HR Monthly Newsletter

APRIL 2024

Earth Day - April 22nd

Celebrate Earth Day on Monday, **April 22nd**! The official theme for this year is "Planet vs. Plastics".

HR Office Hours

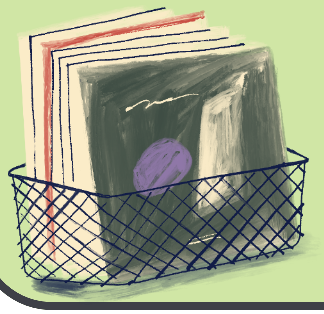
The Human Resources Office would like to remind everyone that we are here to help with your employment needs.

Our office is open **Monday through Friday** from **8:30am** to **4:30pm.** We are located on the second floor of the Yamasaki Building on Ford Campus. For the best way to reach us, please use email, especially if we're unavailable by phone.

PEACOCK POLL RESULTS

Last month Watson wanted to know,
"What is the best place to have lunch around the CCS campuses?"
Here is what you told him!

- **Baobab Fare**
- **DIA Cafe**
- **The Potato Place**
- **The International Cafe**
- **Z's Villa**



Watson wants to know..."what's your favorite album?"

Record store day is **April 20th, 2024**. Watson wants to know..."what is your favorite album in your collection?"

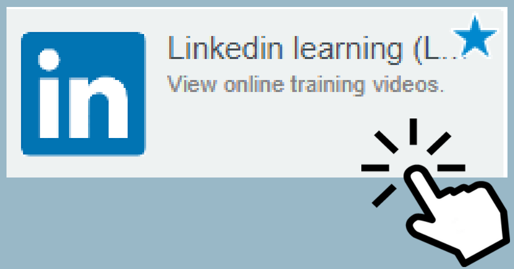
Tell us here!

CCS Perks

CCS employees have access to free professional development videos through Linkedin Learning!

Linkedin Learning offers a library of training videos on personal & professional development topics. Some specific categories include Project Management, User Experience Design, Data Science, Web Development, Project Management, Career Development and much, much more!

Bonus tip: You can also earn certificates and continuing education credits! On the left-hand side menu on the homepage, navigate to "Certificates". This section is broken down into certificate eligible courses, certification preparation, and continuing education learning paths.



Follow these steps to check it out:

1. login to Access Manager
2. Navigate to the Linkedin Learning icon
3. Voila! Start your learning adventure.

How to Manage Effective Meetings

Brought to you by Indeed

1. Determine if the meeting is necessary

Meetings take time and should only be used when you need to get everyone together to talk. Think about what you need to accomplish, how many people are involved and the time investment you'll need. Before spending the time and effort scheduling and holding a meeting, check to see if the same effect can be achieved by circulating a memo, sending a quick email or Slack message or including the information in a future meeting that's already planned.

2. Invite only the people that need to be there

If the meeting requires the group to make an important decision, only invite the people that absolutely need to attend (or consider inviting everyone you think would be interested, but marking attendance as optional in the meeting invite). This includes anyone with a major stake in the company or veto power regarding the decision. If a colleague or supervisor just needs meeting details, send them a summary or recording of the meeting (if it's a video call) afterward. If you need questions answered by a specific department, invite just one person best suited to attend, instead of inviting the entire team.

3. Set a clear agenda

One of the first steps you should do to prepare is to have a clearly defined goal for what you want to accomplish with the meeting, so ensure you plan out an agenda to keep the meeting focused. An agenda is a list that outlines the main topics that need to be discussed at a meeting and who will be handling each portion of the meeting.

Some agendas itemize how much time should be spent on each topic in order to encourage employees to remain focused. For those leading the meeting, an accurate agenda helps them plan how they'll share information and ask for feedback. If you want people to show up with ideas beforehand, sending out your agenda before the meeting can serve as a good reminder.

Consider including the following elements in your meeting agenda:

- A short description of the primary objective
- Topics that will be covered
- The meeting's participants
- Individuals addressing specific topics
- Meeting time and location
- Meeting length
- Relevant background information about the topic

When everyone understands the general flow of the meeting, they'll be more likely to stay on track and you can get back on topic faster if the discussion strays from the main goal.

4. Come up with a schedule
Setting a schedule for how long the meeting will take and communicating this schedule with employees is an important part of encouraging everyone involved to be efficient with their time. Not only that, but regularly starting and ending meetings on time sets an expectation for everyone to be punctual and shows that you respect your employees' time.

If someone brings up a topic that doesn't fit the agenda but you'll need to discuss it eventually, acknowledge that it's a good idea and that you'll schedule another meeting to elaborate on it. Try saying "Great idea! I'm happy to talk more about this offline, but let's get back to [topic, project, idea, etc.]" to steer the meeting in the right direction and ensure it ends on time.

5. Share plans for big ideas beforehand
Let key individuals know about big ideas you plan to introduce during the meeting. Gather their feedback and make a note of concerns, then address them in your presentation. For example, if the finance director is concerned about project costs, put together your budget estimate and compare it to other company projects. Proactivity will help you avoid surprising anyone who you need to support your ideas.

6. Set a positive and productive tone
Setting a tone of productivity and positivity from the very start of a meeting can help others feel comfortable contributing and encourage active listening. Start by reviewing the goals for your meeting and going over the agenda. Then, consider giving kudos or providing positive feedback on work employees have accomplished recently.

7.Consider employee strengths
As a manager, take into consideration your employee's strengths when managing meetings to promote collaboration, skill development and confidence in a role.

Consider finding ways each employee can get involved in the meeting in a way that fits their strengths. For example, you may have some employees who like to make presentations and others who prefer to listen and take notes. As you get to know your employees, you can become better at understanding who you should involve and when, as well as who shows signs of leadership potential or other possible growth.

8. Take notes and share minutes
Taking accurate notes about what was discussed and decided will avoid misunderstandings and keep everyone up-to-date. Agendas, objectives and meeting minutes will ensure everyone is clear about responsibilities, deadlines and details regarding other important projects or company matters.

To take accurate meeting minutes it's best to use a template for structured notes. Make sure to include the date, meeting time, attendees and absentees. When describing each item on the agenda write a short statement of the actions taken, an explanation for the decision and any arguments made against it. All records should remain objective with clear language so anyone reading the minutes understands what was accomplished during the meeting.

If you're running remote meetings, you can also try recording your meetings and sending out the link so others can watch it later. This can be a good option when time zones and scheduling conflicts make it impossible for certain people to attend the live meeting.

9. End with a set of action items
At the end of your meeting, sum up what the action items are and who will be responsible for completing them.

Decide on deadlines and how often you'll check in on the progress of action items to keep the momentum of the meeting going.

10. Measure the effectiveness of your meetings

To measure the effectiveness of your meetings, consider the following variables:

- **Timeliness of each meeting:** Track what time meetings start and end compared to the scheduled time frame.
- **Attendance of those invited:** Track how many attendees actually show up and pay attention to who is consistently late or absent.
- **Time allotted vs. actual length:** Plan the amount of time you will spend on each agenda item and keep a record of how much time you actually spend on each.
- **How many action items were created and closed:** Record the number of action items created within the meeting and how many were closed since the last meeting.
- **How many decisions the group makes**: Keep a count of how many decisions the group makes during the meeting and scale them based on importance. For example, a crucial decision counts as four points, while a moderately important decision counts as one.
- **Track participation and engagement:** Pick and choose which metrics to track, which could include how many people share ideas, how respectful discussion remains and other factors important to your company's success. You can also try sending out an anonymous survey after each meeting to gather feedback (e.g., What is going right? What can be improved upon?)

4 things to always consider when planning a meeting

When planning your meeting, consider the needs of your employees, customers or clients and the productivity of the business as a whole. Here are four things you should consider:

- **Scheduling conflicts:** A big part of planning your meeting is coordinating schedules with everyone involved and ensuring that they're able to make it at the same time. Check with the meeting members beforehand and find a time when they don't have anything else scheduled. For larger teams, consider looking into scheduling software that can make this task easier.
- **Time of day:** When picking a time of day to hold a meeting, consider the purpose of your meeting, its importance and how long it's likely to last. For example, meetings about the goals for the day are more effective in the morning, and meetings that may take longer should be scheduled well before the end of the workday. If you're working with remote employees or clients in different time zones, try to choose a time that works for them, too.
- **Setting it too soon:** Give yourself and your team plenty of time before the meeting to prepare. For instance, you probably don't want to schedule an important meeting with only a few hours notice. Give each team member plenty of notice so that they have sufficient time to gather materials, create presentations, plan pitches and complete other important tasks. Depending on the topics you're going to discuss, this could mean a few days or a few weeks.
- **Have a follow-up plan:** When planning your meeting, think about how you can follow up on the goals you set during the meeting. Having a follow-up plan helps you focus on the intention of the meeting and give you actionable steps that you can take once it's over.

We want your feedback!

https://forms.gle/d5MGAcrC72GwHtxg9

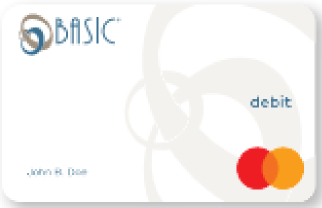
Be featured in the Employee Spotlight!

https://forms.gle/d5MGAcrC72GwHtxg9

FSA PARTICIPANT UPDATE

BASIC CDA

How to update your address



Your new BASIC Card® is coming soon!

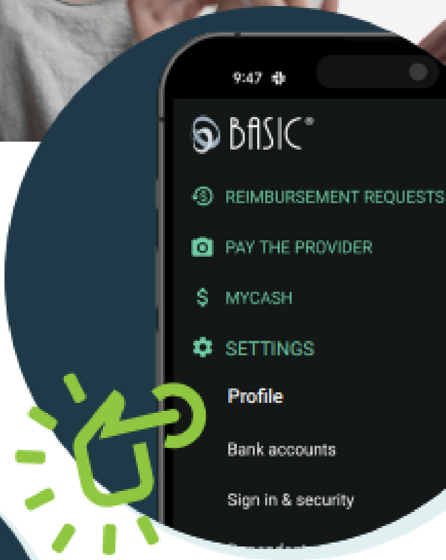
We know you love your BASIC Card—it's smart, easy, and connected. You or someone in your family probably uses it at least once a week. It might even occupy the top spot at the front of your wallet.

We love that you love your BASIC Card, and soon, you're going to love it even more. When we update to our **new card processing platform**, you'll get access to innovative new features through your BASIC Card, plus all the same great functionality you rely on today.

But first, we'll need to replace the card you have now with a new BASIC Card, even if you just got one recently. And we want to make sure we mail your new card to the right place with no delay in you receiving it. So please, take a minute to **verify your address** on file.

STEP 1: Verify your address

1. Sign into your account at cda.basiconline.com/login or open the BASIC benefits app on your mobile device.
2. From the menu, go to Settings › Profile to find and verify your address.



If it's correct, **you're all set!**

If it's not correct, **go to STEP 2 ›**

STEP 2: Make changes *(if necessary)*

1. Select the ✎ icon next to your address to make changes.
2. Save/submit your changes.

Address updates must be completed by April 19, 2024

NOTE: With this update, we are replacing **all BASIC Cards** issued for your account.

NEXT: Watch for an email from BASIC with more information about when your new card(s) will be mailed.

How Can We Help?

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