask what times he'll need for his group
 - iv. Jess F. and Megan will come up with scheduling plan for DCCE by 3/1
- b. Group will circle back to sign-up sheet and deciding on volunteers at the next meeting once rooms have been reserved
- c. Zoom Sessions
 - i. Committing to one session a week and will adjust as necessary
 - ii. Dates are- (2/29 2:00-3:00pm), (3/6 11:00-12:00pm), (3/12 11:30-12:30pm), (3/15 1:00-2:00pm), (3/21 9:00-10:00am), (3/27 12:30-1:30pm), (3/29 10:00-11:00am)
 - iii. Patty will send out email announcing zoom sessions and other details after the President's email on 2/27
 - iv. Michelle Williams will add the zoom dates and over-all timeline to HR/EE website

4. Support for DCCE and Facilities Staff

- a. Patty will have paper copies by 2/21 and will give to Megan and Joe on 2/27
- b. Employees will be responsible for mailing their survey in and will need to bring survey to Post & Print
- c. All staff members are welcome to take the survey at home if they wish to and count the time as work hours.
- d. Jess F. will create a script to help explain to DCCE staff what the survey is for and will schedule interpreters by 3/1.
- e. Share with people that google allows you to automatically translate the survey when taking it, but you will need to continually refresh to have it stay that way

5. Roadshow- Dana/Patty

- a. Powerpoint slides have been completed and added to the CSWG folder for all members to use
- b. Decision was made to take Hope's name off the "People Behind the Process" slide
- c. Keiko added faculty meeting to the doc, "Bates Staff Presentations"

6. Update on Marketing Collateral

- a. Decision was made to go with the tall pop-up card w/QR code showing, the mini flyer, and the poster with no boarder. All other aspects of promotional material were accepted by the group
- b. Decision was made to move forward with creating "Better Bates Together" stickers for distribution
- c. Discussion to see if there should be a cut-off for new hires taking the survey
- d. Group decision was anyone considered staff could take the survey while it remains open, even staff members who have only been at Bates for 1 week, 1 month, etc.
- e. End of day tomorrow (2/21), Patty will give final edits back to BCO before moving forward with Post & Print
- f. BCO will give Post & Print order for materials

7. Discussion of Any Open Items

- a. Question was asked, "how do we share the metrics with the campus as participation results come in?" Can we provide a graph or image of some sort to show the level of progress campus wide?
- b. Patty will reach out to Sue to ask how she has shared information like this before with other schools.
- c. Patty will send out reminders to the campus about taking the survey once it has gone live

8. Meeting evaluation

- a. **What went well**
 - i. Accomplished a lot!
 - ii. Talked through pressure points
 - iii. Kirsten's visit with collateral made things feel real
 - iv. Thank you for all the help, BCO
- b. **What can be improved**
 - i. Nothing comes to mind!
- c. **Meeting rating 8.6**