

## SC Agenda Notes Table of Contents

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## Friday, 2/26/2021

- Ariel will send email to connect with pre-os/Lily and talk about this fall
- Gaggles:
  - Gaggle leader intro meeting this Sunday, led by just Serena and Idabelle
  - Gaggle pairings will be finalized before the gaggle leader meeting so that we can announce them to the gaggle cos during the orientation
- Trainee welcome meeting:
  - Janet send out charades assignments to trainees tonight
  - Janet has mailed out her welcome letters to Ariel, but everyone else cross-reference trainee letters!
  - Point people will schedule 1-1 with trainees, especially those who can't make the welcome meeting
- Gaggle updates
  - Pairs will be made this Saturday after the welcome meeting (and all our trainees fill out the scheduling)
  - Do we want to keep poking people to become Gaggle leaders?
    - Carlos was talking to two people who would be down, in order to maintain even ratios
    - Our numbers are good though, so no need!
  - Idabelle and Serena reach out to LC members to organize workshops and finalize dates, so we can send them out to trainees asap!
- Misc. stuff
  - Scheduling a weekly lunch with SC/LC/Trainees -- Brianna and Janet fill out the when2meet and then we can share on groupme!
  - Maggie will make the Jedi/Padawan pairings
  - Idabelle will friend trainees on FOP ig!
  - No waitlist for trainees
  - Idabelle will update leader handbook

## Thursday meeting with Lily, 2/25/2021

- Lily is the director for the 6 pre-o programs at Harvard, along with a lot of other Student Engagement affairs
- What is our relationship with Lily? What do we want to get out of our interaction (until a new FOP director is found)?
  - On our end, we would appreciate:
    - Give us the flexibility to make our own program
    - Consistent communication with Lily about the status of the director search, updates on Harvard's end, etc.
    - Establish open lines of communication -- text chat maybe?
  - **What would Lily like in return?**
    - Fop director search
      - Once a person vacates a role, the role is put into a "pot of roles that are open". Up to a department/manager/supervisor to take that role and bring it to a committee of people working for FAS to express the importance of the role to the college/student experience

- Before Quigs left, Lily did a lot of that legwork putting the position up to the FAS
    - Learned yesterday from her supervisor that the role was successful, **there will be a search for the director!** -pheh!
    - Quig's role was part time, Lily wanted Quigs role to be full time like Kaz's was (to give a really good director experience)
      - Lily wasn't there to talk about the full time -> part time between Kaz -> Quigs
      - Lily knew we needed a full time person to be in this role, which is now a **full time role!**
    - **In the last phase:** what it means to be full time, what benefits there are, etc.
    - No clear sense as to when that will be finished, and when the job will be finally posted (Lily is bothering HR so she can post position and host interviews)
  - Quig's had a talk with Lily
    - Created questions to have like a "set list" of interview questions/rubric
    - Quigs wanted FOP SC to be involved
      - How to stay in communication?
        - **Email works for her (through fop sc email)**
- What are Lily and HR's values going into this director search? What qualities are they looking for?
  - Someone who actually values getting to know students, helping them grow + really cares about students
  - Valuing making the outdoors more accessible and inclusive
  - Being more hands off, letting students take the reins
  - Strike a balance between when to stick up to Harvard/when to use Harvard as a resource
  - Someone who will be very transparent with us
  - Good communicator
  - Someone that can be like a "peer"/relatable to us but at the same time work within the institution that is Harvard
  - **Lily & HR's values**
    - Quigs updated position description for FOP role (very particular about what to include/exclude)
    - Wants someone who is incredibly **passionate about outdoor ed and experiential learning**
    - What has propelled the program forward: someone very knowledgeable about the current state of outdoor ed, creating a diverse pool of outdoor

leaders, someone has the **experience in educating a diverse array of people**

- Lily learned who is typically in and excluded from outdoor ed
  - Someone who is very knowledgeable with **crisis management**
  - Quigs mentioned consensus model, wants someone who comes in like a **team model** and wants to work with us (not top down)
  - People who are interested in working on **affinity based trips** (class trips, other affinity groups), push outdoor ed to more than just first-year students
- What is the existing structure/plan/timeline of hiring a new director?
  - Job is just approved, can be posted soon (process is a little longer bcs moving from part time to full time)
  - Once it is posted, this is Lily's experience with the timeline
    - The role is up for two weeks on HR website
    - We interview after that, seen what virtual interviews have looked like but open to our ideas about how we want our time to look like with the interviewee
    - After interviews, HR checks references + then select one person
  - Really hoping we don't get into May, but not sure (that's what happened with Quigs)
- How can we get LC more involved in this process?
  - Can we set up (probably lunch) meetings with director applicants and involve LC?
  - **Lily:** what had you all envisioned for larger leader community involvement?
    - At the very least, being able to invite other leaders to a lunch or some other communication-esque event where they're able to talk to / get a read on potential new directors
    - SC are also FOP leaders but we don't represent every part of LC and so we also want potential new directors to get a vibe of the larger LC community
    - Candidates to have office hours or a town hall to field questions from LC? LC would appreciate getting to ask their own questions/get to know them, but will also be helpful for the candidate to get to know the community they're potentially serving
  - **Lily:** can be as formal/informal as we'd like but strikes balance of personable so we get to really know the person as an individual but also get to open it up and bring in other voices into the space will be important. Do I envision there being 100 leaders in an interview? Doesn't seem the most helpful, but want to strike a balance of returning leaders ... If people are going to be involved, they should be involved in all. Keep continuity as much as possible. Maybe not LC in an interview, but more like a community lunch/town hall.
  - **We will be in touch with Lily about how exactly we want LC to be involved.**
- How involved will/can SC be? What will our interaction with HR be like?

- Lily: we will have a chance to read over Cover Letters before coming into the interview. Lily then collects our feedback on what we thought of the candidate. She takes that into consideration. Her plan was to come up with a rubric/evaluation form that we can fill out to be able to give our comments on.
- We need to choose whether to fill out the form on an individual basis or as a single SC voice.
- How will Lily be involved in the future as interim director and clarify that- does she want to join in on our SC meetings, for example?
  - How can we be accommodating to her level of involvement?
  - Would she be comfortable communicating out of hours with us?
  - **Lily:** She wants to be as supportive as possible to us/be a resource/support system. How involved do you want me to be? She doesn't want to "insert" herself into the space. Take our lead.
  - Not in a space yet to know what the fall will be like. But she will be in contact with us to discuss logistical pieces for an in person program.
- Lily frequency: maybe come into the first/last 30 mins of one of the weekly SC meetings?
  - Tell me the date and time!
  - Interested in the Monday meeting, and willing to come to the Friday meeting
  - Email Lily specific time and link: first half.
  - Awww she wants to be part of icebreakers
- **Payment logistics - getting reimbursed? Using Pcard?**
  - She will contact us with the finance person right after our meeting.
  - Form and receipt and HUID...(on leave problem? I guess we get there when we get there)
  - In the future, send address, quantity and thing that needs to be ordered so we don't need to be reimbursed
- **Does Lily have any questions for us?**
  - What are your feelings with Quigs' departure, with the program, working with LC/SC. Logistics?
  - Reach out to Dean O'Dair
  - Get Lily to connect us to other Pre-Os

Monday, 2/22/2021

- Trainee Decisions
  - Schedule send the decision emails for tomorrow Tuesday 2/23 at 7p ET
    - Include in the reject email: keep eyes peeled for option to help out w base camp in the fall
    - Can model off of the email drafts from last year
  - Maggie will write draft for yes/no and SC review tonight
    - In the accept email, maybe mention to keep your eyes peeled for a small prompt in preparation for the welcome meeting
- Trainee letter writing

- Idabelle make SC assignments for letters tomorrow night
    - Letter assignments will be point person!
- Welcome video
  - Maggie will send out FOP welcome video assignments tomorrow night (after leader decisions are sent out)
- Meeting with Lily
  - Serena will facilitate and write an agenda for this meeting (based off of our prior discussion points during last week i think?)
- Quigs info
  - 1) no birthday list
  - 2) will connect us w tufts in a week or so \*
  - 3) has reimbursement form for joss
- Gaggle Orientation meeting
  - On Sunday 2/23/2021
  - Idabelle/Serena will discuss the agenda!