

WOMEN'S ADVISORY COMMITTEE FOR



WACFPO

FINANCE, PERSONNEL AND OPERATIONS

## **Annual Report**

**2007 - 2008**

Submitted by Melissa Congleton, Chairperson  
July 2008

# 2007-2008 WACFPO Overview of Initial Issues

The following list of issues was developed at the August Retreat and is listed in order of priority.

## Diversity and Pluralism

1. Proposal 2 impact on women support staff.
2. Adoption time off-can staff get the same as natural child birth?
3. Support for international women support staff, is it adequate?

## Training, Development and Communications

1. Enterprise Business Systems Project (EBSP); ensuring all who will use the system as a part of their job will have enough training to do so.
2. Career development and education for women support staff, does what we have meet the needs of these women?
3. Are nontraditional student academic programs adequate for our women support staff?
4. What, if any, is the impact of Proposal 2 on women support staff in terms of compensation?

## Health and Safety

1. Is our emergency communication network adequate? (For those working off hours, does everyone know when an emergency is occurring, what to do or have a way of finding out, especially after normal business hours?)
2. Do we need AED's on campus (more than we have now?)
3. Can IM fees be payroll deducted?

## WACFPO's Diversity Committee Report

Committee Members: Mary McGill-Chair, Molly Dean, Nancy Genco, Ellen Maher, Beth Rhodes, Cherie Shorman

The committee set out some goals for the year.

- 1) To meet with Paulette Granberry Russell to help give us a sense of direction.
- 2) To look at the numbers of CTU promotions from the CT Union to APA and APSA groups.
- 3) To gather information regarding leave rights for adoptive parents.

The team sought to gather information from the Office of Inclusion and Intercultural Initiatives that might help us understand hiring trends within the CT union since Proposal 2 was enacted. With this information, we had hoped to address the often heard concern of CT'S getting passed over for promotions. Though we received some statistical information, it was concluded that we needed at least two years of data before any effect from Proposal 2 could be assessed.

Inquiries were made with Kris Hynes, Director of Human Resources Services, for data that would reveal the hiring trends and promotions for CT'S both within and outside of the bargaining units. We also had conversations with the president of the CTU on these topics. CTU President, Deb Bitner emphasized that the CT union is available and willing to speak to anyone who has questions about their level and promotions opportunities within the bargaining unit.

The committee is in the beginning stages of gathering information for leave time for adoptive parents. At this time, MSU is not offering the same leave benefits for adoptive parents as are held by birth parents.

Support for women international staff was not studied.

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

Committee Members: Edita Herbstova–Chair, Gloria Capetillo, Cheryl Luick, Angela Matlock, Kathy Smith

The Training, Professional Development & Communications Committee's primary responsibility was to strategically plan and organize a successful annual Spring Forum held on March 24, 2008. To ensure a successful and relevant annual Forum, a view of internal resources and skills set was conducted to determine how each member of the Committee as well as the general WACFPO membership could contribute as some tasks formerly performed by external support staff was reassigned to the Committee. The following efforts were made to expand participation & inclusion and enhance the experience:

- "Save the Date" Postcards mailed off-campus to Labor employees
- Email confirmations and reminders were sent out
- "Thank You" notes and evaluation forms for the Resource Fair Participants
- Press releases expanded to include the MSU Human Resources "Source", Physical Plant Newsletter, CTU Newsletter, MSU Bulletin, Women's Resource "Women, Words, & Wisdom"
- Online registration for participants yielding the largest number of applications ever
- Forum schedule adjusted to provide additional time for the Q & A session with VP Dr. Fred Poston and Provost Kim Wilcox

The 2008 Spring Forum received very positive feedback from the evaluation forms with 92% of those who did evaluations reporting that the Resource Fair was useful, 91% said the program format and Vice President Poston's presentation was useful, and 91% gave the Forum an above average or excellent rating.

An in-service was held in which members of WACFPO attended the MSU Women's basketball game in January hosted by VP Poston and Assistant VP Kathy Lindahl. Contacts were made with the Women's Advisory Committee to the Provost (WACP) who also had a box at the game.

For the June Retreat D. Venice Smith presented the morning session on "Life after CRASH," a form of diversity training.

The committee spent a lot of time making changes to the forum registration process as well as additional ways to advertise for the forum. No focus was put on the EBSP project training for support staff, career development, education and academic programs for women support staff. The issues of proposal 2's possible impact on the compensation of women support staff was lumped into the diversity committee's investigation into this matter.

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

Committee Members: Robyn Daugherty-Chair, Joyce Brennan, Brenda Brown, Vicki Curley, Rebecca Kegler, Lisa Reed

The subcommittee did a drive around in the fall and identified lights out, green light phones out, crosswalks in need of painting, and other safety issues. The subcommittee also did a spring walk around and looked at curb cuts, bushes needing to be trimmed and other issues that needed to be addressed during daylight hours.

Regarding automatic external defibrillators (AED's) the committee may in the future look to advise particular locations on campus these would be useful.

As far as IM fees being payroll deducted, this issue needs to be revisited once the EBSP is up and running.

In investigating emergency communications issues, the subcommittee met with Inspector Bill Wardwell who is in charge of the Emergency Management Division at the MSU Police Department. The committee had a second meeting for more information and clarification with Inspector Wardwell and Sgt. Maureen Kennedy, also of the MSU Police. Sgt. Kennedy is responsible for overseeing the emergency action teams for the entire campus. Out of these meetings came the following recommendations which were presented to Vice President Poston on May 20, 2008. Vice President Poston accepted the recommendations and said he would revisit them in one year to see what progress has been made.

### ***Recommendations to Enhance the Safety and Emergency Programs at Michigan State University***

#### *Rationale:*

*Providing a safe environment for students to learn and faculty and staff to work is a priority at Michigan State University. To achieve this goal, we must continuously evaluate and improve our emergency response systems, policies and procedures. Safety is the responsibility of everyone in our campus community and each and every student, faculty and staff person is responsible for learning, understanding and practicing appropriate safety procedures. We must continuously be improving our systems and means of communication to the University community to keep our campus safe and everyone informed and able to function safely in an emergency. To that affect, the sub committee for Benefits/Work Climate/Health and Safety sub committee supports these recommendations as ways to enhance the safety programs, policies and procedures already in practice.*

*There needs to be more training and in service for support staff and faculty on emergency and safety procedures, to include natural disasters, acts of terrorism, fires, chemical spills etc. (see exhibit A) The campus community needs to know what to do in urgent situations in their own work environment. This only comes from repeated training and practice for these situations.*

*Multiple messaging systems must be used to alert everyone to urgent safety situations on campus. An "alert system" could be programmed into each and every computer used on campus. This would back up the phone message service that does not consistently work well at this time.*

*Mandatory training and in-service must be held for yellow vests and emergency action teams. They must be reminded of how important their roles are in the training and education of safety procedures for their areas. All training needs to be more than twice a year, as these positions are fluid due to personnel changes.*

*There is a need to develop second and third shift emergency action teams. Along with this, there needs to be unannounced fire drills for these shifts.*

*If possible, there needs to be unannounced fire drills through out campus, to simulate an actual emergency event.*

*There needs to be mandatory debriefing meetings after each safety or emergency situation on campus with yellow vests and emergency action teams, DPPS and responding agencies there were involved to discuss what worked and what didn't. Recommendations need to be made to improve systems and procedures as needed and then communication needs to take place to facilitate these changes and communicate them to everyone involved.*

*It isn't a matter of IF we will be involved in an urgent and/or life threatening situation, but WHEN. We believe we must plan now and be ready.*

## **Activities and Accomplishments**

At the retreat on June 10, 2008 the committee voted to change the name of the committee to keep it consistent with the title of the Vice President. The committee was officially renamed the Women's Advisory Committee for Finance and Operations (WACFO).

The committee had three representatives on an ad-hoc committee that met one time to discuss locks on classroom doors. This discussion was prompted by active shooters in classrooms at other institutions of higher education which resulted in injury and death. The committee came to a consensus and suggested placing locks on all classroom doors. The rationale was that the protection of an entire classroom of people outweighed the possible drawback of someone being assaulted while locked inside a room.

A grant application was submitted for the creating inclusive excellence grant through the Office for Inclusion and Intercultural Initiatives. WACFPO sought support for training and learning activities that will enhance the Committee's capacity to effectively build and advance inclusion among support staff across the university. The committee as a whole, as well as individual members' effectiveness would be enhanced with training in the areas of strategic and critical thinking, decision making, team building, team communication, as well as enhanced self awareness around the issues of inclusion. The status of this grant application was not known at the time of this report.

In September Dawn Hecker presented on the Computer Access and Training Task force (CAT) which had three major recommendations

1. Require basic computer technology and use
2. Easy computer accessibility at work-803 employees without access translates into setting up 224 computers and 164 printers
3. Conduct necessary training

Three new members were welcomed to the committee in the middle of this academic year along with four new members at the beginning of the year. Of the three new members, one filled an open position from last year, one filled a position of a staff member who took a job at another university, and one filled the position of someone out on disability.

In October the committee had a presentation on the emergency text messaging (ETXT) system.

In March the committee had a presentation from GIS staff Scott Harding and Andrew Midgley regarding crime mapping on campus.

In April the committee had a Participatory Management presentation by Lew Dotterer, Dawn Hecker & Alice Smith. Building blocks of the initiative were as follows to 1) research to collect employee feedback, 2) have employee involvement in developing units, 3) Integration of new behavior expectation, 4) Have long term high level commitment.

## **Suggestions for the Future**

Regarding the committee name change to WACFO, the bylaws, logo and all branding items will need to be replaced with the new name in 2008-2009. Continued effort to get our new name recognized by staff will be needed.

The membership committee will need to replace one labor member position that the committee was unable to fill this year. More and different types of recruitment are needed in this area. In addition, the committee should also make sure representation in the academic units is not overlooked in its membership.

Education and informal mentoring of the committee's membership will be crucial to the committee's success in 2008-2009. In the membership year of 2007-2008 there were a total of seven new members out of a total of 17 members.

Also regarding new membership, it will be up to the committee leadership to ensure issues brought forth in the last two years are not forgotten. Due to time constraints not all issues identified at the August retreat were studied. The committee may see fit to address some of these issues in the future.

Strengthening the relationship with WACP to explore possible similar areas of interest to keep from overlapping work is suggested. In addition, WACP is a good resource of information.

Further, two years ago (2005-2006) the committee made the following recommendations to Vice President regarding inclusion:

### **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*

The computer access and training task force is in the process of getting every support staff member access to a computer as well as training. The second recommendation regarding inclusion is still in the works. It is strongly suggested that the committee ensure that this recommendations is followed through. Currently the Vice President is conducting studies on participatory management in three divisions, Housing and Food Service, the Physical Plant, and the MSU Police. The committee should be watchful to see that the suggested measures are accomplished through participatory management. If they are not accomplished, further recommendations in this area should be made.