

# 2019 GRCC Team Charter

Team Name: Employee Enrichment Team

Team Leader: Employee Events, Engagement, and On-boarding Coordinator or designees

## ***Chartering is a two-way process***

*Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.*

*The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.*

*Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.*

### 1. Purpose of the Team (*What is this team expected to accomplish?*)

This team is charged with developing employee-centered events to build a sense of belonging and appreciation amongst the GRCC Community.

### 2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

The team determines events and activities based on input from the campus community, as well as Human Resources and the President's Office.

### 3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

The overarching goal of this team is to create a sense of belonging amongst the GRCC Community. We intend to accomplish this through various open access events held throughout the year that promote inclusion and making connections.

### 4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

GRCC employees and GRCC as an institution are our key stakeholders. The requirements for employees are to be provided with events that allow them to simply connect with one another to enhance their sense of community. As a result of these events, GRCC will benefit from more engaged employees.

### 5. Resources Needed (*both people and budget*)

A diverse group of creative cross-college employees to participate on the Employee Enrichment Team who are dedicated to inclusion, engagement, and fun. We require the commitment of college leadership to encourage employees to attend these events, and support employees' participation in the offerings. A healthy budget allocated through Human Resources (Staff Development) will help this team with these initiatives.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

This team will seek constructive feedback from our campus community to introduce new opportunities and enhance those that are existing.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

The team will actively collaborate with other areas of the college to develop and execute various events.

8. Review Progress (*How and when will the work of this team be reviewed?*)

The team will meet bi-annually to identify opportunities for the following year, as well as review event attendance and feedback.

9. Team Leader, Current Members, and Membership Specifications

*Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members? Please also list the current members on the Team by name.*

The team currently consists of employees from each employee group. Membership is voluntary, with a year-long commitment highly encouraged. Anyone interested in participating is welcome to join.

Team Leader: Employee Events, Engagement, and On-boarding Coordinator or designees  
Team Members: Misty McClure-Anderson, Noah DeSmit, Robin Kritzman, Melissa Stasiak, Bill Faber, Jose Mora (\*new member), Sue Goeman (\*new member), and one open CEBA position.

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

The team collaborated to plan and organize both All Employee Appreciation and the Holiday Breakfast in different locations (both in the Raider Grille). The feedback was excellent on both events. The 2018 Retiree Reception was drastically modified (i.e. time, location, programming, etc). Introduction of new events has been well received by employees.

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2018?*)

The goals for the upcoming year are to introduce new events and/or revive events that have been suggested by our campus community. We would like to explore the possibility of hosting events that are also open to the families of our employees (i.e. family picnic).

12. Please describe any current challenges the team is facing.

None currently