

WOMEN'S ADVISORY COMMITTEE FOR



**WACFPO**

FINANCE, PERSONNEL AND OPERATIONS

## **Annual Report**

**2005 / 2006**

Submitted by Pam Weil  
Aug 2006

# WACFPO Annual Report Overview 2005/2006

## **2005/2006 WACFPO's year of the Labor Women**

Our focus in 2005/2006 was the inclusion of labor women, the inclusion of their input on the job, on this committee and throughout the University committee. WACFPO has long had an awareness of the issues facing labor women thanks to our labor members and highlighted by our difficulty in their recruitment and retention. These issues were brought to a head by the lack of *any* response by labor women to the university wide 'Status of Women' web based survey.

In partnership with the Women's Commission 'Status of Women' committee and thanks to the active participation of Kathy Lindahl, WACFPO was successful in getting a cross section of labor women's input. A number of 'Conversations with Kathy' events were held in locations and at times conducive to labor women's participation. A supplement to the 'Status of Women' survey was sent to labor women's homes with a response rate of over twenty (20%) percent. In addition WACFPO's diversity committee co-chairs Melissa Congleton (fop) and Robyn Daugherty (labor) held committee meetings in dorm cafeterias during staff lunch times fostering casual interactions between WACFPO members and staff.

The outcome of our information gathering was a clear need for improved communication. With computers as the communication tool of choice, getting labor women computer access and training is a priority for inclusion. WACFPO produced a list of recommendations for addressing the issues of labor inclusion, see attached

## **2005/2006 WACFPO's Ongoing - Future**

WACFPO's Training / Development and Communication committee chaired by Lynne Devereaux hosted a very successful 2006 forum, created updated brochures, a banner, lapel pins and completed much needed updates to our website. The WACFPO-initiated mentoring program is now in its 3<sup>rd</sup> successful year and has involved 120 members of the university community to date. Our Benefits/Work Climate/Health & Safety committees, chaired by outgoing member Lori Strom, continued the annual safety drive & walk around. They were instrumental in the posting of flexible scheduling information on the Human Resource web page.

Issues we hope to address in the future include staff's role in campus safety, health and wellness, women in 'non-traditional' jobs and retirement issues such as the passing on of institutional knowledge. We also hope to expand our use of WACFPO alumni as a resource, particularly for information gathering and outreach into under-served groups.

# **WACFPO's Diversity Committee Report 2005/2006**

Committee Members: Melissa Congleton, Robyn Daugherty, Edita Herbstova, Kirti Singh, and Pam Weil.

## **Accomplishments**

This year the diversity subcommittee was very active in trying to get more women on campus informed and involved. In October two of our members went to the Best Practices in Diversity Conference. They did some networking and handed out our brochures.

Sixteen of WACFPO's members and their guests attended the Martin Luther King Junior dinner at Akers Hall.

The sub-committee also went to three residence hall cafeterias to talk with labor-staff women about the forum, the survey and what WACFPO is all about.

For the forum, the committee sent the special invitation to women of color. This was expanded this year to include women in nontraditional work areas including labor, skilled trades, and police.

## **WACFPO Inclusion of Labor Staff**

The diversity committee also developed and proposed the "WACFPO Inclusion of Labor Staff as Valued Members of the University Community" recommendations. These recommendations were approved by the full committee and submitted to Vice President Poston who incorporated these into his boldness by design initiatives.

The sub-committee assisted in developing and mailing a survey to send out to women in the 999, 1585, FOP, and FOP sergeants unions. This was in response to zero respondents on the status of women's survey from 999 and 1585. This instrument was developed to get the valuable input of these women. We mailed out our own survey. We received 82 back out of 409 mailed for a 20.05% response rate. These surveys were entered into the survey monkey instrument on the Internet to look for trends although time did not allow us to analyze the trends. In addition, Sharri Margraves has some of the surveys and it is unknown if these have been entered into the survey instrument to date.

We also assisted in setting up three "conversations with Kathy" at Brody, Hubbard, and Wilson Halls. These were to give women support staff members a chance to bring problems, issues and positives to light. At least one committee member was present at each of these.

## **Suggestions for the Future**

There were not as many women of color and women working in nontraditional work areas at the forum as we had hoped. A suggestion for next year is to explore this issue and maybe change the invitation as the same one has been used for many years now.

A suggestion for next year is to take the survey information and compile it to look for trends and issues that need to be addressed.

Respectively submitted by Melissa Congleton and Robyn Daugherty, co-chairs.

# **WACFPO's Training, Professional Development and Communications Committee Report 2005/2006**

Committee Members: Jennifer Abbott, Jill Cruth, Molly Dean, Angela Matlock, Beth Rhodes, Lynne Devereaux-Chair

The committee decided to combine the Training and Professional Development Committee and the Communication Committee into one committee: Training, Professional Development and Communications Committee.

## **Annual Spring Forum**

The committee's responsibility was to make the arrangements for the annual Spring Forum. This included: Getting a date at the Kellogg Center; getting the date on the appropriate calendars; invitations; electronic registration; ordering brochures; preparing the membership roster insert; printing & mailing; working with the Diversity Committee on their special invitation to Women of Color; menu; resource fair; name tags; evaluation forms & evaluation updates; etc. We included women administrators in our Forum mailing this year. Also, Vice President Poston sent an email to Deans, Directors, and Chairs announcing the Forum. We increased the resource fair vendor participation again this year. We need to develop a vendor evaluation for the coming year. The only date available at Kellogg Center for the 2007 Forum is March 26.

## **Web Site**

The Web site was updated by the Committee in the fall. We would like to see Liz Ayres recognized for the work she continues to do in updating the Web site for WACFPO.

## **In Service**

We were invited to attend a women's basketball game in January. Kathy said she would like to see this be an annual event for the WACFPO members.

## **WACFPO branding**

The Committee worked on more WACFPO branding items. When new brochures were ordered, we made sure the color was more consistent with other products we currently have to promote WACFPO like magnets (reordered this year), note cubes (new this year), banner (new this year), and lapel pins (new this year—for current/former members).

The Training, Professional Development and Communications Committee worked together, creating a great team in getting things done in a timely manner.

Respectively submitted by: Lynne Devereaux, Chair

# **WACFPO's Benefits/Work Climate, Health/Safety Committee Report 2005/2006**

Committee Members: Lori Strom - Chair, Vickie Curley, Nancy Genco, Mary McGill, Barb Monroe

The tasks of this subcommittee were determined at the August 16, 2005 meeting in preparation for the 2005-2006 service year. The following initiatives were completed.

## **Fall 2005 Drive, October 19, 2005**

The committee drove through campus and recorded 27 safety concerns. The primary safety hazards found were poor lighting on sidewalks, streets, and near building entrances, burned out light bulbs, and overgrown shrubs/trees that blocked entrances. As of this report, all of the lights have been repaired or replaced. Sidewalk issues have been noted and will be addressed during new construction activities during summer 2006.

## **Spring 2006 Walk Around, April 26, 2006**

The committee walked through the center of campus along Shaw Lane and found very few issues. It was discovered that only four lights were burned out. It appears that the safety concerns have improved across campus.

## **The Benefits/Work Climate, Health/Safety Committee**

The Committee gave input into the overall activities of the WACFPO Committee. Participation included involvement in the Status of Women Survey, Labor Survey and "Conversations with Kathy". Contributions to the final report for Vice President Poston, on the two major theme issues of computer access to labor staff and enhancement of communication throughout campus

November 15, 2005: Sub Committee Chair Lori Strom gave a presentation to the larger committee on "Work/life Balance in a Flexible Workplace"

## **Annual Spring In-Service**

Tuesday, May 23, 2006- Physical Plant and Power Plant Tours

## **Annual Spring Retreat**

Friday, June 16, 2006, 8:00AM-4:00PM Kellogg Center

Respectfully Submitted by the Benefits/Work Climate, Health/Safety Committee Members  
Lori Strom - Chair Vickie Curley, Nancy Genco, Mary McGill, Barb Monroe

# WACFPO

## ISSUE - THE INCLUSION OF LABOR STAFF AS VALUED MEMBERS OF THE UNIVERSITY COMMUNITY

**HISTORY** - The inclusion of Labor staff in full participation in the University community is an issue WACFPO has been grappling with for thirty years. One of the ways it has manifested is in the low attendance of Labor women at our annual forum. This issue is also reflected in our difficulty in getting and keeping members to fill our labor seats. We waited with interest for what the Web based 'Status of Women' survey would tell us about labor women, however *no* labor women responded to the survey. That brought us to the question, did labor women have access to a Web based survey?

**DATA GATHERING** - The lack of labor respondents to 'Status of Women' survey concerned the 'Status of Women Design and Oversight Task Force' particularly the WACFPO members. The WACFPO diversity committee had already been talking about issues of inclusion and 'status' / 'class' on campus. They took the lead by implementing some alternate approaches for gathering information from labor women.

- WACFPO Diversity committee meetings were held in cafeterias during normally staff lunch times and members engaged staff in conversation.
- A survey was mailed to the homes of labor women.
- Four(4) 'Conversations with Kathy' focused on labor staff where held.

**OUTCOME** – Three inclusion and communication issues came out as the top issues for labor women. Those issues were, lack of ability to give meaningful input on work issues, lack of Computer access and lack of inclusion in non-computer based University communication, i.e., not receiving campus mail...

### RECOMMENDATIONS –

#### ENHANCE COMPUTER ACCESS AND TRAINING FOR LABOR STAFF.

- Enhance **Computer Access** in physical plant and Housing and Food Services by physically locating computers based on ease of access in their daily work environment and privacy considerations.
- **Develop Computer Training** that is focused on job duties, use of training on the job (use it or lose it); have HRD lead in the development of courses that are focused for those in the labor and trades area and encourage the use of educational assistance for technical training;
  - *Possible implementation strategies* – **Unit defined Task force / Work group** in Physical Plant and Housing and Food Services made up of labor, non-labor, technology and HR staff, to make recommendations and monitor implementation of process improvements in this area. The progress reports and changes that have been implemented should be provided to the Vice President for Finance and Operations one year from now.

#### EXPAND AND ENHANCE TWO-WAY COMMUNICATION PATHWAYS THRU OUT CAMPUS.

Possible implementation strategies -

- 360' degree evaluation processes
- Provide ability to share ideas, incites and issues in a non-threatening environment, i.e., 'Conversations w/ ', focus groups...

- Supervisor training on the value of input from and empowerment of staff
- Inclusion of diverse 'levels' of staff on committees and teams
- Transparency
- Use of clear and direct lines of communication, i.e., mailing to home address.

**Inclusion and empowerment are the corner stones of quality and innovation.  
Computers are the most powerful communication tool we have, proficiency in their use is a requirement to move forward and into the future.**