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**Employee Advisory Group (EAG)**

**Meeting Highlights**

**May 14, 2014**

MISSION We improve lives. In big ways through learning, healing and discovery. In small, personal ways through human connection. But in all ways, we improve lives.

VISION From health care to health.

VALUES Patients first • Integrity • Excellence

**Attendees:** See attached listing

**Purpose:** To provide a forum for employees to voice concerns or issues that affect their work environment and to advise management of their ideas and suggestions for improvement.

**Discussion**

The Charter (see attached) was reviewed and will be discussed at the next meeting for approval.

The group discussed the following questions:

1. **What do you think a “best place to work” culture feels like?**

* Professional, fun teams, friendly co-workers
* Recognition
* Work/Life Balance: vacation time, lunch time, volunteer time (schools, etc.)
* Communication: transparency all the way down
* Opportunity for growth
* Benefits
* Innovation
* Positive attitudes starting at the top; role-modeling

1. **What would it take for you to truly feel like you had permission to take a lunch or break?**

* Some differences noted for inpatient, outpatient, non-clinical areas
* Positive buy-in and role-modeling from management (all the way up)
* Easier ways to get lunch quickly including the following ideas
  + Support from Management, peers: “Lunch Buddy” (AIP2, 11th Floor)
  + Lunch Carts, “Scrub Grub” go to floors
  + Dedicated space in café for quick call-ahead/pickup; dedicated check-out line for employees/patients; self scan
  + Nursing/clinical floors: flex shifts for coverage

1. **Where do you get your communication?**

* The group highlighted the following primary sources:
  + Email from managers
  + Department Bulletin Boards
  + Employee Bathroom Posters
  + Poster Boards by garage entrances
  + Monitors
  + Insider
  + Making the Rounds
* The group highlighted the following issues with communication:
  + Amount of sources – too many places to look for data
  + Timeliness – key information not communicated fast enough
  + Some issues connecting to email
* Ideas generated (take to HST)
  + Group Texts (personal or UCH phones); employees to opt in
  + Lynx
  + Institute communication levels, for example:
    - 4 = informational, newsletters, big picture notices
    - 3 = staff meeting agenda items, department/campus specific
    - 2 = manager email, important and somewhat urgent information
    - 1 = face to face, 1:1, urgent/same day issues

The group determined meeting every two months was sufficient. Lynn will send out a recurring meeting notice to all participants for a meeting every other month. The meeting notice will be for 1.5 hour, with the meeting lasting only an hour, and the first and last 15 minutes will be used for “travel” time.

Next meeting will be held: July 10, 2014, Leprino Building, Room 617

**Action Items**

Minutes from the EAG will be presented to the Highly Spirited Team meeting to be held on May 22.

**FY15 Participant List:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Araujo | Kyla |  | Playter | Anne |
| Barnum | Deb |  | Poleon | Tamika |
| Boggs | Rachael |  | Prehn | Holly |
| Breidenstein | Rebecca |  | Resseguie | Jeanine |
| Calhoun | Kim |  | Salas | Bonnie |
| Casciano | Matt |  | Schoeppler | Kelly |
| Chmura | Anna |  | Sherman | Jessica |
| Cicora | Darlene |  | Smith | Parrish |
| Cleary | Catherine |  | Smyth | Britt |
| Dickman | Julie |  | Steinbar | Sarah |
| Engebretson | Kayla |  | Stilec | Margaret (Maggie) |
| Estrada | Laura |  | Upton | Matt |
| Fields | Joanne |  | Vonderheid | Erica |
| Frank | Sandra |  | Walker | Lachell |
| Giguere | Louis |  | Wallace | Margaret |
| Gill | Don |  | Walter | Tyson |
| Gingras | Kristy |  | Williams | Erin |
| Ginnane | Greg |  | Witkowski-Walden | Lynn |
| Hess | Laura (UCD) |  | Yambao | Vickylyn |
| Holder | Jennifer |  | Zhebrak | Marc |
| Huber | Heidi |  | Zubareva | Yelena |
| Kassel | Lisa |  |
| Khan | Rev. Ryan | **FY15 Meeting Dates**  July 10, 2014  September 11, 2014  November 13, 2014  January 8, 2014  March 12, 2015  May 14, 2015 |
| Klich | Jessica |  |
| Lamming | Margaret |  |
| Lara | Shontelle |  |
| Lee | Tonya |  |
| Lister | Scott |  |
| Lynch | Daniel |  |
| McCabe | Matt |  |
| Miltner | Steve |  |
| Montoya | Mark |  |
| Naccaratto | Kenneth “Jimmy” |  |
| Newell | Lauren |  |
| Ornelas | Lesly |  |
| Ortiz | Laura |  |