WACFO

To: Satish Udpa
           Executive Vice President for Administrative Services

From: Women's Advisory Committee for Finance and Operations (WACFO)

Re: Diversity, Pluralism, and Inclusion Subcommittee Recommendations

Date: 2/20/2013

WACFO

WACFO's role is to voice staff issues, specifically those that relate to women support staff. WACFO's goal is to share information and provide a channel of communication between the *Executive Vice President for Administrative Services* and support staff. WACFO helps identify areas in which the University could improve responsiveness to concerns from women and other support staff, suggest alternative solutions for perceived problems, and represent support staff in all areas of the University, including:

- recommending policies, programs, or procedures that impact women support staff employed at Michigan State University;
- ensuring a productive educational work environment (particularly in areas related to women's concerns), including general issues of campus climate and programs as they affect employees throughout the University;
- alerting the administration to and recommending solutions for problem areas related to women support staff and other employees at the University;
- serving as liaison between support staff employees and the University administration.

Diversity, Pluralism, and Inclusion Subcommittee

One goal of the WACFO Diversity, Pluralism, and Inclusion Subcommittee is to help identify the unique concerns of MSU's offsite support staff.   Once identified, the subcommittee will formulate appropriate recommendations to MSU Administration.

Purpose and Intent of Recommendations

In order to become more aware of concerns that may be unique to MSU's offsite employees, WACFO recently conducted two offsite mini-forums, one in Detroit and one in Grand Rapids. The intent of the following recommendations is to address some of the primary concerns and/or needs of and improve services for these employees.

Recommendation #1 – Technology

One of the primary concerns voiced at both of the visited offsite locations was focused on the limited opportunity to participate without long-distance travel in the multiple and wide range of educational and developmental events offered by MSU on the main campus. It is strongly recommended that technological resources be enhanced, both at all MSU offsite employment locations as well as on main campus. Such resources would allow offsite employees to participate in education/training opportunities as well as in business meetings without having to travel to East Lansing. Resources could include, but are not limited to:

- Skype cameras and computer microphones
- Polycom broadcast equipment
- Telephone conference call capability
- Additional webinar resources

Recommendation #2 – Enhanced Communication

Employees at both offsite locations expressed a desire to receive as well as share information with those on main campus. Our recommendation is to establish a ListServ specifically for support staff who work at offsite locations and/or those interested in connecting with offsite employees. Such employees could choose to subscribe to the ListServ and then be able to exchange information, be kept informed of relevant news, and enhance communication among MSU locations.

Recommendation #3 – Awareness Campaign

Employees at both offsite locations indicated a perception that others at MSU frequently do not appear to be aware of the offsite locations and/or neglect to consider the needs of the employees at these locations. We recommend an "Awareness Campaign" be conducted (possibly in conjunction with Human Resources and the full WACFO Committee), beginning in 2013. We believe, once others become aware of and/or are reminded of the necessity to consider the logistics of including offsite employees, such action would be planned and implemented with more regularity.