

# Spring 2017 Town Hall

## COMMUNICATIONS BRIEF

MARCH 1

### ABOUT THIS BRIEF

Many topics were covered during the Town Hall Meetings. The following information, in particular, will be relevant to your staff in the coming weeks. As a leader, you have a responsibility to help reinforce these messages within your colleges, institutes, schools, divisions and departments as well as ensure that your staff understand what is expected of them. If you have questions about this content, please contact Internal Communications at [intcomm2@nd.edu](mailto:intcomm2@nd.edu). Staff are invited to view the Town Hall session beginning Monday, March 6, at [evp.nd.edu/town-hall](http://evp.nd.edu/town-hall).

### PARKING RECOMMENDATIONS

University Executive Vice President John Affleck-Graves shared the recommendations of the expanded Parking Committee comprised of faculty, non-exempt and exempt staff, and undergraduate and graduate students.

In total, the committee made 15 recommendations, which fell into five broad categories:

- Shuttle enhancements
- Parking garage
- Additional surface lot parking
- Technology enhancements
- Additional 90-minute parking spots

For more detail about each topic, read the [2016 Parking Committee Final Recommendations](#).

The proposed actions are still being reviewed by University leaders. In addition, the construction of a parking garage would need board approval before being implemented, Affleck-Graves told Town Hall attendees.

A follow-up communication to campus is planned that will include next steps regarding the recommendations as well as more information regarding the reserved parking pilot program and bike-sharing feasibility study.

Feedback regarding parking and traffic issues can still be submitted via the [Parking Committee](#) or [Bright Ideas](#).

### CAMPUS UPDATES

#### Venue ND

The Office of Event Management is announcing the launch of Venue ND for booking meetings, events and conferences on campus. Beginning March 1, Venue ND will manage space reservations at the Morris Inn and McKenna Hall. Venue ND also will immediately begin to accept reservations for events hosted in the hospitality areas of Duncan Student Center, Corbett Family Hall and O'Neill Hall (the new buildings adjacent to Notre Dame Stadium) for events occurring after Oct. 1.

To make reservations or for more information, call 631-1400.

#### RecSports access

Faculty and staff will still have access to RecSports after its relocation to the new Duncan Student Center. The new space will feature a running/walking track, a basketball court and triple the amount of exercise equipment. Two new basketball courts and one multi-sport court will be built in the North Dome of the Joyce Center for students, faculty and staff as Rolfs Sports Recreation Center transitions to a practice facility for the men's and women's basketball programs.

#### Space reallocation

The opening of new buildings across campus and subsequent relocation of departments will result in a number of building vacancies. The Space Backfill Committee will review the needs of departments to determine how space should be reallocated and to whom. Questions from the academy should be directed to Chris Maziar, and all other questions should be directed to David Bailey.

#### Sustainability strategy

That big pile of dirt near Stepan Center is just one tangible sign of progress in the University's sustainability strategy. The installation of geothermal wells there is the latest phase of a campus-wide renewable energy system. When complete, all of the geothermal wells in the renewable energy system will result in an 8 percent reduction in carbon output compared to fiscal year 2016. (That's the equivalent of taking almost 1,000 cars off the road each year. [Read more.](#))

To learn more about the sustainability strategy, visit [green.nd.edu](http://green.nd.edu).

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## ND VOICE

Please thank your teams for taking the ND Voice engagement survey.

Overall, the University had a strong participation rate, 80 percent, helping to ensure that the results most accurately reflect our workplace environment.

For the fifth straight cycle, campus-wide employee engagement has improved. The average score of the 14 survey categories in 2016 was 3.96. Engagement and Image, tied at 4.35, were the highest ranked categories. The lowest ratings went to Effectiveness at 3.63 and Pay and Benefits at 3.73.

**A closer look at the scores**

University Executive Vice President John Affleck-Graves said he is pleased with the results, but work still remains to make the University the best workplace it can be.

"Since the survey began in 2006, we've improved the most in Respect and Fairness, Diversity, and Development and Training," he said. "It's not that we've solved these problems, but it does show that having an action plan works."

In 2014, every division created an action plan focusing on Respect and Fairness. While improvements were

made, this category is still below the Notre Dame average for all categories and only at the mean compared to other universities. In addition, ND Voice scores at the University level were slightly less favorable among non-exempt staff, women and minorities.

"There's no reason someone shouldn't feel equally valued at Notre Dame. It's not just about diversity. It's about making people feel included and making sure their voice is heard," said Affleck-Graves.

Survey responses also show that our processes aren't always viewed as effective, and staff feel that work could be distributed more fairly and that employees should be held accountable for their performance.

Although Pay and Benefits were rated lower, the University found that this score was still significantly higher than other universities. Notre Dame regularly participates in benchmark studies to ensure that base compensation for staff is externally competitive and internally aligned to an employee's responsibilities, demonstrated competencies and experience.

**What you can do**

Surveying employees isn't enough

to increase employee engagement.

At [teampulse.com](http://teampulse.com), Quantum Workplace analyzes ND Voice results for teams of five or more to identify a team's strengths and weaknesses. Quantum also provides an Ideas Library and a Commitments log to assist you in action-planning.

Please meet with your team to discuss survey findings and get their input on steps that can be taken to maintain momentum or improve satisfaction in a certain area.

Please assure your employees that survey anonymity is not compromised when you filter team reports by age, gender, career stream and other characteristics.

Your efforts in addressing these issues is crucial to building higher levels of engagement at Notre Dame. This benefits us all because engaged employees have a positive connection to their teams and the University as well as a willingness to go the extra mile to help us deliver on our goals.

For questions about your ND Voice results or action-planning , please contact your [HR consultant](#).

## COMING UP ON CAMPUS

- **March 30:** ND Voice team discussions complete
- **May 15:** End-of-year performance reviews due
- **May 19-21:** Commencement weekend
- **July 1:** Merit increases go into effect
- **June 30:** ND Voice action plans due
- **August 13-26:** [Notre Dame Trail](#)
- **August:** Staggered move-ins begin at Duncan Student Center, Corbett Family Hall and O'Neill Hall

## Q&amp;A

**Do non-exempt staff receive 403(b) matching?**

Notre Dame provides a fully funded [Pension Plan](#) for eligible non-exempt staff that guarantees benefits will be paid to plan participants when they reach retirement age. An estimator tool is available through Aon Hewitt to help determine an employee's pension benefit. In addition, the University's 403(b) Retirement Plan allows all employees – including non-exempt staff – to make Voluntary Employee Contributions.