

FRA Council Meeting Minutes

Agenda for FRA Council Spring 2024 Meeting

03/07/2024

- FRA Council Webpage
- Review of the DEI document
- nominate some FRAs to be on the hiring committee for the CBL director
- FRA Onboard meeting with Lisa (Julie)?
- Institutional Assessment Survey Date
- Update the FRA List by each unit FRA Rep (Google Drive)
- FRA email group
- FRA minimum wage implemented
- FRA in-person meeting during the convocation?
- 360 Supervisor Assessment
- FRA information dispersal from FRA council/senate reps (if time allows)

Attendees: Sabeena, Nathan, Theresa, Julie, Taryn

Notes:

- New MDSG FRA!
- IMET only has two FRAs, but there are several lab techs
- Council Webpage: Webpage form submitted to Amy, summary description, member profiles, and images submitted, waiting for webpage to go up
- Reviewing DEI Document:
 - Language: maybe include something that encourages free speech but drawing line at hate speech?
- FRA's on CBL director search?
 - Nothing new, FRA's instructed to reach out to Alex before the end of today (March 7th). Theresa is willing to serve on director search if no one volunteers
- FRA onboarding with Lisa:
 - Wrote a message to Addie and Lisa about onboarding. HPL has been working on an onboarding document for all new hires. Unsure what would be different between onboarding between all ranks of new hires. Julie sent HR information that HPL FRA's find valuable for onboarding FRA's. No follow up since late-january/early february.
 - IMET has town hall at end of spring semester to show all new hires operational flow
- Institutional Assessment Survey:
 - Survey will be good to go by the end of the month
- Reminder to update the FRA List by each unit FRA Rep (Google Drive)
 - Should we create our own shared drive? (Yes, FRA reps and Alex only)
- FRA email group
 - Is email group only for Reps? Or should we make an all UMCES FRA's

- email group? Set up email group for all FRA's and group for FRA reps
- What's the best way to disperse this information from FRA council?
- FRA minimums in effect
 - FRA minimum pdf on FRA drive
- UMCES Convocation
 - May 30-31st, should we do an in-person meeting?
 - Submit nominations for outstanding research
- 360 supervisor assessment:
 - Challenges of preserving anonymity with this assessment if low supervisee count
 - Would a third party be the best way to initiate this?
 - <https://www.predictiveindex.com/blog/360-evaluations-everything-you-need-to-know/>
 - <https://hbr.org/2001/01/getting-360-degree-feedback-right>
- FRA council webpage, make meeting notes available to FRA's
- Make announcements on FRA page

Action Items

- Follow up with webpage
- Provide comments on DEI document
- Theresa will follow up with CBL Director
- UMCES IA survey will be ready
- Update FRA excel spreadsheet
- FRA email groups
- Meeting in-person for Convocation as our summer meeting?