

Bates

Office of Human Resources

Meeting date: Tuesday, January 9, 2024

Time: 11:30 pm - 1:00 pm

Location: Commons 201

Attendees: Hope Burnell, Patty Rooney, Nora Molloy, Alec Morrissey, Andrea Trumble, Jess Berry, Joe Castonguay, Keiko Konoeda, Sylvia Deschaine

Absent: Zach Brown-Cross, Mark Cayer, Curtis Johnson, Megan Couch

Meeting Facilitators: Hope & Patty

MEETING MINUTES

1. Welcome
 - a. Hope welcomed the group
2. Icebreaker
 - a. Members were asked to share highlights of their break
3. Update on Rankin Climate
 - a. Rankin Climate was chosen as the to provide the College with an engagement survey
 - b. Vendor will be here for an on-site visit January 22 - 23
 - i. They will meet with this group for survey development 9 am - 1 pm on the 22nd
 - ii. A calendar invitation will be sent out
 - iii. The agenda for the 23rd is TBD
 - iv. Vendor will meet with senior staff the afternoon of the 22nd
4. **Patty and Hope will have a pre meeting with Rankin on January 12**
 - a. As one of the pieces of this meeting they will be requesting what materials they already have for promotion programs
 - b. Patty will then take the lead on the promotion planning which will require a subgroup
5. **Working group membership updates**
 - a. Vendor requested that someone from Institutional Research (IR) and someone from Bates Communications Office (BCO) be attached to the group. Nick O'Brien from BCO and Dre Gager from IR will be joining the group
 - b. Hope has also asked Scott Tiner to join the working group and he brings his IT experience
 - c. Nora will be transitioning out of the group and will be replaced by an HR staff member
6. **Questions and Discussion**
 - a. A member asked if Rankin will be meeting with any of the other larger campus departments like Facilities or DCCE. Hope indicated that it was not in the plan for these

groups to meet. Patty is working to make connections and touch points during the promotional process

- b. A member asked if this group would be meeting with the faculty COACHE committee and Hope shared that the COACHE group will be joining this group for the Jan. 23rd meeting.
 - i. Hope asked if there is anything that this group would like to have discussed in this joint meeting
 - 1. A member asked for an overview of the survey and its history at Bates
 - 2. A member said they are interested in their process and the ability to customize it
 - 3. A member requested that there be an ice breaker. Hope asked if a member of this group would like to do the ice breaker. Joe Castonguay said he would lead
 - 4. A member asked that the presentation be concise and that there is time to mingle
 - ii. A member asked if we have a launch date for the survey. Hope said we would be looking at the timeline Rankin suggested. They are still aiming for February 2024
 - iii. A member asked about a town hall meeting with Rankin. Hope said that they would discuss this with them on January 12th and again on the 22nd. There should be a town hall meeting to share the survey results
 - iv. A member asked about putting the rest of the bi-weekly Tuesday meetings onto the calendars
 - v. A couple members expressed concerns with being able to make all the upcoming meeting times. Hope indicated we would do the best we can to be as flexible as possible and make sure to keep communication lines open
 - vi. A member asked about how we determine what format people want to take the survey. Patty indicated that will be discussed with Rankin and the intent is that it will be managed through the communication plan
 - vii. A member asked if Rankin could provide pre-reads for the 1/22 meeting and Hope indicated they would request that
 - viii. A member reminded Hope that there needs to be clarification on which survey some of the staff with teaching responsibility such as Assistants in Instruction and Applied Faculty will complete. This discussion will begin with Hope talking with Matt Duval to see what was done previously

7. Meeting evaluation

- a. **What went well**
 - i. Good overall discussion
 - ii. Good to hear about bringing in new people
 - iii. Did pre planning for multiple meetings not just the next meeting
 - iv. Nice to see everyone - community
- b. **What can be improved**
 - i. Tightening up the agenda
- c. **General Feedback**
 - i. Holiday party was well received. People enjoyed the gifts
 - ii. Member suggested the HR newsletter gets emailed
- d. **Meeting rating 8.8**