

MICHIGAN STATE UNIVERSITY

January 19, 2016

MEMORANDUM

To: Satish Udpa
Executive Vice President for Administrative Services

From: Women's Advisory Committee for Support Staff

Subject: Membership Subcommittee Name Change

RECOMMENDATION

The Women's Advisory Committee for Support Staff recommends that the 'Membership' subcommittee be changed to 'University Engagement and Membership'.

BACKGROUND

The Women's Advisory Committee for Support Staff (WACSS) committee has four subcommittees, all but one reflecting areas of oversight:

- Benefits, Work Climate, Health and Safety
- Diversity, Pluralism, and Inclusion
- Training, Development, and Communications
- Membership



Women's Advisory Committee for Support Staff

Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 412
East Lansing, Michigan
48824

Phone 517.355.5014
Fax 517.353.6772
www.adminsv.msu.edu

The purpose and intent of this recommendation is to properly reflect the work and activity of the membership subcommittee to not just reflect the task of maintaining full membership on the committee as a whole. Aside from recruitment of members to join WACSS, this subcommittee is actively engaged in communications and representation at various university functions as well as building a network engaging women support staff across campus.

Per the bylaws dated June 2014, the subcommittee actively promotes and represents WACSS at various events; recruits members to serve on the WACSS committee; ensures diverse representation of the collective MSU workforce by attending various functions; screens, interviews, and nominate candidates; orients and trains new members; and to works closely with committee sponsors and ex-officio units regarding joint initiatives.

At this time, the WACSS committee is recruiting to fill four positions which will be available this June 2016. In addition, and as part of the planning retreat held in August 2015, the subcommittee is working on building and maintaining a pool of membership candidates, creating a list of behavior-based interview questions in an effort maintain a diverse, ambitious, and team oriented working committee, and developing ideas on engaging women support staff in WACSS sponsored and co-sponsored events.

Should this be accepted, we request that the website, bylaws, and any other reference to this subcommittee be updated to reflect the new name.